



PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF ORGANIZATIONAL ASSESSMENT AND FORMULATION OF DOST-ASTI STRATEGIC PLAN 2023-2028

I. BACKGROUND

The DOST-ASTI needs to revisit its strategic direction and undertake organizational assessment to further enhance its performance and ensure the continuous implementation of relevant programs and projects that are aligned with the priorities of the new administration and the Harmonized National R&D Agenda. This shall require the engagement of a Consultant (third party) that will be primarily responsible for the assessment of the organizational structure, as well as the formulation of the Agency's Strategic Plan from 2023 to 2028.

The Approved Budget of the Contract is One Million Pesos Only (₱1,000,000.00) inclusive of taxes, administrative charges, and other government fees.

II. SCOPES OF SERVICES

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

A. Organizational Profiling

1. Gathering of data and information relevant to the agency performance in 2020-2022;
2. Review of gathered data, reports and other relevant documents; and
3. Preparation and submission of Inception Report and workplan.

B. Organizational Assessment

1. Review of existing mandate, vision, mission, core values and strategic goals;
2. Analysis of current organizational structure and staffing;
3. Review and assessment of gaps in operationalization of human resource systems;
4. Conduct of Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis; and
5. Preparation and submission of Organizational Assessment Report including the Agency's Balanced Scorecard.

C. Design and Facilitation of Strategic Planning Workshop

1. Conduct of three (3) days, face-to-face, strategic planning workshop customized to the needs of the Agency;
2. Preparation of presentation materials;
3. Facilitation of open discussions and workshop activities;
4. Documentation of the strategic planning process; and
5. Preparation and submission of Post-Activity Report that should include, but not limited to the following:
 - a. Consolidated results of workshop break-out sessions;
 - b. Summary of agreements made by the participants;
 - c. Revised vision, mission, goals, strategies and core values;
 - d. Indicators and process to measure success toward achieving the desired vision and mission;
 - e. Strategic priorities and directions for the next six (6) years; and
 - f. Strategic action plans committed by each participating division.

D. Development of DOST-ASTI Strategic Plan 2023-2028

1. Conduct of follow-up workshops and focus group discussions with the DOST-ASTI Management (CORE Group) for the operational planning and target setting from 2023 to 2028;
2. Review of the Strategic Performance Management System; and
3. Presentation of the six (6)-year Strategic Plan to the DOST-ASTI CORE Group and the plan shall consist of the following:
 - a. Balanced Scorecard/Results and Performance Framework;
 - b. Operational Plan;
 - c. Monitoring and Evaluation Tools; and
 - d. Established Intelligent Risk Process.

III. OUTPUT

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

1. Inception Report and Workplan;
2. Organizational Assessment Report with Balanced Scorecard;
3. Post-Activity Report; and
4. Strategic Plan for 2023-2028.

IV. TIMELINE

Services must commence ten (10) calendar days upon issuance of Notice to Proceed (NTP). Contract duration is six (6) months or twenty-four (24) weeks from the date of receipt of NTP until February 2023.

V. 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 this Terms of Reference.

Below are the payment schedules:

SCOPES OF WORKS / SERVICES	DELIVERABLE	TIMELINE	SCHEDULE ¹	PAYMENT
Organizational Profiling	Organizational Profiling Report	Week 1 to 4	30 September 2022	20%
Organizational Assessment	Organizational Assessment Report with Balanced Scorecard	Week 5 to 10	11 November 2022	20%
Design and Facilitation of Strategic Planning Workshop	Inception Report	Week 11 to 18	06 January 2023	30%
Development of DOST-ASTI Strategic Plan 2023-2028	DOST-ASTI Strategic Plan 2023-2028	Week 19 to 24	17 February 2023	30%
TOTAL		24 WEEKS		100%

¹ Tentative schedule as commencement of services is dependent on the issuance of Contract and NTP.