

## **SPECIFICATION FOR PROVISION OF THE PSYCHOMETRIC AND COMPETENCY ASSESSMENT SERVICES**

<b>NATURE OF SERVICE</b>	<b>DESCRIPTION</b>
<p>The HR unit is on a drive to fill vacancies at various levels. Candidates who qualify for positions at the Senior Management and Executive levels will be required to undergo competency and psychometric assessments through a designated service provider.</p> <p>The competency and psychometric assessment seek to assist the panel members in determining the competency levels of the interviewed candidates and those considered for the roles. It is requested that a service provider be sourced for a period of a 12-month contract, as this is an ongoing process to fill vacancies as and when required.</p>	<p><b>1. The Scope of Work is as follows:</b></p> <p>Provide Psychometric services on an ad-hoc basis.</p> <ul style="list-style-type: none"> <li>• To utilize psychometric assessments of cognitive/decision-making abilities, functional abilities, emotional, personality, and behavioural, values and ethics, thinking preferences, and career development for recruitment and development purposes.</li> <li>• Define and advise on suitable psychometric assessments and competency tools for recruitment and selection purposes, including a feedback report to the organisation and candidates.</li> <li>• These should include case study assessment and simulations.</li> </ul> <p><b>2. Expected outcomes / deliverables</b></p> <p>HR requests assessment services from the appointed service provider which is expected to conduct assessment based on the following areas:</p> <ul style="list-style-type: none"> <li>• In basket for the Senior Manager level</li> <li>• Role play in conflict resolution and including managing difficult stakeholders</li> <li>• Personality Questionnaire</li> <li>• Emotional intelligence</li> <li>• Career Path Appreciation or MCPA.</li> </ul>

	<p><b>3. Competency and expertise requirements</b></p> <p>The service provider should be able to demonstrate that they have been involved in conducting competency and psychometric assessments over a period, and most importantly, their turnaround times in providing a report on the assessment outcomes. The service provider should be able to provide a report for each assessment conducted within one week turn-around time.</p>
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