

**REQUEST FOR PROPOSAL
(Individual Consultant)**

1. The Philippine Institute for Development Studies (PIDS) invites all eligible consultants to submit proposals for the provision of consultancy services entitled “**The Delivery of Nutrition Interventions by LGUs to Prevent Child Stunting Among Poor Households: Pilot Case Study**”
2. The research aims to bridge the gap in local health and nutrition policy and service delivery by (i) determining what interventions and activities are actually being done by local government units, (ii) identifying policy gaps, if any, and (iii) providing actionable recommendations to address the gaps. The consultant, under the guidance and technical oversight of a PIDS Research Fellow/Project Director, shall be the Principal Investigator for the study. Details of the project are contained in the attached Terms of Reference.
3. The approved budget for the abovementioned research project is PhP450,000.00 and will be implemented for approximately 8 months.
4. To be registered and eligible to be included in the PIDS’ database of research consultants, interested proponents must submit the following documents:
 - a. Curriculum Vitae;
 - b. Technical and Financial proposals using the PIDS-prescribed form (see attached);
 - c. PhilGEPS registration number;
 - d. Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184 IRR;
 - e. Income/Business Tax Return;
 - f. BIR Certificate of Registration (may be submitted prior to the issuance of Notice of Award); and
 - g. Filled-up registration form, which includes information on completed contracts and all on-going government and project contracts, including contracts awarded but not yet started (see attached).
5. Interested consultants may obtain further information from the Procurement Management Division c/o Sharold B. Magallones at 18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City, or via email at smagallones@mail.pids.gov.ph.
6. The Institute shall adopt the Quality-Based Evaluation Procedure in the selection of consultants.
7. Deadline for the submission of eligibility requirements and technical and financial proposals for the abovementioned research project is on **February 28, 2018** at 2:00 p.m. addressed to:

Sonny N. Domingo – Chairperson, BAC for Consultancy Services
c/o The BAC Secretariat (Consultancy Services)
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City
8. PIDS reserves the right to reject any or all the proposals, or declare a failure of bidding, or not award the contract, if there is evidence of collusion including any act which restricts, suppresses or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to PIDS.

Philippine Institute for Development Studies

TERMS OF REFERENCE

The Delivery of Nutrition Interventions by LGUs to Prevent Child Stunting Among Poor Households: Pilot Case Study

1. Background and Rationale

The prevalence of stunting among children below five years old in the Philippines remains high at 33 percent, and has been essentially unchanged in the past 25 years. Stunting in the first 1,000 days of life is largely irreversible. In addition to increased risk of mortality, stunting has long term consequences, including poor performance in school and low productivity in adulthood (Adair, et. al., 2013; Hoddinott, et. al., 2008; Alderman, et. al., 2016).

The various factors that causes child stunting are well documented in the literature (cf. Herrin, 2016). To mitigate these risk factors, different nutrition-specific and nutrition-related programs have been established within government, principally by the National Nutrition Council (NNC) as part of the Philippine Plan for Action on Nutrition (PPAN). Many of the elements to address child stunting during the first 1,000 days are known and theoretically in place in the public health system with corresponding policy mandates for their implementation, technically guided by Department of Health (DOH) but for the most part implemented on the ground by the local health systems. Indeed, under a decentralized system, most of health services have been devolved to local government units (LGUs).

To address the stunting syndrome, a number of coordinated interventions are required in the first 1,000 days from conception to two years of the child's age. As noted by Herrin (2016), however, there are various gaps in the implementation of these sets of interventions – from preconception, to pregnancy and delivery, to breastfeeding and complementary feeding of the child, and related interventions to ensure adequate micronutrients for both mother and child, and to prevent and treat infections of the mother and the child.

2. Objectives

This research aims to bridge the gap in local health and nutrition policy and service delivery by (i) determining what interventions and activities are actually being done by local government units, (ii) identifying policy gaps, if any, and (iii) providing actionable recommendations to address the gaps. The findings from this study may shed light on other research questions that may be pursued in the future, but more importantly it will identify options for policy and program interventions that will effectively assist LGUs deliver nutrition services to priority beneficiaries, namely the poor.

The case study will be conducted in one province, which exhibited high prevalence rate of stunting, representing a large population, and consisting of numerous municipalities and a couple of cities. These parameters are important to ensure that the selected study area covers substantial contribution to national stunting, and that variations in local service delivery may be documented. The case study will focus on the delivery of nutrition services, which for the

most part is embedded in LGU maternal and child care programs. It will focus on nutrition services that are reaching the poor, principally those identified by the National Household Targeting System for Poverty Reduction (HTS-PR).

