

ANNEX A: TERMS OF REFERENCE

PROCUREMENT OF A CONSULTING FIRM FOR THE ENHANCEMENT OF BEHAVIORAL INDICATORS FOR THE ENHANCEMENT OF TOURISM PROMOTIONS BOARD COMPETENCY FRAMEWORK, DICTIONARY AND JOB PROFILES

I. BACKGROUND

The Tourism Promotions Board (TPB) is seeking a competent and experienced Consulting Firm to provide technical services for the enhancement of the TPB competency framework, dictionary, and job profiles.

There is a remarkable transition of human resource management in the public sector from regulatory and transactional perspective into transformational and strategic which makes its workforce relevant and effective during this digital and fast-paced environment.

As a priority, the TPB would like to revisit and enhance the previously established Competency Framework to respond strategically to the rapidly changing environment that impacts on how employees in the organization are selected, evaluated, developed, moved, and recognized using a common measure/standard that supports organizational success.

The Scope of Work of this Terms of Reference is beyond the optimum in-house capability of the procuring entity and is consistent with the government's policy not to compete with the private sector as integrated in Item 2 of Annex B of the 2016 Implementing Rules and Regulations of Republic Act No. 9184.

II. OBJECTIVES

The main objective of the project is to revisit and enhance the current TPB Competency Framework which includes, updating the Competency Dictionary, assist in building capability of the HR Team/HRMPSB/Supervisors/Division Chiefs, and specifically aims to achieve the following:

1. Identify new and emerging competencies.
2. Validate the cluster of competencies/competency catalogue/competency dictionary, rubrics, and competency profiles.
3. Critically analyze and review the existing jobs, the mandate, MFO's of all work units.

4. Conduct Key Informant Interview (KII), Focus Group Discussion (FGD), and review of all related documents and literature.
5. Strengthen the learning experience of the PHRDD, Technical Working Group (TWG) core team and other staff through capability building activities, to develop an appreciation of the Competency-Based Strategic HR Systems and be part of building and integrating the Competency-Based standards into the TPB HRM System.

III. SCOPE OF SERVICES AND TIMESCHEDULE

The scope of work shall include the following:

DELIVERABLES	SCOPE OF SERVICES	TIME SCHEDULE
- Inception Report	Preparation <ul style="list-style-type: none"> ➤ Form the Project Team/ Technical Working Group (TWG) of TPB personnel ➤ Alignment of roles, expectations, and timelines ➤ Prepare the Project Charter ➤ Commence the Project 	16 weeks

<ul style="list-style-type: none"> - Feedback report on the status of the competency framework of TPB - Capacitated TWG - Validated list of competencies - Draft competency dictionary and rubrics - Validated competency framework (dictionary and rubrics) 	<p>Phase I – Review and Enhancement of the Competency Framework</p> <ul style="list-style-type: none"> ➤ Review of related documents, data, current competency catalogue and dictionary ➤ (Cap Dev) Conduct of Orientation for the PHRDD on the fundamentals of competency development and process of review and enhancement ➤ Data gathering: Conduct of output workshop with TWG and management of TPB Subject-Matter Experts (SMEs) for FGD and KII ➤ Validation of data gathering of enhanced competencies and of newly identified competencies ➤ Review existing behavioral indicators of TPB 	<p>8 weeks</p>
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<ul style="list-style-type: none"> - Enhanced Competency Framework - Competency Dictionary - Competency Table & Matrix - Job Profiles 	<p>Phase 1.a</p> <ul style="list-style-type: none"> ➤ Presentation of output ➤ Orientation on establishing Job Profiles ➤ Validation of Profiles ➤ Conduct a workshop/ briefing to the Human Resource Merit, Selection and Promotion Board (HRMPSB), PHRDD, managers, and supervisors of TPB to capacitate them on the integration and application of the competencies in Recruitment, Selection and Placement (RSP), Learning and Development (L&D), Performance Management (PM), and Rewards and Recognition (R&R) 	
<ul style="list-style-type: none"> - Final Report 	<p>Final Submission</p> <ul style="list-style-type: none"> ➤ Submission of Terminal Report: Enhance TPB 	

