



## PROCUREMENT OF CONSULTANCY ON COMPETENCY FRAMEWORK

### I. BACKGROUND

In harmonization with the Philippine Development Plan (2023-2028), and the strategic directions of its mother organization, the DOST-Advanced Science and Technology Institute (DOST-ASTI) is ushering in its transformation initiatives with the development of a **Competency-Based Human Resource Human Management System (CBHRMS)**.

DOST-ASTI seeks to initiate its transition to competency-based human resource system (CBHRS) under Civil Service Commission (CSC) Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and institute the program by developing a **CBHRMS** for the organization before the final quarter of 2023, as part of its priority programs. CBHRMS is a system for integrating all aspects of Human Resource Management and Development wherein employees are selected, evaluated, developed, moved and paid using a common measure/standard that supports organizational success.

Immediately, after the development and ratification of the DOST-ASTI CBHR Components, the end-user seeks to implement a Competency Assessment across the organization to accurately measure the baseline competency levels of the DOST-ASTI workforce, leading to the implementation of the Competency Development Program before the end of 2023.

DOST-ASTI now intends to procure the services of a qualified organizational development Consultant to render technical assistance for the development of its CBHRMS and conduct of the Competency Assessment.

The Approved Budget of the Contract is Nine Hundred Ninety-Five Thousand Pesos Only (₱995,000.00) inclusive of taxes, administrative charges, and other government fees.

### II. SCOPE OF SERVICES

The Consultant's engagement will cover the following scopes of work or services:

#### A. Pre-Implementation and Orientation

1. Review of Key Documents and Organizational Artifacts
2. Conduct of a CBHRMS Orientation Workshop that includes the following modules:
  - a. Review of CBHRMS CSC Standards
  - b. Roles and responsibilities of TWG
  - c. Validation of Competency Framework (based on documented desired amendments from TWG representatives)
  - d. Crafting of Competency Based Job Description
  - e. Basics of CSC PRIME-HRM
3. Submission of a Project Inception Report and Work Plan

#### B. Development of the DOST-ASTI Competency Based Human Resource Management System according to the standards of the Civil Service Commission

1. Crafting of the Initial Draft of the DOST-ASTI Competency Framework
2. Development of the DOST-ASTI CBHR components:
  - a. Competency Framework
  - b. Competency Catalogue
  - c. Competency Model
  - d. Position Profiles
  - e. Competency Based Job Descriptions
3. Review/Revisions of the CBHR Components

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### C. Competency Assessment

1. Crafting of Competency Assessment Tools for the DOST-ASTI
2. Conduct of Competency Assessment
3. Crafting of the Final Set of Reports for the Project, in accordance with CSC / CSI requirements:
  - a. CBHRMS Manual / Guidebook
  - b. Competency Assessment Results
  - c. Operating Guidelines

### III. QUALIFICATIONS OF CONSULTANT/CONSULTING FIRM

- A. Must have been in existence for at least five (5) years as a registered entity in the Philippines.
- B. Must be able to demonstrate familiarity with working with government agencies and/or Government-Owned and Controlled Corporations.
  1. Should have successfully completed at least **three (3) relevant organizational development projects** for government agencies within the last five (5) years.
  2. Must have completed at least **three (3) similar projects** that involve the *design and development of a Competency-Based Human Resource System and Conduct of Competency Assessment* for government agencies within the last five (5) years.
  3. Familiarity working with or having worked with agencies under the DOST umbrella is not a requirement but will be an advantage for prospective consultants.
- C. Must have a Consulting Team of at least three (3) members for project implementation that meets the minimum qualification requirements for this Project, with a support team for data gathering and event management.

### IV. OUTPUT

The Consultant is expected to deliver the following reports/documents:

1. Inception Report and workplan;
2. Post-activity Report documenting agreements reached and outputs from workshop;
3. Development of the DOST-ASTI CBHR components;
4. Competency Assessment;
5. CBHRS Manual/Guidebook;
6. Competency Assessment Results; and
7. Operating Guidelines

### V. TIMELINE

Services must commence within ten (10) calendar days upon issuance of Notice to Proceed (NTP). Contract duration is five (5) months or twenty (20) weeks from the date of receipt of NTP.

### VI. PAYMENT TERMS

Progressive payment shall be made only upon submission of reports/documents and certification/acceptance by the end-user to the effect that the services and outputs have been rendered and delivered, respectively, in accordance with these Terms of Reference.

Below are the payment schedules:

<b>SCOPES OF WORKS / SERVICES</b>	<b>DELIVERABLES</b>	<b>TIMELINE</b>	<b>PAYMENT</b>
<b>Pre-Implementation and Orientation</b>	Submission of Inception report and workplan	Week 1 to 2	15%
<b>Development of the DOST-ASTI Competency-Based Human Resource System</b>	Submission of <b>Post Activity Report</b> for the CBHRS Orientation Workshop	Week 3 - 8	20%
	Submission of Validated / Ratified <b>DOST-ASTI Competency-Based Human Resource System</b>	Week 9 - 12	25%
<b>Competency Assessment</b>	Turn-over of <b>Competency Assessment Tools</b> for conduct of assessment activities	Week 11 - 15	20%
	Submission of: <ul style="list-style-type: none"> <li>• <b>CBHRS Manual / Guidebook</b></li> <li>• <b>Competency Assessment Results</b></li> <li>• <b>Operating Guidelines</b></li> </ul>	Week 16 - 20	20%
<b>TOTAL</b>		<b>20 WEEKS</b>	<b>100%</b>