



## REQUEST FOR PROPOSAL

### SMALL VALUE PROCUREMENT –CONSULTANT PROJECT CONSULTANT ON CSC HR DATA AND EMPOWERMENT RFP NO. 2022-158 NP SVP

1. The *Government of the Philippines (GOP)* through the *Integrated Records and Management Office (IRMO) Current Appropriation Funds of the Civil Service Commission* intends to apply the sum of Five Hundred Fifty Thousand Pesos (*Php550,000.00*) being the Approved Budget for the Contract (ABC) to payments under the contract for *the Hiring of a Project Consultant on CSC HR Data and Empowerment*.
2. The Information Systems Strategic Plan (ISSP) for the 2021-2023 cycle provided the opportunity for the Civil Service Commission to undertake continuous digitization of its Human Resource data and information sourced from the conduct of Civil Service examinations (Picture Seat Plans and Master Lists), Inventory of Government Human Resource (agency plantilla, Personal Data Sheet), and annual receipt of Statement of Assets, Liabilities and Networth (physical or electronic SALNs) over the years.

These data sets are rich sources of valuable information and knowledge that are useful to CSC, legislature, other government agencies, media, and researchers. However, the level of engagement within and outside the community in using such information remains to be desired since data reports and their analysis have yet to be explored and interpreted in more meaningful ways such as GEDSI-responsive data collections and reporting. Thus, there is a huge opportunity for the CSC to create and share the space to empower different data users within and outside the CSC by introducing reforms in optimizing its data capability.

The project aims to achieve the following objectives:

- a) Build consensus and articulate the **value proposition** of the CSC Career Service Examination, IGHR, and SALN data to different users and partners of digitized CSC human resource information;
- b) Enable the CSC to become a center for **Freedom of Information best practice**: through proactive disclosure of key statistical data, under Freedom of Information while being compliant with the data privacy rules, regulations, and data ethics, particularly the Data Privacy Act of 2012 or Republic Act No. 10173;
- c) Build an **engaged community** of CSC officials and employees, government agency policy, planning and research units, Human Resource Management and

Organization Development practitioners in the public sector, researchers, and advocates empowered to use the civil service human resource information towards better and more equitable public services, policies, and institutions; and

- d) Elevate the practice of Human Resource analytics in the CSC to support the CSC's Program for Institutionalizing Meritocracy and Excellence in Human Resource Management (PRIME-HRM) in government.

### 3. DELIVERABLES

#### 1. Month 1 - 2 (Milestone 1)

- a. Community listening sessions with different data users;
- b. Inventory and assessment of the current IGHR, SALN, CSC exam data
- c. Review of policies
- d. **Milestone output:**  
Output 1: Draft report of the value proposition and potential use cases the CSC human resource information

#### 2. Month 3 - 4 (Milestone 2)

- a. Workshops with the CSC units for the mock-up of the statistical disclosure
- b. Workshops with government agency representatives, researchers, civil society groups, and CSC units to develop a research agenda for government human resource information
- c. Continuous feedback on the proposed statistical disclosure
- d. **Milestone output:**  
Output 2: Draft mock-up of statistical tables and disclosures  
Output 3: Draft consensus research agenda

#### 3. Month 5 - 6 (Milestone 3)

- a. Report and Policy Writing
- b. **Milestone outputs**
  - i. Output 4: Draft policy for proactive disclosure and freedom of information practice for human resource information
  - ii. Final Output 1: Final report on the value proposition and potential use cases of the CSC human resource information mock-up
  - iii. Final Output 2: Final mock-up of statistical tables and disclosures that can be uploaded in the CSC website
  - iv. Final Output 3: Consensus research agenda

#### 4. Scope of Work:

- a) National and local government employees covered by the Inventory of Government Human Resource System (**IGHRS**)
- b) Employees who submit their SALN to CSC
  - a. Inventory the summary list of filers of the agencies
  - b. SALNs of agencies with digitized (PDF) records

- c) Possible connections of the IGHR and SALN data with internal datasets such as the Civil Service Examinations data

5. In consideration with the consulting services required, payment of the consultant shall be made in accordance to the following schedule:

