



TERMS OF REFERENCE

USE OF ON-LINE ASSESSMENT/TESTING FOR ONE (1) YEAR (CY 2022-2023)

I. RATIONALE

The Human Resource Development Service (HRDS) shall engage the services of a web-based psychology screening and testing provider for internal and external applicants to vacant positions in the Department. The on-line testing shall adhere to the principles of transparency and fairness by ensuring that candidates for appointment are assessed/evaluated solely based on merit and fitness.

Examination is one of the methods used to ascertain/evaluate the qualifications and competencies of all candidates. The examination results will determine the level of mental and emotional preparation of job applicants to assume the work that they are applying for.

The Department started using the on-line testing in January 2012 up to present as a pre-qualifying assessment for the applicants/candidates for promotion and a tool in identifying and developing employees' competencies and/or pool of management talents. It has greatly helped in expediting the Department's commitment of 100% filling-up of vacancies.

II. SCOPE OF ENGAGEMENT (Minimum Requirements)

The successful bidder is expected to provide continuous unimpeded access to on-line, web-based testing application/facility, for a period of one (1) year for the following dimensions of cognitive behavioral and competency profiling:

COGNITIVE/ APTITUDE ASSESSMENTS

TYPE OF TEST	DESCRIPTION
A. MENTAL ABILITY ASSESSMENT	Mental Ability Assessment as a pre-screening tool that measures a candidate's ability in: <ul style="list-style-type: none">• Word Use and Vocabulary Skills• Numerical Skills• Abstract Skills

TYPE OF TEST	DESCRIPTION
B. ABILITY PROFILER	Assessment that measures job-related abilities such as: <ul style="list-style-type: none"> • Verbal Ability • Arithmetic Reasoning • Computation • Clerical Perception • Form Perception • Spatial Ability
C. ABSTRACT REASONING ASSESSMENT	Assessment that measures the candidate's ability to quickly identify patterns and logical rules and integrate this information and apply it to solve problems.
D. CRITICAL THINKING ASSESSMENT	Assessment that measures an individual's ability to analyze, conceptualize and reason effectively for each of the areas measured namely: <ul style="list-style-type: none"> • Evaluative, Analytic and Inferential Reasoning • Deductive and Inductive Reasoning • Logic • Reason and Comprehension

PERSONALITY/BEHAVIORAL ASSESSMENT

TYPE OF TEST	DESCRIPTION
E. COUNTER PRODUCTIVE BEHAVIOR OPINION SURVEY	Behavioral and integrity/honesty assessment measuring conscientiousness rule adherence, attitude towards theft and overall reliability.
F. EMOTIONAL STABILITY ASSESSMENT	Determine a candidate's emotional stability/instability based on seven dimensions such as: <ul style="list-style-type: none"> • Self-Esteem • Happiness • Anxiety • Obsessiveness • Autonomy • Hypochondriasis • Guilt
TYPE OF TEST	DESCRIPTION
G. PERSONALITY TYPE ASSESSMENT	Assessment that measures key behavioral style tendencies and temperament as it impacts communication, personal relationships and teamwork. This gives valuable insights on how an individual can be understood, motivated and managed.

COMPETENCY ASSESSMENT

TYPE OF TEST	DESCRIPTION
<p>H. SUPERVISORY AND MANAGEMENT SKILLS TEST</p>	<p>Assessment designed to measure knowledge, understanding of general management principles and assess competencies. Factors to be measured include:</p> <ul style="list-style-type: none"> • Performance Management • Happiness • Anxiety • Obsessiveness • Autonomy • Hypochondriasis • Guilt
<p>I. ADVANCED ASSESSMENTS</p> <p>PROFILES COMPETENCY ASSESSMENT TOOL (PCA)</p> <p>ESKILL – SKILLS TESTING FOR RECRUITMENT AND EMPLOYEE DEVELOPMENT</p> <p>THE PROFILES ETHICS ORIENTED PERSONALITY ASSESSMENT (PEOPA)</p> <p>360 PLUS COMPETENCY FEEDBACK SURVEY</p> <p>PROFILES TENACITY ASSESSMENT (GRIT)</p>	<p>PCA is used to identify the individual's specific competency in areas of interest to the organization; ones which are considered important for the individual's success</p> <p>Skill testing is an effective method of ensuring that candidates/employees have the right skills for the position</p> <p>A customizable personality assessment that examines a person's BIG Five (Tupes and Christal 1961) personality traits</p> <p>A tool designed to guide individuals in attaining professional and personal development. This tool compares the self-ratings of an individual based on the specified competencies to the ratings of individuals who regularly interact and observe the "ratee" in a work setting</p> <p>Measures a person's ability to persevere despite the presence of adversity</p>

III. MAJOR DELIVERABLES

- A. On-line Testing/Assessment
- B. System Generated Results

IV. BUDGETARY REQUIREMENTS

The use of the online assessment amounts to **Four Hundred Forty Eight Thousand Pesos (P 448,000.00)** for the contract period 2022 to 2023.

V. TIME FRAME

The project must be ready for use effective on the date of acceptance of the Notice to Proceed by the Service Provider.

VI. MINIMUM REQUIRED QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provider must have provided similar psychological online testing/assessment, subject to the TOR, preferably to National Government Agencies/Government Financial Institutions/Government Owned and/or Controlled Corporations for several years. The Service Provider should have at least five (5) years of strong presence in the Philippines and is registered with the Philippine Government Electronic Procurement Systems (PhilGEPs). The Service Provider must also provide at least three (3) Satisfactory certifications for the similar project from government agencies and with at least three (3) Satisfactory certificates for customized system completed projects.

VII. OTHERS

The Contract Agreement shall be effective upon the date it is fully executed by both parties and for a period of one (1) year and shall be automatically terminated by the Service Provider thereafter unless either DOLE requests for an extension of contract under a negotiated rate for excess usage or the renewal of Contract before the one (1) year period expires.
