

TERMS OF REFERENCE

Procurement of a Consultant to Conduct Job Leveling (Position Classification) using the Compensation and Position Classification System (CPCS) Methodology

I. Objectives:

- To facilitate the approval, development, and effective implementation of CPCS-aligned Job Leveling (Position Classification) System for HGC.
- To ensure the smooth transition of the existing Salary Grading system to the Job Leveling system.
- To identify and develop enabling mechanisms for the institutionalization of HGC's CPCS-aligned Job Leveling system.

II. Scope of Work, Timelines, and Deliverables:

The Consultant shall perform the following activities and complete the deliverables within the given time frame:

Phases	Timeline	Activities	Deliverables/Tangible Output
Project Planning and Briefing Document Review and Analysis	2 weeks	<ol style="list-style-type: none"> 1. Conduct of briefing / kick-off meeting. 2. Conduct of review of relevant documents such as organizational structure, functional charts, job leveling documents, among others. 3. Conduct of interviews of selected personnel. 	<ol style="list-style-type: none"> 1. Briefing/kick-off meeting conducted. 2. Work plan, information checklist, and timeline submitted. 3. Interviews conducted.
Job Leveling	6 weeks	<ol style="list-style-type: none"> 1. Conduct of orientation with the HR, Job Leveling Committee, and selected personnel. 2. Conduct of mapping of current levels to CPCS levels. 3. Conduct of Job Leveling workshops using the CPCS methodology. 4. Review of Job Grades and alignment of results. 5. Presentation of results. 	<ol style="list-style-type: none"> 1. Orientation conducted. 2. Workshops conducted. 3. CPCS grades for 140 positions showing the Career Band, Career/Job Level, and Job Grade submitted 4. Results presented to HGC. 5. Final Report submitted to HGC.

III. Minimum Qualifications:

- a. Must be a reputable consulting firm legally established for at least 10 years, with experience in conducting any or all of the following: job leveling, change management, organizational development, reorganization planning, for private or government organizations.
- b. Team Leader and Project Team Members must have handled at least three (3) similar engagements with private or government organizations.
- c. Team Leader and Project Team Member/s must possess educational background in psychology, organizational development, behavioral science, management, or related fields.
- d. Team Leader and Project Team Member/s must have attended relevant training/s or development program/s within the last five (5) years.

IV. Criteria and Rating System for Shortlisting:

The criteria and rating for shortlisting are:

Criteria	Maximum Points
1. Experience of the Firm	50
2. Qualification and Number of Personnel to be Assigned	40
3. Current workload relative to capacity	10
Total	100

The Consultant must pass the required minimum score of Seventy-Five (75) points to be shortlisted.

V. Bid Evaluation Methodology

In order to determine the consultant with the Highest Rated Bid, HGC shall conduct an evaluation of bids using the Quality-Cost Based Evaluation Procedure in which the Technical and Financial Proposals of the bidders shall be considered. The Technical and Financial Proposals shall be given the corresponding weight as follows:

Criteria	Points System
A. Technical Proposal	80
B. Cost Proposal	20
Total	100

VI. The Technical Proposal must include the following:

- a. Quality of personnel to be assigned to the Project which covers suitability of key personnel to perform the duties for the Project and general qualifications and competence including education and training of the key personnel;
- b. Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the Consultant. The suitability of the Consultant to the Project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and
- c. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan of approach, and the quality of interpretation of project problems, risks, and suggested solutions.

VII. EVALUATION CRITERIA:

The criteria for evaluation of shortlisted consultants are as follows:

CRITERIA	POINT SYSTEM
1. Quality of personnel to be assigned.	50%
2. Applicable experience.	30%
3. Plan of approach and methodology.	20%
Total	100%

Passing Score: 75%

VIII. Professional Fee

The project is packaged at Two Million Pesos (P 2,000,000.00), inclusive of applicable taxes.

JIMMY B. SARONA
Chairperson, Bids and Awards Committee