

NOTICE OF CONTRACT OF SERVICE VACANCY

April 23, 2024

Position	:	One (1) Project Technical Specialist IV
Contract Duration	:	Start Date until December 31, 2024
Salary	:	PHP 61,628.40 per month
Project	:	Exploring Strategies and Schemes on Standardizing Salary and Benefits of HRH in the Philippines

Qualifications:

- Education: Bachelor's degree in public health, biostatistics, data science, health financing, or related fields

Desired: Master's degree in public health, Economics, Health Policy, Management, Health Facility Business Administration, or related fields
- Training – Four (4) hours of relevant training in items related to the scope of work;
- Experience – At least two (2) years of experience in public health, health systems, clinical practice, or health financing.

Scope of Work:

*Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the **Project Technical Specialist IV** is expected to work with the Project Team and undertake the following tasks/ activities:*

- a. Assist in developing the survey questionnaires for healthcare providers, facilities (e.g., RHU, private clinics, and public hospitals), and the population (household/individual). The questionnaire should be anchored on a well-thought-out framework. The data/ information that will be captured in the questionnaire could produce standard health indicators to measure performance.
- b. Develop the healthcare provider survey questionnaire and the clinical vignette for clinicians.
- c. Report to the Main Project Monitoring Officer³ the status of the project visa-vis the due dates and deliverables and propose solutions on problems encountered. Analyze datasets and produce descriptive and inferential analyses on the processed EDCOM 2 datasets.

- d. Provide technical troubleshooting and technical inputs as necessary during the conduct of data gathering and data analysis for the duration of the project.
- e. Coordinate with the other technical consultants and COS worker in developing the overall guiding framework and population survey.
- f. Assist in adjusting/ revising the questionnaires based on the pre-testing done by the Data Quality Assurance Officer.
- g. Assist and coordinate with the team in the drafting of materials on the data collection protocol and quality standards.
- h. Support and assist in the data analysis and writing of the report as supervised by the Project Director.
- i. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research Fellow or the Consultant may assign from time-to-time.

Requirements:

- 1. Application letter addressed to PIDS President;
- 2. Curriculum Vitae;
- 3. Transcript of Records;
- 4. Properly accomplished and notarized Personal Data Sheet (CS Form 212, Revised 2017) with Work Experience Sheet;
- 5. Certificate of previous employment, if any; and
- 6. Training Certificates.

Interested and qualified applicants may submit their requirements in PDF format thru email at recruitment@pids.gov.ph. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : April 30, 2024

Philippine Institute for Development Studies

TERMS OF REFERENCE

Project Technical Specialist IV **(Contract of Service)**

for

Exploring Strategies and Schemes on Standardizing Salary and Benefits of HRH in the Philippines¹

1. Background and Rationale

Universal Health Coverage (UHC) is a global goal to ensure that everyone can access essential health services without financial hardships. To achieve this, the Universal Health Care Act of 2019 was passed in the Philippines. This Act mandates the Philippine government to take significant steps towards achieving UHC by expanding access to quality healthcare services, especially for the poorest and most vulnerable communities. This includes PhilHealth adopting Disease Related Group (DRG) and capitation in paying for inpatient and outpatient care services, respectively. Diagnosis Related Group (DRG) classifies inpatient hospital cases based on similar clinical characteristics and resource utilization. DRG-based payment systems can incentivize hospitals to focus on patients with less complex diagnoses, who are more likely to be assigned to higher-paying DRGs. Currently, this payment reform is one of the most commonly used systems to reimburse hospitals for their services based on these classifications.

This study operationalizes the evaluation of provider payment reforms and outpatient health insurance (i.e., KONSULTA) expansion under the UHC Act (2019). The Department of Health (DOH) and PhilHealth plan to pilot DRGs implementation and outpatient benefit package (which uses a capitation payment system) in select provinces in the country under the CATCH Program by the third to the fourth quarter of 2023. Hence, assessing whether these provider payment reforms will impact health sector goals (i.e., improve efficiency, quality, and equity of healthcare services), at least in pilot sites, is critical.