	Competency Framework	
TOTAL DURATION: Twenty-four (24) weeks or six (6) months		

IV. TRAINING

The Consulting Firm shall provide capacity-building trainings for concerned TPB personnel as follows:

Training	Target Participants
Understanding the concepts and development of competency framework in the workplace	Identified Technical Working Group (TWG) from TPB
Workshop/Briefer on the integration and application of competencies in Recruitment, Selection and Placement (RSP), and Learning and Development (LAD), Performance Management (PM), and Rewards and Recognition (R&R)	HRMPSB Members (Chairperson, End-Users, 1 st and 2 nd level representative, secretariat) PHRDD personnel

V. SCOPE AND LIMITATIONS

1. All reports, designs, specifications, and other documents prepared by the Consulting Firm for the Procuring Entity under this Project, shall become, and remain the property of the TPB.
2. The Consulting Firm shall require TPB’s prior approval for the following:
 - a. Training schedule for target participants
 - b. Reports for approval of the COO
 - c. On-site meeting/lectures

VI. BIDDER’S ELIGIBILITY REQUIREMENTS AND KEY PERSONNEL

A. Qualifications of the Consulting Firm

1. Must be Filipino owned, operated and legally registered company under Philippine laws and must be in operation for the last five (5) years.
2. Must have undertaken at least five (5) successful consultancy services with government organizations in the establishment or

development of competency-based modeling or job profiling or organizational development.

B. Qualifications of Key Personnel

The Consulting Firm shall provide the following key personnel for this project:

Position	No. of Personnel
Lead Consultant (Principal)	1
Senior Consultant (Key Staff)	2

Lead Consultant (Principal)

1. Master's Degree relevant to Human Resource Management or Industrial/Organizational Development
2. Must have been accredited as CSC Subject Matter Expert (SME) in Competency-Based Human Resource Program for at least two (2) years.
3. Must have conducted at least five (5) public trainings on competency-based human resource program, or job profiling or organizational development in the last five (5) years to government agencies.

Senior Consultant (Key Staff)

1. Master's Degree relevant to human resources development.
2. Must have relevant experience in competency modeling, profiling and assessment, or training needs analysis for at least three (3) years.
3. Must have at least twenty-four (24) hours relevant training in competency modeling, profiling and assessment, or training needs analysis.

Submit Curriculum Vitae (CV), Certificate as Resource Speaker (for Lead Consultant), Certificate of Participation/Completion (Senior Consultant), and Resume using the TPF6 Form.

VII. ELIGIBILITY AND TECHNICAL RATING CRITERIA

Based on Section 33.2.2 of Republic Act (R.A.) No. 9184, the technical proposal and presentation of the Consulting Firm shall be evaluated based on the following criteria:

A. Eligibility Rating Criteria

Criteria	Percent Weight	Rating
I. Applicable experience of the consulting firm	50%	
A. Must be Filipino owned, operated and legally registered company under Philippine Laws and must be in operation for the last five (5) years: <ul style="list-style-type: none"> ➤ In operation for the last six (6) or more years = 25% ➤ In operation for the last five (5) years = 20% 	25%	
B. At least five (5) years of experience and conduct of at least five (5) public trainings on the establishment/ enhancement of competency framework or job profiling or organizational development in government in government agencies: <ul style="list-style-type: none"> ➤ With more than five (5) years of consulting experience and more than five (5) relevant public trainings conducted = 25% ➤ With at least five (5) years of consulting experience and at least five (5) relevant public trainings = 20% 	25%	
II. Qualifications of principal and key staff of the consulting firm who may be assigned to the job	30%	
A. Master’s Degree relevant to Human Resource Management or Industrial/Organizational Development (Principal): <ul style="list-style-type: none"> ➤ With two (2) relevant master’s degree or one (1) relevant PhD = 15% ➤ With one (1) relevant master’s degree = 10% 	15%	

