PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
Surian sa mga Pag-aaral Pangkaunlaran ng Pilipinas

Service through policy research

18F Three Cyberpod Centris, North Tower EDSA corner Quezon Avenue, Quezon City
Tel: (632) 372-1291 / 372-1292 ▪ http://www.pids.gov.ph

REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Data Scientist for Implementation of Select CY 2023 Research Priorities of the Department of Health (DOH) through the Philippine Institute for Development Studies Under the AHEADHPSR Program: Process Evaluation of the Health Facilities Enhancement Program.**

2. The Approved Budget for the Contract (ABC) is **PhP128,000.**

3. Interested consultants must submit the following documents using PIDS the prescribed forms:
   a) Curriculum Vitae of the proposed Consultant(s)[1]
   b) Technical Proposal Form[1]
   c) Financial Proposal Form[1]
   d) Filled out Data Privacy Notice and Personal Data Protection Form[1]
   e) Statement of Completed contracts[2]
   f) Statement of All Ongoing and Awarded But Not Yet Started Contracts[2]
   g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00) [1]
   h) Income/Business Tax Returns (for ABC above PhP500,000.00) [1]
   i) PhilGEPS Registration Number (certificate or screenshot) [1]
   j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration[3] (Individual).

4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at procurement@pids.gov.ph.

5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.

6. The deadline for submission of proposals is on **5 August 2024 (5:00 PM)** addressed to:

   The BAC Chairperson for Consultancy
   Services c/o The BAC Secretariat
   Procurement Management Division
   18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

   Proposals may also be submitted through email at procurement@pids.gov.ph .

7. PIDS reserves the right to reject any or all the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that 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 it determines most advantageous to PIDS.

DR. VALERIE GILBERT T. ULEP
Chairperson
PIDS-BAC for Consultancy Services

Reference No.:2024-254

[1]**Applicable for individual consultants and firms**
[2]**Applicable for firms only**
[3] **Individual consultants must issue Official Receipt (OR) during payment.**

Note: PIDS is evaluating its consultant's performance based on the quality of services rendered, timeliness of delivery, customer/after sales service and overall quality of service.

Philippine Institute for Development Studies
TERMS OF REFERENCE

<u>Data Scientist</u>
for
<u>Implementation of Select CY 2023 Research Priorities of the Department of Health (DOH) through the Philippine Institute for Development Studies Under the AHEAD-HPSR Program: Process Evaluation of the Health Facilities Enhancement Program[1]</u>

1. Background and Rationale

The Department of Health (DOH) is mandated to help address the scarcity and maldistribution of health facilities and infrastructure among localities in the Philippines. To do so, the Health Facilities Enhancement Program (HFEP) was implemented by the DOH in 2008 to augment capital health investments in the country by providing grants to local governments to build or refurbish health facilities and purchase medical equipment. It specifically aims to improve the delivery of basic health services such as Basic Emergency Maternal Obstetrics and Newborn Care and to strengthen the health facility referral system network at the local level (Lavado et al. 2012). To improve the program, the DOH through the AHEAD-HPSR Program has provided a research grant to the Philippine Institute for Development Studies to conduct a process evaluation of the HFEP along with an equity and efficiency assessment of the program's allocation and disbursement process. The results of the study will be used to enable policymakers and stakeholders to design appropriate institutional or legislative actions to fulfill the program's objectives and improve its overall implementation.

2. Objectives of the Study

The study's objective is to determine whether the budget for HFEP is allocated based on local government unit (LGU) need and capacity (equity and efficiency assessment). Following this, we will also examine whether HFEP adheres to its budget allocation framework (process evaluation).

3. Objectives of the Engagement

The quantitative stream of the study will include an analysis of the HFEP disbursement and administrative data at the facility level. Doing so requires that the facilities in the dataset be tagged with their corresponding health facility codes and be reclassified with their correct locations. Moreso, the dataset needs to be cleaned and validated with the disbursement data needing further analysis and reorganization to be used for the study's efficiency analysis. Given these, there is a need to hire a data scientist who will perform such tasks given a limited time to ensure the achievement of the study's goals and objectives.

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[1] The Consultant may be an individual or a firm.

