

# TERMS OF REFERENCE

## I PROJECT TITLE

Project Consultant on CSC HR Data and Empowerment

## II BACKGROUND

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.

## III OBJECTIVES

The project aims to achieve the following objectives:

1. 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;
2. 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;
3. 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
4. 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.

#### IV SCOPE OF WORK

1. National and local government employees covered by the Inventory of Government Human Resource System (**IGHRS**)
2. 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
3. Possible connections of the IGHR and SALN data with internal datasets such as the Civil Service Examinations data

#### V 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

## VI SUPERVISION, REPORTING AND LEVEL OF EFFORT

1. 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.

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

## VII TERMS OF PAYMENT/SCHEDULE OF PAYMENT

The following payment schedule is followed:

Tranche	Activity	Cost
First	Upon delivery of Milestone 1 outputs	225,000.00
Second	Upon delivery of Milestone 2 outputs	225,000.00
Third	Upon delivery of Milestone 3 outputs	100,000.00

All payments shall be subject to allowable government taxes.

total = \$ 550,000.00

## VIII EFFECTIVITY OF THE CONTRACT

The Consultancy services shall commence from the signing of the Contract, and shall remain in effect and in full force until all the conditions and responsibilities have been satisfactorily complied with and completed by the Project Consultant and accepted by the CSC.

## IX TERMINATION

The termination of this contract shall be in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations Act 9184 known as the Government Procurement Act specifically those stated in Annex I Guidelines in termination of Contract found in the Handbook on Philippine Government Procurement, as may be applicable.

## **X QUALIFICATIONS**

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 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;
3. Principal consultant (if a team or organization)/individual must at least have a relevant Master's degree (e.g., public policy, public administration); and
4. No derogatory record such as poor reviews or civil or criminal records, that might potentially taint or influence against CSC's track record for transparency, public accountability and GEDSI-responsiveness.

## **XI BIDDING REQUIREMENTS**

The following must be submitted by the prospective project consultant:

1. Curriculum Vitae of the principal consultant and list of team members (if applicable);
2. 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
3. Proposed Project Implementation Plan providing some details on the general schedule of activities and outputs (See Sample CSC PIP Form)
  - a. Given the current public health emergency situation, online meetings/workshops may be deployed
  - b. In the event that there will be onsite activities, minimum public health standards must be adhered to
  - c. 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.

Submitted by:



**NOREEN BOOTS GOCON-GRAGASIN**

Director IV

Integrated Records Management Office

Consultancy Services for Data Empowerment

DELIVERABLES/ACTIVITIES	Lead/Incharge	Timeline	Remarks
<p><b>1 Draft report of the value proposition and potential use cases of the CSC human resource information</b></p> <ul style="list-style-type: none"> <li>-community listening sessions with different data users</li> <li>-inventory and assessment of the current IGHR, SALN and CSC exam data</li> <li>-review policies</li> </ul>	Project Consultant	Month 1 to 2	Serves as Milestone 1
<p><b>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</b></p>	Project Consultant	Month 3 to 4	Serves as Milestone 2
<p><b>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</b></p> <ul style="list-style-type: none"> <li>-Workshops with the CSC units for the mock-up of the statistical disclosure</li> <li>-Workshops with government agency representatives, researchers, civil society groups, and CSC units to develop a research agenda for government human resource information</li> <li>-Continuous feedback on the proposed statistical disclosure</li> </ul>			
<p><b>4 Report and Policy Writing</b></p> <ul style="list-style-type: none"> <li>-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</li> <li>-Final report on the value proposition and potential use cases of the CSC human resource information mock-up</li> <li>-Final mock-up of statistical tables and disclosures that can be uploaded in the CSC website</li> <li>-Consensus research agenda</li> </ul>	Project Consultant	Month 5 and 6	Serves as Milestone 3

## Project Implementation Plan

Project Name:	Work Breakdown Structure / Activities	Duration / Project Schedule	Source of Funds	Est. Costs (by object of expenditure)			Est. Budget
				[PS] (Optional) if will Hire Casual/contractual	MOOE	CO	
<i>Initiation</i>							Php0.00
<i>Planning</i>							Php0.00
<i>Implementation</i>							Php0.00
<i>Implementation</i>							Php0.00
<i>Closing</i>							Php0.00
			TOTAL	Php0.00	Php0.00	Php0.00	Php0.00

Source of Funds: General Fund  
 Training Fund  
 FA Trust Receipt Fund

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_