

TERMS OF REFERENCE

I. Brief Background

Section 19 of the Republic Act No. 7157 or the “Philippine Foreign Service Act of 1991” states that recruitment for the Foreign Service Staff Officer IV (FSSO IV) and Foreign Service Staff Employee III (FSSE III) levels shall be made through a competitive examination, open to personnel of the Department and outsiders. Accordingly, their appointment shall be in accordance with Civil Service rules and regulations.

The competitive examination shall be a four-stage assessment to properly gauge the readiness and fitness of a candidate to assume the FSSO IV or FSSE III positions, respectively.

II. Objectives

- a. To ensure that appointments for the ranks of Foreign Service Staff Officer IV and Foreign Staff Employee III are in accordance with existing rules and regulations;
- b. To objectively assess the candidates’ merit and fitness; and
- c. To abide by the Equal Employment Opportunity Principle by instituting improvements in the selection of personnel, so that only competent persons of good moral character are recruited in the Service.

III. Qualifications of the Service Provider

- a. Must be duly registered in PhilGEPS;
- b. Holder of a valid business license from relevant government agencies; and
- c. Has completed at least three (3) years in the field of industrial / pre-employment assessments.

IV. Contract duration

The duration of the contract will be twelve (12) months, reckoned from the date of the awarding of the contract.

V. Scope of Work of the Service Provider

- Provision of the assessment tool with functions for administration, scoring, and interpretation of the pre-employment assessment;
- Immediate scoring and reporting must be available. The results shall be provided to HRMO not more than fifteen (15) working days after the completion of the examination. The Service Provider shall not directly issue/provide the test result to the applicants;
- Must maintain all test results and other information in strict confidence. The Service Provider must have sufficient security measures in place to ensure that test results are stored and handled in such a way as to prevent any unauthorized use, access or disclosure.

- The Service Provider must comply with the applicable laws including the Data Privacy Act of 2012, as amended, when processing the personal data and will ensure all its employees, beneficiaries and consultants, subcontractors and / or advisors, including those involved in any subsequent data analysis shall do likewise.

VI. Delivery Schedule

Delivery shall be made within fifteen (15) calendar days upon receipt of the Notice to Proceed from the Department.

VII. Terms of Payment

The payment for the services rendered shall be made within thirty (30) days upon the submission of the following documents:

- Complete billing documents inclusive of tax; and
- Attendance sheet of applicants who took the examination, with the applicants' signature.

The approved budget is Three Hundred Thousand Pesos (Php 300,000.00). Payment shall be based on the actual number of examinees.

Projected Number of Applicants:

Employment Status	Number	Position Applying For
Contractual and Casual	136	Either FSSO IV and FSSE III
Home-Based Personnel	563	
Qualified FSSEs	570	
External Applicants	100	FSSO IV
Total	670	

Note: Indicative numbers are for bidding purposes only. The numbers may increase or decrease depending on the number of qualified applicants who will be shortlisted by HRMO. The resulting cost of said increase or decrease should not exceed the Contract Price.