

## **TERMS OF REFERENCE**

### **Procurement of Consulting Services to Develop and Conduct a Competency-Based Assessment Process for the Department of Tourism (DOT) Foreign Offices' Deployment of Personnel**

#### **I. PROJECT NAME:**

##### **DEVELOPMENT AND CONDUCT OF A COMPETENCY-BASED ASSESSMENT PROCESS FOR DOT FOREIGN OFFICES' DEPLOYMENT OF PERSONNEL**

#### **II. PROJECT TIMELINE:**

Four (4) months (until December 31, 2019)

#### **III. PROJECT OBJECTIVES:**

The procurement of consulting services to conduct the 2<sup>nd</sup> Phase of the Deployment Process, i.e. Competency-Based Assessment of applicants to enter the Corps of Tourism Officers and Staff for the Foreign Offices of the Department of Tourism, aims to enhance the objectivity of the screening and selection of personnel to be assigned abroad and step up the quality of human resource placement decisions. It seeks to further professionalize the system of recruitment, training and deployment of DOT's foreign officers to the following positions where they have competencies to perform the functions attached to these positions:

- Attache I and II (hereinafter referred to as Tourism Attache or TA)
- Senior Tourism Operations Officer (hereinafter referred to as Administrative Officer or AO)

#### **IV. SPECIFICATIONS/INCLUSIONS:**

##### ➤ Project Components

1. Development of Competency Model/Design and Process
  - Review of DOT's Competency-Tables and profiles of Foreign Tourism Officers (TAs and AOs)
  - Conduct of validation interviews and focused group discussions
2. Conduct of the Competency-Based Assessment of Tourism Overseas Officers
  - Paper and Pen Exams (inputs from end user and from HRD separately)
  - Simulation Exercises

- Conduct of 12 assessment centers (simulation activities) for for over a period of three (3) months for a maximum of 30 TA and 30 AO candidates (5 candidates per assessment center)

**Note:** Payment shall be based on actual number of candidates who undergo the process)

#### **IV. SCOPE OF WORK/DELIVERABLES:**

The Consulting Services shall undertake the following tasks:

1. Development of Competency Model/Design and Process (45 days)
  - 1.1 Review the DOT's Competency models and profiles of Foreign of Tourism Officers (15 days)
    - Organize and mobilize project and assessment teams
    - Conduct validation interviews and focused group discussions
  - 1.2 Development of the Model/Design and Process (30 days)
    - Design, develop and reproduce the instruments, assessment tools and materials for the review and screening process (in coordination with HRD Chief and/or AS Director)
    - Present the model and process to the DOT Project Management Team
2. Conduct of the Competency-Based Assessment Process to Applicants for TA and AO positions (October to November 2019)
  - 2.1 Provide the venue/s for the conduct of screening
  - 2.2 Coordinate with the DOT Project Management Team for the requirements and notifications to candidates
  - 2.3 Actual conduct of the process
    - 1<sup>st</sup> Phase (Paper and Pen Exams) – 4<sup>th</sup> Week of October 2019
    - 2<sup>nd</sup> Phase (Simulation Exercises) – 2<sup>nd</sup> Week of November 2019
3. Technical Assistance during the 3<sup>rd</sup> Phase of the Deployment Process, i.e. CBAP Committee Interview (4<sup>th</sup> Week of November but not later than 1<sup>st</sup> week of December 2019)
  - 3.1 Provide assistance during the conduct of competency-based interviews, i.e. interview process and assessment results

#### 4. Other responsibilities

- 4.1 Conduct all project activities on mutually agreed terms;
- 4.2 Ensure the confidentiality of project outputs and relevant data/information forwarded by the DOT;
- 4.3 Submit all required outputs within the timetable to be agreed during the project inception;
- 4.4 Prepare invitation/notification and confirmation letters, assessment reports and project terminal reports;
- 4.5 Promptly communicate with the DOT on the occurrence of any event or condition which might delay or prevent the timely completion of the services stated above
- 4.6 All deliverables and/or reports shall be submitted and considered property of the DOT, after the completion of the project.

#### **V. EXPECTED OUTPUTS:**

1. Enhanced Competency Tables, Models and Profiles for DOT Foreign Officers (TAs and AOs)
2. Individual and Summary Assessment Reports on the candidates who have undergone the 1<sup>st</sup> and 2<sup>nd</sup> Phases of the Competency-Based Assessment Process as well as the CBAP Committee Interviews
3. Executive Presentation of Candidates' Profiles
4. Project Terminal Report with Recommendation on Development Interventions for the candidates who have undergone the assessment process and the CBAP Committee Interviews)

(Note: One printed copy and CD file for each of the above expected outputs shall be officially transmitted to the DOT)

#### **VII. MINIMUM ELIGIBILITY REQUIREMENTS:**

The Consulting Services should have the following qualifications and experience:

1. At least 5 years of experience in the field; and
2. Has at least 3 clients from the government sector in the last 5 years.
3. The consulting firm shall provide the following:
  - Lead Consultant who has an expertise in project management, organizational development, competency assessment, targeted selection and profiling, etc.
  - Key Personnel who have background in project management, organizational development, competency assessment, targeted selection and profiling, etc.

## VIII. TERMS OF PAYMENT:

Government Procedure

Note : Payment shall be in tranches upon completion of each of the scope of work/deliverables and submission of outputs:

| Scope of Work/Deliverable                                                                                                                                                                                                                                                                                                           | % of Payment |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1. Development of Competency Model/Design and Process (45 days/not later than 2 <sup>nd</sup> week of October 2019)<br>➤ Enhanced Competency Tables, Models and Profiles for DOT Foreign Officers (TAs and AOs)                                                                                                                     | 20%          |
| 2. Conduct of the Competency-Based Assessment Process to Applicants for TA and AO positions (4 <sup>th</sup> week of October but not later than 2 <sup>nd</sup> week of November 2019)<br>➤ Individual and Summary Assessment Reports                                                                                               | 45%          |
| 3. Technical Assistance during the 3 <sup>rd</sup> Phase of the Deployment Process, i.e. CBAP Committee Interview (4 <sup>th</sup> week of November but not later than 1 <sup>st</sup> week of December 2019)<br>➤ Individual and Summary Assessment Reports                                                                        | 25%          |
| 4. Submission of Executive Presentation of Candidates' Profiles and Project Terminal Report with Recommendation on Development Interventions for the candidates who have undergone the assessment process and the CBAP Committee Interviews (3 <sup>rd</sup> week of December 2019, not later than 26 <sup>th</sup> December 2019 ) | 10%          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                        | <b>100%</b>  |

## X. PROJECT COST:

Five Million Pesos (Php5,000,000.00) inclusive of all applicable taxes

## XI. CONTACT PERSON:

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## Recommending Approval:

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