2. Objectives

Generally, the objective of the study is to conduct a baseline assessment of the local health system in the eight (8) CATCH pilot sites (control and intervention provinces).

Specifically, the study aims to:

¹ This engagement will be charged against the study: "PIDS-DOH AHEAD 2023: Exploring Strategies and Schemes on Standardizing Salary and Benefits of HRH in the Philippines"

- a. Develop a comprehensive framework as the lamppost for evaluating province-wide health sector reform under the UHC Act. This will inform the development of tools for the baseline assessment survey of population, healthcare providers, and facilities.
- b. Conduct baseline assessment in the four (4) pilot sites and four (4) control sites of the CATCH program capturing the following broad health indicators on the following domains:
 - a. Population-level
 1. Health outcomes (e.g., self-rated health or HRQL)
 2. Perception of need, including health literacy
 3. Healthcare access, coordination, and integration dynamics
 4. Health expenditures and financial protection,
 5. Quality of care
 - b. Healthcare facilities, including leaders
 1. Supply-side readiness
 2. Staffing patterns
 3. Facility financing (e.g., revenue sources and expenditure)
 4. Management and leadership dynamics (e.g., talent and performance management),
 5. Multi-sectoral programs
 6. Quality of care (including patient safety)
 7. Patient load
 - c. Provider behaviors
 1. Compensation, benefits, and welfare
 2. Referral and coordination practices
 3. Quality of care

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

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the **Project Technical Specialist IV** is expected to work with the Project Team and undertake the following tasks/ activities²:

- a. Assist in developing the survey questionnaires for healthcare providers, facilities (e.g., RHU, private clinics, and public hospitals), and the population (household/individual). The questionnaire should be anchored on a well-thought-out framework. The data/ information that will be

² If the Project Technical Specialist needs to undertake physical/face-to/face interviews and data collection, such activity is subject to relevant guidelines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases and the Department of Health (DOH). Consultant is expected to observe minimum health and safety protocols including physical distancing, mandatory wearing of face masks, and provision of hand sanitizers). Consultant will also request the respondents to accomplish health declaration forms to ensure the health status of participants.

- captured in the questionnaire could produce standard health indicators to measure performance.
- b. Develop the healthcare provider survey questionnaire and the clinical vignette for clinicians.
 - c. Report to the Main Project Monitoring Officer³ the status of the project vis-a-vis the due dates and deliverables and propose solutions on problems encountered
 - d. Provide technical troubleshooting and technical inputs as necessary during the conduct of data gathering and data analysis for the duration of the project
 - e. Coordinate with the other technical consultants and COS worker in developing the overall guiding framework and population survey
 - f. Assist in adjusting/ revising the questionnaires based on the pre-testing done by the Data Quality Assurance Officer
 - g. Assist and coordinate with the team in the drafting of materials on the data collection protocol and quality standards
 - h. Support and assist in the data analysis and writing of the report as supervised by the Project Director
 - i. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research Fellow or the Consultant may assign from time to time

The COS worker shall submit a Progress and Accomplishment Reports, daily time record and all required outputs in accordance with this Terms of Reference, subject to the verification, acceptance and approval of the concerned Project Director every end of the cut-off period from the effectivity of the Contract. The cut-off for payment of services rendered is every 15th and end of the month. All required documents to facilitate the processing of payment should be submitted not later than two (2) working days after the cut-off period.

4. Work Arrangement

The COS worker is required to work forty (40) hours weekly from Monday to Thursday on a flexi-time arrangement where the COS worker is allowed to report to work not earlier than 7:00 AM and end not later than 7:00 PM.

The COS worker must also comply with the core time at PIDS from 9:00 AM to 4:00 PM which means that reporting for work later than 9:00 AM or leaving work earlier than 4:00 PM shall be considered tardiness and undertime, respectively. They may also be required to render overtime in case of urgent work and may be

³ Refers to the PIDS in-house Research Analyst

entitled to time-off credits equivalent to the number of hours worked during their non-working days, which shall be certified and approved by their respective supervisor. Said time-off credits may be used by the COS worker to compensate onsite works to work-from-home schedule, which shall be agreed upon with the supervisor.

