

TERMS OF REFERENCE

ENGAGING THE SERVICES OF A SERVICE PROVIDER FOR 2022 ONLINE COMPETENCY-BASED ASSESSMENT

As of 10 January 2022

I. OBJECTIVE

To engage the services of a psychological assessment firm that can conduct online competency-based assessment to candidates for TPB vacant positions.

II. SCOPE OF SERVICES/ DELIVERABLES

1. Provision of online competency-based assessment for candidates for hiring and promotion:

Level	SG	No. of Vacancies	Estimated No. of Candidates per Position	Total No. of Estimated Candidates
Clerical	7-14	2	5	10
Technical	15-17	24	5	120
	18-20	11	5	55
Supervisory	22-24	8	5	40
Managerial	26	2	5	10
Executive	28	1	5	5
TOTAL		48		245

Note: TPB has the option to add/ increase the estimated number of candidates based on its need provided the total amount will not exceed the ABC.

2. Provide online competency-based assessment based on the following levels:
 - Clerical level
 - Technical level
 - Supervisory level
 - Managerial and Executive level
3. 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
4. Prepare and submit copy of the full report and comparative matrix for candidates applying for the same positions based on the results of the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills assessment within five (5) to eight (8) calendar days from the date of administration of online assessment.

III. ELIGIBILITY REQUIREMENTS

1. The firm must be in operation for the past three (3) years and is using 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.

The following documents must be submitted along with the legal and financial proposals, to wit as follows:

- Submit Articles of Incorporation
 - Submit a list of ongoing and completed government and private contracts for the past three (3) years whether similar or not similar in nature to the project (***for completed projects, submit a copy of the Notice of Award, Notice to Proceed or contract, whichever is applicable***).
2. The firm has administered online assessment for a maximum of ten (10) applicants per day for the past three (3) years and should submit the following supporting documents:
 - Submit a list of the average number of candidates administered with online assessment per day for the past 3 years (average per day per year)
 - Submit a list of battery of tests for various levels/positions (clerical, technical, supervisory and managerial/ executive) administered online for the past 3 years.
 - Submit one (1) sample full report per level/position (Clerical, Technical, Supervisory, Managerial and Executive).
 - Submit one (1) complete process cycle with identified number of days to determine turnaround time for submission of report (ex: day 1 - online exam, day 2 – validation interview, day 5 – report writing, day 6 – approval, day 7 – submission of report)

All the above-mentioned reports must be submitted as part of the evaluation of proposal.

3. The firm should submit a list of its personnel with a copy of their valid and respective licenses who shall administer and interpret the psychological tests, and write and submit the equivalent report/s.
4. Psychologists and Psychometricians should have experienced in the following work assignments for the past 3 years:
 - Test Administration
 - Result Interpretation
 - Validation of Initial interpretation
 - Provision of Appropriate Recommendation
 - Full Report Writing
5. Submit Curriculum Vitae of the key personnel using the TPF6 form

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. Conduct interview to validate the results of the online assessment. If there are pre-requisite tests/ questionnaires prior to the validation interview, the administration shall be proctored.
3. The firm must provide brief training to at least two (2) TPB Recruitment Personnel on the following upon receipt of Notice to Proceed (NTP):
 - a. How to administer/ disseminate the online assessment
 - b. To run through the online assessment
 - c. To provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes

4. The TPB will endorse candidates for examination through email.

5. Preferred schedule of activities are as follows:

Mondays and Tuesdays	Examination Schedules	Current Week
Wednesdays and Thursdays	Interview Schedules	Current Week
Fridays	Endorsement of applicants for assessment the following week	Current Week
Tuesdays to Thursdays	Submission of Full Reports	Following Week

6. 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.

7. The firm should submit to TPB PHRDD copy of the full report and comparative matrix (for same positions) of the assessment within five (5) to eight (8) calendar days after the conduct of the assessment.

V. Bidder is expected to submit technical and financial proposals which shall be evaluated using the **Quality Cost Based Evaluation (QCBE)**. The winning bidder must attain a hurdle rate of 80% based on the following weight assignments:

Proposals	Rating
Technical	80%
Financial	20%

Passing Rate: 80%

VI. COST

Total approved budget for this is P464,500.00 inclusive of all applicable taxes.

Payment to the firm shall be based on the actual number of applicants administered with submission of full report on a per month basis.

VII. DURATION

This project will be implemented from February to December of 2022, commencing on the receipt of the Notice to Proceed.

***** Nothing Follows *****