

**Philippine Institute for Development Studies**

**PROPOSED TERMS OF REFERENCE FOR  
COMPETENCY-BASED ASSESSMENT CENTERS**

**A. Background**

The human resource unit of the Institute under the Administrative and Finance Department, tasked to lead personnel management which includes recruitment, selection and placement, is in need of a Competency-Based Assessment Center which shall assess (whether electronic or written) the degree to which the potential candidate/s possess the following competencies required for a specific position:

a. Core Competencies

1. Cognitive
2. Language and Communications
3. Accountability
4. Policy Knowledge and Understanding
5. Computer Literacy
6. Adaptability
7. Human Relations
8. Professionalism
9. Deliverability and Work Management
10. Time Management

b. Leadership and Management Competencies

1. Role Modelling
2. People Management
3. Operations Management
4. Change Management
5. Strategic Thinking

c. Functional Competencies

*(may vary on the position level of the candidate[may it be technical, professional or administrative in nature])*

**B. Other Tasks of the Assessment Center**

1. Conduct an interview, if necessary, to further evaluate the competencies of a potential candidate;
2. Submit a report indicating the result of the competency-based assessment of potential candidate/s within seven (7) days from the date the assessment was conducted. It shall indicate the descriptive rating and remarks, if any. It shall also be signed and noted by the head of the office that conducted the assessment;
3. The test materials with answers from the candidates shall be made available to the Institute upon its request;
4. Forward the Statement of Account/billing to the Institute a day after the assessment was done so that the payment will be facilitated;

**C. Qualifications**

The Assessment Center must have the following qualifications:

1. Duly accredited by the Securities and Exchange Commission and Bureau of Internal Revenue;
2. Minimum of five (5) years of establishment with proven expertise in assessing competency areas required for the position; and
3. Submission of the required documents in relation to RA 9184 (Procurement Law).

**D. Duration**

The contract shall be for a period of one (1) year and shall be renewable subject to the approval of the PIDS Management.

**E. Budget**

Every assessment depending on the position level (first, second level-professional and second level-executive/managerial) shall have a budget range from P6,000.00 to P15,000.00.