

REQUEST FOR EXPRESSION OF INTEREST

HIRING OF INDIVIDUAL CONSULTANT FOR CONDUCT OF COMPETENCY GAP ASSESSMENT AND PROFILING OF KC-NCDDP NPMO PROGRAM STAFF

REI No. KC-NCDDP/17-DSWD-004

(PR No. 2017103557)

1. Republic of the Philippines, through the Department of Social Welfare and Development (DSWD) KALAHI-CIDSS - National Community Driven Development Project (KC-NCDDP), has received a loan (Loan Agreement No.8335-PH) from the International Bank for Reconstruction and Development (IBRD) and intends to apply part of the loan to payments under the contract for the **Hiring of Individual Consultant for the Conduct of Competency GAP Assessment and Profiling of KC-NCDDP NPMO Program Staff.**
2. In line with the preparation and setting-up of the KC-NCDDP's new strategic directions of Community Driven Development (CDD) institutionalization, this specific initiative aims to assess the competency needs and requirements of KC-NCDDP NPMO Program Staff.

Specifically, the activity aims to achieve the following:

- a. Review the initial competencies and competency levels identified in each position of KC-NCDDP NPMO, in accordance with the roles and functions set by the program;
 - b. Validate and establish competency standards and expected proficiency levels for the different positions of the organization;
 - c. Develop a competency-based tool that will be used in the individual staff assessment;
 - d. Assess and identify competency gaps and prioritized needs for capacity development; and
 - e. Recommend possible learning and development interventions to address these competency gaps.
3. Scope of Work

A service provider shall be engaged to serve as overall in-charge for the facilitation of the activity including but not limited to preparation of assessment tools and materials, conduct of various methodologies and specific activities, and preparation of necessary reports and expected outputs.

Specifically, the service provider will:

- In consultation with the HR Specialist/Management team, develop a proposal, which contains an activity design and tools for the conduct of the competency gap assessment and profiling in order to achieve the major deliverables of this activity;
- Submit the following major deliverables/expected outputs:
 - Reviewed and validated competency models for each position of KC-NCDDP NPMO;
 - Competency-based tool that will be used in the individual staff assessment;
 - Position Profiles of KC-NCDDP NPMO;
 - Person Profiles of KC-NCDDP NPMO;
 - Report on the Identified competency gaps and prioritized needs for capacity development; and

- Report on recommend possible learning and development interventions to address these competency gaps.
- Serve as Resource Person for technical inputs needed for the activity and facilitate the group workshops, activities, exercises and structured learning experiences employed in this activity;
- Attend meetings and complete any other tasks related to this engagement that may be reasonably requested by Kalahi-CIDSS NPMO.

4. Deliverables

Deliverables/Outputs	Schedule of payment
Draft activity proposal (draft activity design and tools)	1 st Tranche
Final activity proposal (approved activity design and tools)	
Reviewed and validated competency models for each position of KC-NCDDP NPMO	2 nd Tranche
Competency-based tool that will be used in the individual staff assessment	
Position Profiles of KC-NCDDP NPMO	3 rd Tranche
Person Profiles of KC-NCDDP NPMO	
Report on the Identified competency gaps and prioritized needs for capacity development	4 th Tranche
Report on recommend possible learning and development interventions to address these competency gaps	

5. Qualification of the consultant are as follows:

Interested individual consultant should have the following credentials:

- a. At least 5 years of relevant work experience on conducting competency gap assessment and profiling, facilitating competency-based planning, developing competency-based assessment tools and preparing competency-based Staff Development Plan. Experience as Resource Person and Facilitator for government agencies/institutions is an advantage; and
- b. Expertise in designing and implementing learning experience or methods to establish competency models within the workplace to be used for performance review and monitoring, recruitment and selection and other HRM-related activities.

6. Evaluation Criteria

The minimum evaluation criteria are follows:

Description	%
<p>Has degree in Social Science Psychology, Human Resource Development and Management, Development Studies and other related field</p> <p>Doctorate Degree - 24-25%</p> <p>Master's Degree - 22-23%</p> <p>Post-Bachelor's Diploma - 20-21%</p> <p>Bachelor's Degree - 0 -19%</p>	25
<p>Minimum 5 years of work experience in conducting competency gap assessment and profiling, facilitating competency-based planning, developing competency-based assessment tools, preparing competency-based HRD Plan and performance management</p> <p>More than 5 years of experience - 23-25%</p> <p>4-5 years of experience - 20- 22%</p> <p>1-3 years - 0- 19%</p>	25
<p>Minimum of 5 completed projects related to competency assessment and profiling, competency-based HRD planning, competency-based module development and other relevant projects in national government agencies, GOCCs and LGUs</p> <p>More than 5 completed projects - 23-25%</p> <p>4 - 5 completed projects - 20-22%</p> <p>1 - 3 completed projects - 0-19%</p>	25
<p>Minimum of 10 years work experience in government institution providing training, researches and provision of technical assistance related to local governance, strategic planning, performance management and other related fields</p> <p>More than 10 years of government experience - 23-25%</p> <p>6-10 years - 20-22%</p> <p>1 - 5 years - 0-19%</p>	25
TOTAL	100
Passing Rate: 85%	

7. The DSWD now invites interested consultant to indicate their interest in providing the services. Interested consultant must submit their Expression of Interest (EOI) together with their comprehensive Curriculum Vitae.
8. The consultant shall be selected through World Bank - Individual Consultant Selection (ICS) procedure in accordance with Program Procurement Guidelines for National Program Management Office (NPMO) and Regional Management Office (August 2014). Interested consultant may view the Terms of Reference (TOR) for the engagement at www.dswd.gov.ph and must submit their EOI at the address below or through email at bacsec@dswd.gov.ph not later than 05:00 p.m. of **21 December 2017**.

