

TERMS OF REFERENCE

PROCUREMENT OF CONSULTING SERVICES FOR THE ENHANCEMENT AND ALIGNMENT OF EXISTING COMPETENCY FRAMEWORKS FOR THE OFFICE OF THE SOLICITOR GENERAL (OSG)

I. RATIONALE

The Office of the Solicitor General (OSG) is the Republic Defender and People's Tribune securing Justice for the nation through excellence in legal advocacy. Its performance is highly dependent on its human resources and the latter's professionalism and competence is imperative. Thus, in line with good governance, the OSG has shifted to Competency-Based Human Resource Management System (CBHRMS).

Since 2019, two (2) separate frameworks were created through the help of two (2) different consultants: one for the legal positions and another for the administrative positions. Adopting the principles and concepts learned from both consultants, the Employee Competency Committee together with the Human Resource Management Division (HRMD) designed the remaining fifty-six (56) administrative positions that were not previously covered.

To ensure the continuous delivery of excellent government service, the OSG now seeks to procure the services of a qualified organizational development consulting group to render technical assistance to enhance and align the existing competency frameworks.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) of the project is **TWO MILLION ONE HUNDRED THOUSAND (P2,100,000.00) PESOS**, inclusive of all government taxes, fees and charges, and other incidental and administrative costs, excluding food and venue for the conduct of workshops, seminars, consultations and focused-group discussions, if needed.

III. SCOPE OF WORK AND DELIVERABLES

The Project will be implemented in four (4) phases within a period of twenty-four (24) weeks or six (6) months as specified below:

A. Phase 1

Activities	Deliverables	Timeline (4 weeks)
<p>Organizational Profiling (Document review, conduct of key informant interviews and data-gathering activities)</p> <ul style="list-style-type: none"> ▪ Assessment of current organizational structure and staffing pattern (OSSP) covering 205 positions: <ul style="list-style-type: none"> ➢ Assessment of the current functional statements of the different functional units ➢ Assessment of current functional statements of the 205 positions ▪ Assessment of Available Competency-Based Job Description Forms for the 205 positions ▪ Assessment of previously completed competency frameworks (for 139 administrative positions, 10 legal positions and 56 administrative positions profiled in-house) 	<ul style="list-style-type: none"> ▪ Inception Report; ▪ Assessment Report and Recommendation on the following: <ul style="list-style-type: none"> ➢ OSSP vs. current functional statements of the 205 positions; ➢ Available CBJD vs. Positions without CBJD ➢ Two (2) frameworks and the 56 positions profiled in-house 	<p>Weeks 1 – 3 (for the first 2 outputs)</p>



<ul style="list-style-type: none"> ▪ Consultation and validation of the Phase 1 outputs 	Consultation and validation with the Technical Working Group (TWG), HRMPSB (Legal and Admin), Capacity Building Committee (CBC), Personnel Development Committee (PDC), PRAISE, Performance Management Team (PMT) and Secretariat	Week 4 (Consultation and validation with the TWG)
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B. Phase 2

Activities	Deliverables	Timeline (8 weeks)
<p>Crafting of the Initial Draft of the New Competency Framework</p> <ul style="list-style-type: none"> ▪ Realignment and recalibration of the following 205 positions <ul style="list-style-type: none"> ➢ 139 Administrative positions ➢ 10 Legal positions ➢ 56 administrative positions profiled in-house ▪ New Competency Model ▪ New Competency Tables ▪ New Competency Matrix ▪ Position Profiles of the 205 positions 	<ul style="list-style-type: none"> ▪ Draft of the New Competency Framework for the 205 positions with the following components: <ul style="list-style-type: none"> ➢ Competency Model ➢ Competency Tables ➢ Competency Matrix ➢ Position Profiles ➢ CBJD 	Weeks 5 – 11

