

A. Criteria for Shortlisting

Annex A

| Shortlisting Criteria | Points |
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| Experience of the Consulting Firm | 40 |
| One (1) year to two (2) years’ experience in a government project specializing in Organizational Development and/or Human Resource Management | 10 |
| Three (3) years to four (4) years’ experience in a government project specializing in Organizational Development and/or Human Resource Management | 20 |
| Five (5) years’ experience in a government project specializing in Organizational Development and/or Human Resource Management | 30 |
| More than five (5) years’ experience in a government project specializing in Organizational Development and/or Human Resource Management | 40 |
| Max Points | 40 |

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| Process, approach and methodology (depth and comprehensiveness) | 30 |
| Depth and Comprehensiveness of the project proposal | |
| The proposal covers only two (2) areas or less as stated in the TOR (KRA, Major Activities and Major outputs) a. Project Planning and Diagnostics b. Organizational Structure Review c. Job Analysis, JD writing and position Classification d. Compensation Planning e. Communication Planning and change management and institutional transitioning | 10 |
| The proposal covers only three (3) to four (4) areas as stated in the TOR (KRA, Major Activities and Major outputs) a. Project Planning and Diagnostics b. Organizational Structure Review c. Job Analysis, JD writing and position Classification d. Compensation Planning e. Communication Planning and change management and institutional transitioning | 20 |
| The proposal covers all the areas stated in the TOR (KRA, Major Activities and Major outputs) a. Project Planning and Diagnostics b. Organizational Structure Review c. Job Analysis, JD writing and position Classification d. Compensation Planning e. Communication Planning and change management and institutional transitioning | 30 |
| Max Points | 30 |

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| Experience of Senior Member/s or team leads of the Project Team | 20 |
| Senior Member/s or team leads must have the following experience: - Handled and/or exposed to three (3) or less similar projects and/or Organizational Development engagements in both government organizations and private institutions -Must have educational background in Human Resource Development and/or Organizational Development and/or equivalent work experience and consulting exposure | 7 |
| Senior Member/s or team leads must have the following experience: - Handled and/or exposed to at least four (4) to five (5) similar projects and/or Organizational Development engagements in both government organizations and private institutions -Must have educational background in Human Resource Development and/or Organizational Development and/or equivalent work experience and consulting exposure | 15 |
| Senior Member/s or team leads must have the following experience: - Handled and/or exposed to more than five (5) similar projects and/or Organizational Development engagements in government organizations. -must have educational background in Human Resource Development and/or Organizational Development and/or equivalent work experience and consulting exposure | 20 |
| Max Points | 20 |

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| No. of Personnel Involved | 5 |
| 1 personnel to 3 personnel | 1 |
| 4 personnel to 9 personnel | 3 |
| More than 10 personnel | 5 |
| Max Points | 5 |

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| Well Organized Work plan/schedule | 5 |
| 20 months to 24 months | 1 |
| 15 months to 19 months | 3 |
| 10 months to 14 months | 5 |
| Max Points | 5 |

| Shortlisting Criteria | Score | Actual Score |
|--|--------------|---------------------|
| Experience of the Consulting Firm | 40 | |
| Process, approach and methodology (depth and comprehensiveness) Depth and Comprehensiveness of the project proposal | 30 | |
| Experience of Senior Member/s or team leads of the Project Team | 20 | |
| No. of Personnel Involved | 5 | |
| Well Organized Work plan/schedule | 5 | |
| Total | 100 | |