This research aims to determine what actually happens in actual LGU settings, and what can be done to address policy or program gaps. Data gathering will involve interviews with key actors in the provincial and municipal/city governments, including, but not limited to, local officials, health staff from doctors of midwives and barangay health and nutrition-related personnel. It will also conduct focused group discussion to address specific concerns not discussed in the key-informant interviews. Information at the national level, which show the average for the country, is already available from national surveys.

It is expected that the study will uncover where the gaps are in the delivery of nutrition services in the context of the first 1,000 days, and how these gaps can be addressed by policy and program interventions including technical and financial assistance to LGUs. The case study may be replicated in future studies in other critical areas including those that were considered by the NNC as high-performing LGUs in nutrition to determine additional factors that affect gaps and how to address them. The findings will inform policy and programming of nutrition interventions by the DOH and NNC, and will help LGUs identify critical gaps they can address themselves and which they would require assistance.

3. Scope of Work, Deliverables and Schedule of Payment Releases

The Philippine Institute for Development Studies (PIDS) seeks to engage the services of a Consultant as Principal Investigator to conduct this case study which is a component of the PIDS study titled, “What works for decentralized healthcare delivery? A review of evidences.” He/She shall be under the supervision of a PIDS Research Fellow/Project Director, and is expected to undertake the following:

- Submit an inception report, including a detailed work and financial plan in consultation with PIDS
- Conduct focus group discussions (FGDs), key informant interviews (KIIs) or surveys with relevant stakeholders and resource persons, as necessary, to gather information needed for the case study
- Present the preliminary results in a research seminar at PIDS
- Prepare the report with the assistance of a PIDS research assistant (See template and General Guidelines in Preparing and Formatting a PIDS Discussion Paper)
- Draft a Policy Note as a by-product of the study (See Guidelines in Preparing a PIDS Policy Note)

The Consultant will prepare the following outputs based on the schedule below:

Activities and Deliverables	Due Dates	Payment Tranches
Upon submission of Inception Report describing in detail the methodology, work plan, and schedule of activities	Within 15 days from the Receipt by the Consultant of Notice to Proceed (NTP)	10%
Upon submission of Preliminary Report containing the literature review	Within two (2) months after the acceptance and approval of Inception Report	25%
Upon submission of Draft Report and presentation in an internal Research Workshop	Within five (5) months after the acceptance and approval of Inception Report	25%
Submission of Final Report addressing comments to the Draft Report and comments from the Research Workshop, Policy Notes and turnover of data and materials used	Within seven (7) months after the acceptance and approval of Inception Report	40%

- NOTE: Payments will be based on the acceptance and approval by PIDS of the corresponding outputs

The detailed description of the deliverables are as follows:

- **Inception Report** – This report shall include a detailed work and financial plan. The inception report will be important in ensuring a clear understanding of project management and engagement processes. This will be useful in clarifying and removing any uncertainties that might exist before the project commences, and establishing expectations regarding methodologies, deliverables, outcomes, and potential challenges. This will ensure a mutual understanding of the objectives, scope, and other requirements of the project. In this report, the Consultant is expected to identify the needed data, including the projected cost and source, discuss the design and approach, including the proposed methodology for the project.
- **Draft Report with Preliminary Findings** – This report shall include assessment of the preliminary findings gathered from the project. At the minimum, the Consultant is expected to provide discussions on the following key points: (i) overview of national laws and policies on child health and nutrition, (ii) survey of local government plans, policies and programs with respect to health and nutrition in the selected study area, (iii) interface between national and local government with respect to policy setting and service delivery, (iv) trends in child health and nutrition outcomes, (v) factors that potentially limit the availability and/or effectiveness of government plans, policies and programs on child health and nutrition, and (vi) proposed measures to address gaps in local service delivery, especially with respect to child health and nutrition. This report will be presented in a research seminar.
- **Final Report** – This report shall reflect the suggested inputs and revisions that have been adopted by PIDS from earlier presentations and discussions of the draft Report. This shall also include a Policy Note, which shall serve as a by-product of the project.

