

TERMS OF REFERENCE
HIRING OF INDIVIDUAL CONSULTANT:
ORGANIZATIONAL DEVELOPMENT AND MANAGEMENT CONSULTANT
Contract No. MWSS-2021-ODM

A. OBJECTIVES

The objective of this procurement is to engage the professional services of an individual consultant with specialization and expertise on organizational development and management (“Organizational Development and Management Consultant”), in line with the reorganization processes and assessment requirements stated in Governance Commission on GOCC’s (GCG) Memorandum Circular No. 2015-04 (Re-Issued) “Reorganization, Rationalization and Personnel Planning in the GOCC Sector”. The work also involves among others, the preparation of documents on said reorganization plan such as current state assessment of the organization, governance structure, design framework, cost-benefit analysis, workforce analysis, planning, and transition program, review and advising on crafting of organizational and staffing design, etc. which shall be approved by the Board and submitted to the GCG.

B. MODE OF PROCUREMENT

The mode of procurement shall be in accordance with Section 53.7 and Annex A of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act 9184, otherwise known as the Government Procurement Reform Act.

C. SCOPE OF WORK

The general scope of the consultancy services includes, but is not limited to the:

- a) Conduct and work on the organizational current state assessment report by identifying the organizational needs to set the context for talent and structure assessment. The current state assessment is to identify the changing requirements, skills, and knowledge needed by the Metropolitan Waterworks and Sewerage System Corporate Office (MWSS – CO). It shall contain gap analysis involving quantitative and qualitative reports;
- b) Assessment of the existing workforce and future workforce needs of the MWSS – CO through the formulation of workforce analysis and planning report;
- c) Giving of advice, recommending of action and assistance in the preparation of the cost-benefit analysis which includes monetary benefits and costs entailed in implementing the Reorganization Plan;
- d) Formulation the designing of framework to identify the performance results of the reorganization which indicates performance indicators and targets to specifically measure the success of the reorganization and to ensure that the reorganization is pursued with bona fide intent and legitimate business interests;

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- e) Assistance the concerned units of MWSS – CO in the preparation and crafting of the proposal on the organizational structure and staffing pattern (OSSP) pursuant to the components stated in the GCG Reorganization Guidebook and MC No. 2015-04;
- f) Assistance in the crafting of the Strategic Action Plan to implement the Reorganization Plan which includes the timeline, communication plan, transition plan, etc.; and
- g) Performance other duties and responsibilities as may be assigned from time to time.

D. SUBMITTALS

The Consultant is expected to timely provide the following exceptional quality outputs:

Reports	Target Submission	Component
1. Monthly Progress Report	4 th Monday of every month	<ul style="list-style-type: none"> - Monthly Progress Report covering the monthly accomplishments and activities in accordance with the approved scope of work. - 3 hard copies of report in A4 format - soft copy of report
2. Draft MWSS Reorganization Plan	Within 90 calendar days from the issuance of Notice to Proceed (NTP)	<ul style="list-style-type: none"> - Draft MWSS Reorganization Plan subject to the review and approval of the MWSS. - 3 hard copies of report in A4 format - soft copy of report
3. Final MWSS Reorganization Plan and Strategic Action Plan	Within 150 calendar days from the issuance of Notice to Proceed (NTP)	<ul style="list-style-type: none"> - Final MWSS Reorganization Plan and Strategic Action Plan subject to the final approval of the MWSS. - 3 hard copies of report in A4 format - soft copy of report

E. QUALIFICATIONS

The Organizational Development and Management Consultant is required to have the following minimum qualifications:

- a) At least a Masters Degree (or equivalent), in Public Administration or other related fields. Training/s in organizational development and management program is an advantage.
- b) At least five (5) years of professional experience in developing, implementing, and/or crafting reorganization plans, organizational development and job compensation, position classification, and assessment for medium to large private / government corporations in the Philippines.

- c) Has strong analytical, oral, and written communication skills and commitment to meeting tight deadlines set by agencies with oversight functions. Fluency in English is required.

The evaluation criteria for the Consultant are as follows:

Criteria	Weight
General Qualifications	20%
Related Experience	30%
Trust and Confidence	50%
TOTAL	100%

F. DURATION OF SERVICES

The Organizational Development and Management Consultant shall be engaged for a period of six (6) months reckoned from receipt of the Notice to Proceed (NTP). An extension may be negotiated between MWSS and the Consultant, subject to satisfactory results and submission of deliverables, as well as the MWSS Administrator's Approval.

G. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract is **THREE HUNDRED THOUSAND PESOS ONLY (PhP 300,000.00)** inclusive of 12% Value Added Tax (VAT).

H. TERMS OF PAYMENT

The terms of payment shall be broken down as follows:

Weight	Criteria
60% (10% per month)	Monthly Progress Report
15%	Draft MWSS Organizational Plan
25%	Final MWSS Reorganization Plan and Strategic Action Plan

I. CONFIDENTIALITY CLAUSE

The Consultant acknowledges and agrees that all confidential information of the MWSS and all physical embodiments thereof, are confidential to and shall be and remain the sole and exclusive property of the agency. Further, all confidential information and trade secrets of its Clients and all physical embodiments thereof, are confidential to and shall be and remain the sole and exclusive property of such Clients. Upon request by the Client, and in any event, upon the termination of the Consultant's agreement with the Client for any reason, the Consultant shall promptly deliver to the Client all property belonging to the Client or its Customers including, without limitation, all confidential information, and trade secrets of the Client or its Customers (and all embodiments thereof) that are in the Consultant's custody, control or possession. Violation of any provision shall be subjected to the appropriate legal actions.

J. PRE-TERMINATION

Either party may pre-terminate this Agreement if the other party does not cure any material breach hereunder within 30 days from receipt of written notice of such breach by the other party. The Client's obligation to pay accrued and unpaid fees and charges due at the time of termination shall survive any such termination. In any case, either party may pre-terminate this Agreement, with or without cause, by giving the other party a 30-day prior written notice.

K. OTHER DOCUMENTS REQUIRED FOR AWARDING OF CONTRACT

1. Expression of Interest and Intent;
2. Detailed Curriculum Vitae demonstrating technical expertise and experience;
3. Certificate of Registration issued by the Bureau of Internal Revenue (BIR Form 2303);
4. Blank Page of BIR Authorized Official Receipt;
5. PhilGEPS Registration No. (Red Membership) if already available, otherwise the submission of the required PhilGEPS Registration shall be a condition precedent for the award and execution of the Contract; and
6. Notarized Omnibus Sworn Statement.


Prepared by:

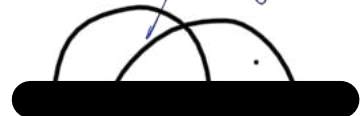
TECHNICAL WORKING GROUP (TWG)


JEFFRIC JOHN B. DELA PAZ
Member

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ATTY. PORTIA LEAH N. LAYNO
Member


CONRAD MATTHEW F. SORIANO
Member


LAURELYNN F. DELOS SANTOS
End-User, Provisional Member


PATRICK JAMES B. DIZON
Vice-Chairperson


BYRON A. CARBON
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