THE CHAIRPERSON

DSWD Bids and Awards Committee - II
c/o BAC Secretariat, Procurement Service
DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Fax No. (02) 951-7116
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(Original signed)
NOEL M. MACALALAD
Assistant Secretary and
Bids and Awards Committee-II Chairperson

TERMS OF REFERENCE

Engagement of a Service Provider to Perform Competency Gap Assessment and Profiling for the KC-NCDDP NPMO Program Staff

I. Rationale:

As KC-NCDDP gears towards its conclusion by 2019, there is a great need to develop its Successor Plan to sustain the gains from its program implementation using the community-driven development (CDD) strategy to work for improved outcomes in service delivery, local governance and community empowerment. Gaining from its major accomplishments concretely translated into program milestones, the KC-NCDDP Roadmap for 2017 to 2019 will work for the institutionalization of the CDD approach as it transitions itself into the successor program. With this current directive, KC-NCDDP is confronted with management issues and organizational challenges to enhance its relevance and effectiveness consistent with the shifts in its strategic thrusts and directions.

Moving forward from its current mandate while working for specific strategies and necessary adjustments in policy, targets and other program mechanisms in order to slowly institutionalize CDD in the local communities, it is therefore crucial to strengthen the capacity of its current workforce to be more responsive to these organizational challenges. To respond better to their capacity development needs, their current functional and technical competencies will need to be revisited and enhanced.

With these foregoing premises, the National Program Management Office through the HR Unit, in coordination with the Organizational Development (OD) sectoral group, proposes a **Competency Gap Assessment and Profiling for the NPMO program staff** to identify the competency requirements of the organization. This requires revisiting the current competencies initially identified for each position, validating the competency standard needed for these positions and assessing the current level of competencies of the position holders. The result of this competency assessment will provide significant inputs to the formulation of a competency-based **Staff Development Plan** that will determine appropriate learning and development interventions to address the prioritized competency needs of the program staff until the project closing by 2019.

II. Objectives

In line with the preparation and setting-up of the program's new strategic directions of CDD institutionalization, this specific initiative aims to assess the competency needs and requirements of KC-NCDDP NPMO Program Staff.

Specifically, this activity aims to achieve the following:

- a. Review the initial competencies and competency levels identified in each position of KC-NCDDP NPMO, in accordance with the roles and functions set by the program;

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III. Description of the Activity

The competency gap assessment will start with the review of initial competencies and the proficiency levels identified in each position, based from the position's Terms of Reference. This will be validated by the process owners themselves with the use of the competency models. Once the required competencies are finalized, position profiling will be done by identifying the standard proficiency levels for each competency requirements of these positions. After position profiles will be established, a person profiling will follow by assessing the competencies of current position holders. Comparing the current competency levels versus the required competency levels will lead to competency gaps in the different offices/units. The end result of this competency gap assessment is a list of recommended or possible learning and development interventions as part of the Staff Development Plan of the organization.

This specific activity will employ different methodologies and specific activities through documents review, one-on-one validation and small group consultations with process owners (e.g., heads of units and/or best performing staff), development of assessment tools and administration of individual staff competency assessment.

The table below presents the indicative details of various methodologies and specifies activities to be employed:

Specific Activities	Specific Objective/s	Involved Offices	Schedule	Venue
Documents Review	<ul style="list-style-type: none"> • Review the initial competencies identified in the TOR of each position 	<ul style="list-style-type: none"> • Service Provider • HR Unit 		<ul style="list-style-type: none"> • HR Office
Validation Session with Unit/Division Heads (Position Profiling)	<ul style="list-style-type: none"> • Validate competency standards and proficiency levels required for each position (position profiling) 	<ul style="list-style-type: none"> • All units and divisions (Unit/Division Head) 		<ul style="list-style-type: none"> • Unit/ Division Offices
Development of	<ul style="list-style-type: none"> • Develop an assessment 	<ul style="list-style-type: none"> • Service Provider 		<ul style="list-style-type: none"> • HR Office

- Serve as Resource Person for technical inputs needed for the activity and facilitate the group workshops, activities, exercises and structured learning experiences employed in this activity;
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V. DELIVERABLES AND PAYMENT SCHEDULE

Deliverables/Outputs	Timeframe	Schedule of payment
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Report on recommend possible learning and development interventions to address these competency gaps		

VI. QUALIFICATIONS OF THE SERVICE PROVIDER

The service provider should have the following credentials:

- At least 5 years of relevant work experience on conducting competency gap assessment and profiling, facilitating competency-based planning, developing competency-based assessment tools and preparing competency-based Staff Development Plan. Experience as Resource Person and Facilitator for government agencies/institutions is an advantage;
- Expertise in designing and implementing learning experience or methods to establish competency models within the workplace to be used for performance review and monitoring, recruitment and selection and other HRM-related activities.

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VI. QUALIFICATIONS OF THE SERVICE PROVIDER

The service provider should have the following credentials:

- a. At least 3 years of relevant work experience on developing and establishing program database.
- b. Experience working with government agencies/institutions is an advantage;

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mv 11/19/2017
MA. CONSUELO O. ACOSTA
Social Welfare Officer IV