4. Qualifications of the Consultant

The Consultant should have the following qualifications:

- PhD in Economics, Public Health, Policy Analysis, or a related field
- Extensive knowledge on the Philippine health sector, with at least 10 years of total experience as researcher, of which at least 5 years in health systems, public health, health economics, and/or health policy research
- Proven publication track record

5. Project Duration

The engagement is for eight (8) months, from the issuance of the Notice to Proceed (NTP) until October 30, 2018, on a part-time basis. The Consultant's work must be completed by October 30, 2018 at the latest, and no man days will be chargeable after this date.

6. Project Cost

The estimated cost of this consulting service is Four Hundred fifty thousand pesos (PHP 450,000.00). This does not include the cost of field visits which will be shouldered by PIDS. For this consultancy service, PIDS shall provide research assistance through the assignment of one PIDS Research Assistant (RA) throughout the duration of this consultancy service.

7. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- a. Consultant's Qualifications: 60%
 - PhD in Economics, Public Health, Policy Analysis, or a related field
 - Extensive knowledge on the Philippine health sector, with at least 10 years of total experience as researcher, of which at least 5 years in health systems, public health, health economics, and/or health policy research
 - Proven publication track record
 - Ability and willingness to mentor
- b. Plan of approach and methodology, with emphasis on the clarity, feasibility, innovativeness, and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions: 40%

TECHNICAL PROPOSAL

[NAME OF STUDY]

[DATE]

Name and Address of Consultant/Firm:

PART I: TECHNICAL DESCRIPTION

A. Methodology:

(In this section, describe your proposed approach and methodology.)

1. Conceptual Framework of the Study:

(General description of the conceptual framework of the study)

2. Sources of Data:

(Sources of available data and the methods to be used in gathering data)

3. Analytical Tools/Approach:

(Please provide comments on the Terms of Reference to demonstrate your understanding of the objectives, timeframe, tasks, and outputs. Constraints or difficulties that could be encountered in undertaking the service (or by the Project Team more generally) should also be highlighted.

Based on your comments of the TOR, discuss your approach to undertaking the service.)

PART II: WORK PLAN

A. Schedule of Activities and Deliverables:

Phase/Activity	Expected Outputs	Due Dates
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<i>As stated in the PIDS TOR.</i>		
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B. Timeframe:

As stated in the PIDS TOR.

Part III: Statement of Capability (1-2 pages)

A. Please provide evidence of your skills in providing the service using the qualifications stated in the TOR.

B. Please indicate ongoing and planned projects and/or commitments which may affect your ability to participate in this project in a timely manner.

Prepared/Submitted by: _____

Signature over Printed Name

FINANCIAL PROPOSAL

[NAME OF STUDY]

[DATE]

Philippine Institute for Development Studies

RESEARCH CONSULTANT'S REGISTRATION FORM

1. NAME:				
2. AFFILIATED AGENCY/FIRM:				
3. BUSINESS ADDRESS:				
4. TEL. NO.	5. FAX NO.	6. E-MAIL:	7. TIN: (please attach copy of the TIN-ID)	
8. FIELD OF SPECIALIZATION: <i>(Please tick applicable items)</i>				
<input type="checkbox"/> Macroeconomics <input type="checkbox"/> Competitiveness & Competition Policies				
<input type="checkbox"/> Social Sector Reform <input type="checkbox"/> Infrastructure Development				
<input type="checkbox"/> Agriculture <input type="checkbox"/> Governance				
<input type="checkbox"/> Environment and Natural Resource Management				
<input type="checkbox"/> Policy Analysis, Planning Tools and Monitoring Systems				
<input type="checkbox"/> Others, please specify: _____				
9. RESEARCH PROJECTS FOR THE LAST THREE (3) YEARS				
Project Title	Location	Project Period	Implementing Agency	Amount of Contract

Please attach certificate of satisfactory completion issued by the client, in the case of completed contracts, if any.

10. ON-GOING RESEARCH PROJECTS (Including contracts awarded but not yet started, if any):

Project Title	Location	Project Period	Implementing Agency	Amount of Contract

11. PUBLISHED RESEARCH WORKS:

TITLE	YEAR PUBLISHED

PLEASE USE ADDITIONAL SHEETS FOR NOS. 9, 10 & 11 WHEN NECESSARY AND ATTACH TO THIS DOCUMENT.

12. REFERENCES:

CONTACT PERSON	INSTITUTION	CONTACT NOS.
DATE:		

Important: Please attach your latest curriculum vita.