

NOTICE OF CONTRACT OF SERVICE VACANCY

August 12, 2024

Position	:	One (1) Project Technical Specialist III
Contract Duration	:	Actual Start Date Until December 31, 2024
Salary	:	PHP 56,070.00 per month
Project	:	PIDS-DOH Sentinel Sites Project: Development of Integrated Service Delivery/Public Health Programs Monitoring and Evaluation Framework and Application of Analysis in Relevant Quantitative Data

Minimum Qualifications:

- Bachelor's Degree in epidemiology, nutrition, public health, health economics, statistics, social sciences, or any related fields;
- Eight (8) hours of relevant training; and
- Two (2) years of relevant experience in health systems, health financing, public health, or public policy.

Scope of Work:

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

1. Assist the Project Director and the study team's technical lead in the comanagement of the project activities and serve as overall administrative, and logistical lead; and ensure all project deliverables are accomplished and submitted within the timeline.
2. Contribute to the review of related literature on the use of Philippine health information systems.
3. Prepare progress reports and administrative documents for submission to PIDS or study clients.
4. Facilitate compilation, submission, and editing of documents such as ethics review, survey clearance (e.g., PSA SSRCS), progress reports, technical reports, and other requirements.
5. Liaise with all consultants under the project; consolidate and review their submitted outputs for fidelity to terms of references and prepare government administrative requirements for their payments.
6. Act as the main focal person regarding the coordination of the study team in pre-testing, data collection, and with participating institutions and respondents as necessary.
7. Others may be assigned by the Project Director.

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 parties shall submit their application together with ALL documentary requirements to <https://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 : **August 19, 2024**

Philippine Institute for Development Studies

TERMS OF REFERENCE

One (1) Project Technical Specialist III
for Project Management and Administrative Concerns
(Contract of Service)

for

PIDS-DOH Sentinel Sites Project: Development of Integrated Service
Delivery/Public Health Programs Monitoring and Evaluation Framework and
Application of Analysis in Relevant Quantitative Data

1. Background and Rationale

The Universal Health Care Act of 2019 guarantees all Filipinos a comprehensive, quality, equitable, and affordable healthcare system. The Act introduces system-level reforms aimed at ensuring healthy populations and communities. Specifically, therefrom focuses on a primary care-oriented, integrated health system that offers Filipinos a wide range of health services with minimal financial risk. To effectively monitor and evaluate these reforms, we must enhance our capacity to collect, measure, analyze, and present data from health facilities. Achieving this requires the implementation of interoperable health information systems (HIS).

HIS refers to systems that produce information for the evidence-informed decision-making affecting all levels of the health system which have four key functions: (1) data generation, (2) data compilation, (3) data analysis and synthesis, and (4) data distribution and the use of data. HIS therefore gathers and shares consolidated and analyzed data mainly from health facilities, providing valuable information to decision-makers responsible for health-related policies. With such a system, we can gain a more longitudinal view of the country's health situation, facilitating the transition to a life-stage-based approach in our health programs. Moreover, it will enable local and national evidence-based decision-making to become more strategic.

However, the current data sources in the Philippines face challenges (such as fragmentation, format integrity, and periodic data collection) which hinder the full realization of the benefits of HIS. To help address these issues, this paper aims to assess the practices and standards of the Philippines' HIS, comparing them with global best practices and considering their impact on key stakeholders, which are the regulators, purchasers, providers, and consumers. The objective is to identify areas of improvement and highlight essential data that decision-makers should focus on to drive effective changes in the country's health policies.

By examining the state of the country's HIS and aligning it with international standards, we can pave the way for a more robust and efficient HIS, supporting the goals of the Universal Health Care Act and ultimately improving the health and well-being of all Filipinos.

2. Objectives of the Study

- a. Describe then contextualize the "ideal" health information system (HIS), specifically focusing on its functions across different agents: DOH, PhilHealth, healthcare providers, and consumers.
- b. Critically assess the current state of health information system vis-a-vis ideal, focusing on its functions across the different agents by examining the following elements:

- i. Policies, laws, and governance structure
 - ii. Technical design and infrastructure
 - iii. Acceptability and health human resources
- c. Create a comprehensive data collection framework that will serve as the foundation for determining the necessary data fields to be collected and provide valuable insights for policymaking, clinical decision-making, and research purposes.

To meet the objectives of the study, the PIDS research team proposes the engagement of a Contract of Service – Project Technical Specialist III. The specific scope of work of said COS worker is discussed in Section 3.

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 III** is expected to work with the Project Team and undertake the following tasks/activities¹:

1. Assist the Project Director and the study team’s technical lead in the comanagement of the project activities and serve as overall administrative, and logistical lead; and ensure all project deliverables are accomplished and submitted within the timeline.
2. Contribute to the review of related literature on the use of Philippine health information systems.
3. Prepare progress reports and administrative documents for submission to PIDS or study clients.
4. Facilitate compilation, submission, and editing of documents such as ethics review, survey clearance (e.g., PSA SSRCS), progress reports, technical reports, and other requirements.
5. Liaise with all consultants under the project; consolidate and review their submitted outputs for fidelity to terms of references and prepare government administrative requirements for their payments.
6. Act as the main focal person regarding the coordination of the study team in pre-testing, data collection, and with participating institutions and respondents as necessary.
7. Others may be assigned by the Project Director.

The COS worker shall submit a Progress and Accomplishment Report, 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 flextime 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 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

Education	At least Bachelor’s Degree in epidemiology, nutrition, public health, health economics, statistics, social sciences, or any related fields
Training	Eight (8) hours of relevant training
Experience	Two (2) years of relevant experience in health systems, health financing, public health, or public policy
Eligibility	None required

6. Contract Duration

The engagement is for four (4) months, upon the effectivity of the contract.

7. Approved Budget for the Contract

The approved budget for this engagement is PHP 56,070.00 per month, and the actual payment to the COS worker will be based on the actual number of workdays 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 hospitalization and other COVID-related health expenses are not covered as there shall be no employer-employee relationship between PIDS and 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

Qualifications: At least Bachelor’s Degree in epidemiology, nutrition, public health, health economics, statistics, social sciences, or any related fields	25%
Eight (8) hours of relevant training and Two (2) years of relevant experience in health systems, health financing, public health, or public policy.	25%
Competencies <ul style="list-style-type: none"> • Advanced level of core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills • Advanced level functional competencies: Data Gathering, Problem Solving, and Analysis, Dissemination, Project/Research Implementation and Management and Networking and Partnering 	50%
Total	100%

9. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the Technical Assistant 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 Assistant 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).