

TERMS OF REFERENCE
ENGAGING THE SERVICES OF A SERVICE PROVIDER
FOR ONLINE COMPETENCY-BASED ASSESSMENT
As of 10 June 2020

I. OBJECTIVE

To engage the services of a psychological assessment firm that can conduct online competency-based assessment to candidates for the vacant positions in the Tourism Promotions Board (TPB).

II. SCOPE

1. To provide online competency-based assessment for candidates for hiring and promotion for:
 - Clerical level
 - Technical level
 - Supervisory level
 - Managerial and Executive level
2. The full battery of tests must consist of the following :
 - Aptitude/ Ability test
 - Behavioral/ Personality test
 - Cognitive/ Intelligence test
 - Competency assessment test
 - Managerial skill test
3. Submit copy of the full report on the results of the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills assessment within three (3) to five (5) calendar days after the conduct of the assessment.

III. ELIGIBILITY REQUIREMENTS

1. The firm should submit certification as proof that they are authorized to use industry standard psychological tests appropriate in assessing the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills of candidates to the vacant positions in the TPB.
2. The firm should submit list of test/ instruments with description, version number, and latest revision as proof that the instruments that they will use are based on the latest industry standard.
3. The firm should submit list of its personnel with copies of their respective licenses and validity who will administer, interpret the psychological tests and write the required full report.
4. The firm should submit list of on-going and completed projects for the past three (3) years. For projects engaged with government, submit copies of the Notice of Award and Notice to Proceed.

IV. METHODOLOGY AND EXPECTED OUTPUTS

1. The firm must identify the battery of tests to be administered that would provide TPB an output/report on, among other things, the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills of candidates to the position being applied to which are classified below:

Battery of Tests	Output
Appropriate for Clerical Positions	<ul style="list-style-type: none">● Summary of results● Interpretation (with strengths and weaknesses)● Recommendation
Appropriate for Technical Positions	
Appropriate for Supervisory Positions	
Appropriate for Managerial and Executive Positions	

2. The firm must provide briefer training to at least two (2) TPB Recruitment Personnel on the following upon receipt of Notice of Award:
 - a. how to administer/ disseminate the online assessment
 - b. run through the online assessment
 - c. provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes
3. The TPB will endorse candidates for examination through email.
4. The firm must administer the test and conduct validation interview within three (3) days upon the endorsement of candidates.
5. The firm must notify the TPB PHRDD if the candidates have already taken the test for status update and to monitor the release of the report.
6. The firm should submit to TPB PHRDD copy of the full report of the assessment within three (3) to five (5) calendar days after the conduct of the assessment.

V. COST

Total approved budget for this is P561,000.00. Payment to the firm shall be based on actual services rendered which will include: Testing Administration, Validation Interview, Scoring, Analysis of Results and Write-up, and other use of facilities.

VI. DURATION

This project will be implemented from July to December of 2020, commencing on the receipt of the approved Notice to Proceed.