The COS worker is required to report to the office twice weekly at the PIDS Office, 18F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Avenue, Quezon City. Shared office space and equipment will be provided to the COS worker when reporting to the office onsite subject to availability and to be determined by AFD/ICTSD. Specific days of the week of onsite reporting and workspace are to be determined by the immediate supervisor. The said schedule of onsite reporting must be submitted to AFD upon confirmation of the start date of the COS worker. AFD will provide information on the available workspaces. Absences, tardiness and undertime incurred by COS worker shall be deducted against his/her total compensation for the applicable period.

5. Minimum Qualifications (CSC Prescribed QS)

Education	<p>Bachelor’s Degree in public health, biostatistics, data science, health financing, or related fields</p> <p><i>Desired: Master’s Degree in Public Health, Economics, Health Policy, Management, Health Facility Business Administration or related fields</i></p>
Training	Four (4) hours of relevant training in items related to the scope of work
Experience	At least two (2) years of experience in public health, health systems, clinical practice, or health financing

6. Project Duration

The engagement is until December 31, 2024 from the date of assumption of the COS worker.

7. Approved Budget for the Contract

The approved budget for this contract of service is PHP 61,628.40 per month, and the actual payment to the COS worker will be based on the actual number of work-days rendered. This rate is based on the prevailing market rate appropriate to the position and

duties provided above. This amount does not include travel and accommodation during fieldwork. PIDS will shoulder the cost of fieldwork (if any) while travel insurance including hospitalization, or other COVID-related or any other expenses incurred during the travel arising from injury or health-related reasons, shall be shouldered by the COS worker since no employer-employee relationship exists between PIDS and the COS worker.

Further, pursuant to Section IV.3 of PIDS Special Order No. 2024-13 dated February 19, 2024 titled “Revised Rules and Regulations Governing Job Order (JO) and Individual Contract of Service (COS) Workers”, COS workers shall be responsible for the remittance of their mandatory contributions (i.e., SSS, Pag-IBIG, PHIC, BIR). The COS worker shall also comply with existing internal revenue regulations being implemented, including substituted receipts or non-issuance of Official Receipts (ORs), as may be applicable. Certain types of engagement for COS workers may be required to issue ORs depending on the type of engagement they applied with BIR. In addition, the COS worker shall also be responsible for registering with the BIR and submit the BIR Certificate of Registration to PIDS and submit the required forms/waivers as applicable. After the expiration of the contract, he/she shall have the responsibility to submit to BIR the necessary documents for the closure or continuation, whichever is applicable, in connection with his/her Certificate of Registration.

The budget and release of payment shall be subjected to guidelines of oversight agencies and internal guidelines of PIDS in hiring COS workers.

8. Evaluation Criteria

Applicants will be evaluated based on the following criteria:

<p>Education</p> <ul style="list-style-type: none"> - Bachelor’s Degree in public health, biostatistics, data science, health financing, or related fields. MA/MS on these fields is an advantage 	40%
<p>Training and Experience</p> <ul style="list-style-type: none"> ● At least 48hours of relevant training in items related to the scope of work - At least 2 years of experience as a research analyst in public health, health systems, or health financing 	30%
<p>Competencies</p> <ul style="list-style-type: none"> ● Advanced level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills ● Advanced level functional competencies in data retrieval, storage, preparation, analysis, and visualization - Advanced skills in programming in Python, R, or Stata 	30%
<p>Total</p>	100%

9. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the Project Technical Specialist IV under the project's duration shall belong and remain the exclusive property of PIDS. Said materials should be properly documented and turned over to the Institute before the end of the engagement. The COS worker shall not use in any manner the information and data gathered for commercial or other purposes, and such information and data shall be for the exclusive use of PIDS.

10. Compliance with PIDS Data Privacy Policy

Before commencement of work for this specific project, the Project Technical Specialist IV shall be asked to sign a nondisclosure agreement with PIDS. Any information gathered and generated in the implementation of the project shall be processed subject to the applicable provisions of the Republic Act 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).