<p>B. Master’s Degree relevant to human resources development (Key Staff):</p> <ul style="list-style-type: none"> ➤ With two (2) relevant master’s degree or one (1) relevant PhD = 15% ➤ With one (1) relevant master’s degree = 10% 	15%	
III. Current workload relative to capacity	20%	
<ul style="list-style-type: none"> ➤ With ongoing projects with less than five (5) institutions/agencies = 20% ➤ With ongoing projects with five (5) institutions/agencies = 10% ➤ With ongoing projects with more than (5) institutions/agencies = 5% 	20%	

Passing score: 70%

B. Technical Rating Criteria

Criteria	Percent Weight	Rating
I. Experience and capability of key personnel (Lead Consultant)	40%	
<p>A. Must have undertaken at least five (5) successful consultancy services with government organizations in the establishment or development of competency-based modeling or job profiling:</p> <ul style="list-style-type: none"> ➤ Undertaken more than five (5) successful consultancy services with government organization in the establishment of competency-based modeling or job profiling = 20% ➤ Undertaken at least five (5) successful consultancy services with government organization in the establishment of 	20%	

competency-based modeling or job profiling = 15%		
<p>B. Must have been accredited as CSC SME in Competency-Based Human Resource Program:</p> <ul style="list-style-type: none"> ➤ Accredited CSC SME in Competency-Based Human Resource Program for more than two (2) years = 20% ➤ Accredited CSC SME in Competency-Based Human Resource Program for at least two (2) years = 15% 	20%	
II. Quality key personnel to be assigned to the project (Senior Consultant)	30%	
<p>A. Must have relevant experience in competency modeling, profiling and assessment, or training needs analysis for at least three (3) years:</p> <ul style="list-style-type: none"> ➤ With more than three (3) years relevant training = 15% ➤ With at least three (3) years relevant training = 10% 	15%	
<p>B. Must have at least twenty-four (24) hours relevant training on competency modeling, profiling and assessment, or training needs analysis:</p> <ul style="list-style-type: none"> ➤ With more than twenty-four (24) hours of relevant training = 15% ➤ With at least twenty-four (24) hours of relevant training = 10% 	15%	
III. Plan of approach and methodology	30%	
Length of Technical Presentation:		
A. Consistency of the proposed workplans with the Scope of Work	15%	
B. Project plan approach to achieve the deliverables/expected outputs within the specified timeframe	15%	

Passing score: 70%

The Consulting Firm is expected to submit technical and financial proposal which shall be evaluated based on Quality Cost Based Evaluation (QCBE). The winning bidder must attain a hurdle rate of eighty-five percent (85%) based on the following set of selection criterion with their corresponding weight assignments:

Proposal	Weight (%)
Technical	85%
Financial	15%
TOTAL	100%

Bidders are required to present (maximum of 30 minutes) their plan approach for the project.

VIII. DURATION OF THE PROJECT

The services of the Consulting Firm shall be engaged within six (6) months from the receipt of the Notice to Proceed and shall report and coordinate directly to the Personnel and Human Resources Division and shall work closely with relevant stakeholders and the TWG.

IX. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE MILLION EIGHT HUNDRED FIFTY THOUSAND PESOS ONLY (PHP1,850,000.00)**, inclusive of all applicable fees and taxes.

The ABC shall be charged to TPB FY 2024 Funds subject to existing accounting, auditing, and budgeting rules and regulations.

X. TERMS OF PAYMENT

Payment Terms	Deliverables/Milestones	Percentage of Payment
1 st	1. Inception Report	10% upon approval of deliverables/milestones for 1 st tranche
2 nd	2. Report on the current status of the competency framework of TPB 3. Post-Learning Evaluation Report on TPB TWG 4. Initial list of newly identified competencies	20% upon approval of deliverables/milestones for 2 nd tranche

3 rd	5. Validated list of competencies 6. Initial competency dictionary and rubrics 7. Validated competency framework (dictionary and rubrics)	40% upon approval of deliverables/milestones for 3 rd tranche
4 th	8. Final Report	20% upon approval of deliverables/milestones for 4 th tranche
TOTAL:		100%

XI. CONTACT INFORMATION OF PROJECT OFFICERS

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