4. **Scope of Work, Deliverables, and Schedule of Payment Releases**

Under the guidance and technical oversight of a PIDS Research Fellow who serves as the Project Director, the Consultant is expected to work with the Project Team and undertake the following tasks/activities:[2]

a. Clean and validate HFEP administrative and disbursement data from the Department of Health (i.e. perform data transformation to show accurate disbursements, match facility names, tag health facility codes, tag unique facilities);
b. Provide inputs to the methods section of the Draft Report;
c. Prepare the dataset for data analyses, such as Difference-in-Difference and impact analysis, that will be conducted by the PIDS study team;
d. Write and package codes for further data processing of the team;
e. Coordinate with the Project Director or Project Team to ensure the validity and quality of the datasets;
f. Sign a Non-Disclosure Undertaking 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. No. 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC); and
g. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research fellow may assign from time to time.

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

Activities and Deliverables	Due Dates	Payment Tranches
• **Inception Report**- including Work Plan on data processing and transformation	August 23, 2024	15%
• **Progress Report 1** • Processed HFEP administrative dataset	August 30, 2024	30%
• **Inputs to draft report**[3] ○ Methods section • **Terminal Report** • **Turnover of data and materials used** together with **Certification indicating the turnover of data as well as the deletion of such data and that it will allows PIDS to verify if the data is complete**	September 15, 2024	55%

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

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[2] If the Consultant needs to undertake physical/face-to-face interviews and data collection and related activities, the Consultant has to ensure compliance with existing and future policies, rules, and resolutions as may be issued by concerned government agencies pertaining to health and safety.

[3] For research outputs that will be released as a PIDS Discussion Paper (DP), the consultant shall prioritize the publication outlets of PIDS, particularly the peer-reviewed Philippine Journal of Development (PJD) and Research Paper Series (RPS). If the DP is not selected by PIDS Management for publication either as a PJD article or an RPS issue, the consultant may identify other dissemination outlets outside of PIDS. Guidelines for Authorship in PIDS Research Projects shall apply.

5. **Qualifications of the Data Scientist**

Education	**Bachelor's Degree** in epidemiology, data science, data analytics, health economics, or related fields
Experience	At least 3 years of experience in public health systems, health financing, data engineering, data validation, and programming
Competencies	• Intermediate level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills • Advanced level functional competencies: data processing, problem solving and analysis, dissemination, and technical writing • Advanced skills in quantitative analyses and communication • **Advanced skills in various programming languages (Python, AWS, Linux, SQL, etc.)**

6. **Project Duration**

The engagement will commence upon the signing of the contract until September 30, 2024, on a part-time basis. The Consultant's work must be completed within this period, and no man days will be chargeable after this date.

7. **Approved Budget for the Contract**

The approved budget for this consulting service is up to PHP 128,000.00, depending on the qualifications.

This amount does not include travel and accommodation during fieldwork. PIDS will shoulder the cost of fieldwork (if any). PIDS shall not cover hospitalization and other COVID-related health expenses of the consultant as no employer-employee relationship exists between the PIDS and the Consultant.

8. **Evaluation Criteria**

a. Evaluation Criteria

   Applicant consultants will be revaluated based on the following criteria:

Consultant Qualifications Education • **Bachelor's Degree** in epidemiology, data science, data analytics, health economics, or related fields • Training and experience • At least 3 years of experience in public health systems, health financing, data engineering, data validation, and programming Competencies	50%

• Intermediate level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills • Advanced level functional competencies: data processing, problem solving and analysis, dissemination, and technical writing • Advanced skills in quantitative analyses and communication • **Advanced skills in various programming languages (Python, AWS, Linux, SQL, etc.)**	
Plan of approach and methodology; • Clarity, feasibility, innovativeness, and comprehensiveness of the approach • Incisive interpretation of problems and reflection on suggested solutions	50%
Total	100%

b. Detailed rating sheet (see attached file)

Prepared by: VALERIE GILBERT T. ULEP
              Project Director

Reviewed by: CHRISTINE RUTH P. SALAZAR
              Division Chief II, RPMD

Approved by: RENEE ANN JOLINA C. AJAYI
              Department Manager III, Research Services

Digitally signed by Ajayi Renee Ann Jolina Catibog