MILESTONES	DELIVERABLES	PAYMENT
First	Output 1. Draft report of the value proposition and potential use cases of the CSC human resource information	40%
	-community listening sessions with different data users	
	-inventory and assessment of the current IGHR, SALN and CSC exam data	
	-review policies	
Second	Output 2. Draft mock-up of Gender Equality, Diversity and Social Inclusion (GEDSI)- responsive statistical data, tables, and reports proactively released on the CSC website, based on the community listening sessions	40%
	Output 3. Draft consensus research agenda with the academic institutions and civil society groups who can partner with the Civil Service Commission in developing continuous insights for public policy and administration	
	-Workshops with the CSC units for the mock-up of the statistical disclosure	
	-Workshops with government agency representatives, researchers, civil society groups, and CSC units to develop a research agenda for government human resource information	
	-Continuous feedback on the proposed statistical disclosure	
Third	Report and Policy Writing	20%
	Output 4. Draft policy for proactive disclosure and freedom of information practice for human resource information, in keeping with data privacy rules and in the spirit of the Freedom of Information Activity	
	Final Output 1 -Final report on the value proposition and potential use cases of the CSC human resource information mock-up	
	-Final Output 2 -Final mock-up of statistical tables and disclosures that can be uploaded in the CSC website	
	-Final Output 3 -Consensus research agenda	

6. This project shall be procured using Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Implementing Rules and Regulations of Republic Act 9184 of the Government Procurement Reform Act and pursuant to the following criteria and qualification:

A project consultant (an individual, group of individuals or organization) shall undertake the activities per the general schedule and produce the milestone outputs, in coordination and collaboration with the Integrated Records Management Office (IRMO) for a period of six (6) months from the notice of award.

The following minimum qualifications must be met:

1. Proven track record of action research for government as clientele or data/research output users;
2. Worked in the area of transparency of government data, data research and analytics; and,

3. Principal consultant (if a team or organization) /individual must at least have a relevant Master's degree (e.g. public policy, public administration).

**RATING SYSTEM FOR THE SELECTION OF THE WINNING BIDDER**

NO	REQUIREMENTS	MEANS OF VERIFICATION / PROOF	POINTS
1	Proven track record of action research for government as clientele or data/research output users evidenced by the number of contracts for projects involving action research successfully completed	Project Contracts	5
	4 or more Contracts on action research		5
	3 Contracts on action research		4
	2 Contracts on action research		3
	1 Contract on action research		2
	No completed Contract yet/on-going contract		1
2	Key Personnel/individual consultant has work experience in government data, data research and analytics	Report/Work Plan/Employment Contract/Service Record/Certification Work done/Project Contract	5
	5 years or more experience		5
	4 years of experience		4
	3 years of experience		3
	2 years of experience		2
	1 year or less experience		1
3	Proposed Project Implementation Plan (PIP) providing some details on the general schedule of activities and outputs	Proposed PIP	11
	a. Clarity of the PIP easy to understand		
	- 100% of the PIP is presented clearly		5
	- 100% of the PIP is presented clearly		4
	- 100% of the PIP is presented clearly		3
	- 100% of the PIP is presented clearly		2
	- PIP is generally vague		1 for effort
	b. Feasibility of the plan workable tasks, achievable timelines, person accountable		
	- Satisfies/covers the requirements identified in the TOR		5- All requirements are met
	- Activities and milestones are set within the suggested schedule		3 – Only 3 requirements are met;

	- Expenses to be incurred, if any, are within the approved budget		1 – atleast a requirement is met
	- Accountability are properly identified		
	c. Innovativeness introduce new methodology in addressing the requirements of the project (new approach/ideas)		1- represent new operating or business model/require new technologies or resources or facilities, or new skill sets 0- none
	<b>TOTAL</b>		<b>21</b>
	<b>Passing Rate shall be at least 18 points.</b>		

## 7. SUPERVISION, REPORTING AND LEVEL OF EFFORT

- a. The Consultant will report to the CSC Project Lead, Director Noreen Boots Gocon-Gragasin for guidance and supervision and in her absence, Acting Director III Jilven T. Amar, Mylene F. Muyano or Marlyn Damasco;

There may be instances when the Consultant is required to report on-site; or allowed to work from home and when necessary, shall undertake virtual modes of communication to address urgent concerns.

- b. The assignment will be for a maximum of six (6) months commencing upon signing of the contract by the Consultant and CSC;
- c. The engagement of the Consultant with the Civil Service Commission shall not merit any employer and employee relationship; and
- d. The Consultant is expected to deliver all his/her deliverables and activities within the prescribed schedule (see attached Workplan).

8. The CSC now invites interested individual consultants to submit the following:

- a) Curriculum Vitae of the principal consultant and list of team members (if applicable);
- b) List of clients with a brief description of projects completed (contact person and details) with them noting in particular those that focused on transparency of government data; and
- c) Proposed Project Implementation Plan providing some details on the general schedule of activities and outputs (See Sample CSC PIP Form)

- i. Given the current public health emergency situation, online meetings/workshops may be deployed
- ii. In the event that there will be onsite activities, minimum public health standards must be adhered to
- iii. Lines of communication and reporting between the consultant and the CSC must be ensured. Collaboration with CSC shall be through the Office of the Directors of IRMO.

The required documents shall be submitted on **09 November 2022, 3:00 PM**



**SAM V. MANGLICMOT**  
Head BAC Secretariat