

# NOTICE OF CONTRACT OF SERVICE VACANCY

August 14, 2024

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| Position          | : | <b>One (1) Project Senior Technical Specialist</b>  |
| Contract Duration | : | <b>Actual Start Date Until December 31, 2024</b>  |
| Salary            | : | <b>PHP 85,813.00 per month</b>  |
| Project           | : | <b>PIDS-DOH-PHIC TECHNICAL ASSISTANCE ON THE UHC PROVIDER PAYMENT REFORMS IN 2023: Development of Diagnosis-Related Group (DRG) payment rates and Provider Payment Mechanism Monitoring and Evaluation Framework for PhilHealth</b> |

## Minimum Qualifications:

- Master's degree in public health, health financing, health economics, management, or related fields
- At least 16 hours of relevant training in items related to the scope of work; and
- At least 3 years of experience in public health or the health sector, with planning, management, and coordination experience

## Scope of Work:

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

1. Ensure the effective implementation of the project and efficient use of its resources to meet project objectives and deliverables according to the project scope of work and deadlines:
  - a. Develop project plans and documentation such as: work plans, budgets, procurement plans, organizational chart, progress and expenditures reports
  - b. Establish, implement, and maintain project monitoring systems to provide regular information progress towards completion of deliverables
  - c. Manage project financial resources and monitor project expenditures to ensure project stays within budget
  - d. Manage the delivery of project deliverables and ensure they meet DOH and PhilHealth requirements and specifications
  - e. Write and prepare narrative and progress reports as required by the Department of Health (DOH) and PhilHealth
2. Manage and support project teams and staff through the following:
  - a. Integrate deliverables and outputs across multiple work streams
  - b. Monitor and coordinate to achieve deadlines and milestones
  - c. Develop, define, and maintain updated job descriptions and ensure staff clearly understand their roles, responsibilities, and assigned tasks
  - d. Identify training needs and suggest/plan training activities
  - e. Assist in providing constructive feedback and performance evaluations
  - f. Ensure staff and consultants are paid in a timely manner

3. Provide administrative support to project team and staff:
  - a. Planning and execution of internal and external team meetings/events
  - b. Prepare terms of references, memos, procurement requests, etc. and route them to the appropriate PIDS administrative units
  - c. Staff recruitment, interview, and onboarding for all project positions
4. Develop and maintain positive working relationships with PhilHealth, the Department of Health, and other relevant project stakeholders
  - a. Prepare for, attend, and present at internal and external meetings
  - b. Communicate and present progress developments regularly
  - c. Facilitate requests for data, meetings, consultations, etc.
5. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research Fellow 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 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 22, 2024**

## **Philippine Institute for Development Studies**

### **TERMS OF REFERENCE**

#### **Project Senior Technical Specialist (Contract of Service)**

for

#### **PIDS-DOH-PHIC TECHNICAL ASSISTANCE ON THE UHC PROVIDER PAYMENT REFORMS IN 2023: Development of Diagnosis-Related Group (DRG) payment rates and Provider Payment Mechanism Monitoring and Evaluation Framework for PhilHealth<sup>1</sup>**

### **I. Background and Rationale**

With the enactment of the Universal Health Care law, the Philippine Health Insurance Corporation (PhilHealth) has been empowered to be the national strategic purchaser of individual-based health services. A critical health provider payment mechanism (PPM) reform that PhilHealth must implement under the Universal Health Care (UHC) Law is the Diagnosis Related Groupings (DRGs). The DRGs are a step forward to move the current all-case rate system from retrospective payments based only on service outputs to value-based payments that incentivize quality, efficient, and equitable care and improve health at lower costs for the health sector and patients.

Moreover, such complex reform requires that PhilHealth maintain the DRGs and other PPM systems over the long-term. This requires improving PhilHealth data quality and monitoring frameworks and plans to evaluate whether these reforms achieve its goals for value-based purchasing. On both these fronts, PIDS will be assisting PhilHealth in the development of DRG payment rates and the monitoring and evaluation framework for the DRGs and future PPMs.

### **II. Objectives**

#### **A. DRG Rate-Setting Analysis**

1. Document the process for and calculate DRG v0 base rates, charge weights, adjustment factors, economic homogeneity metrics, complexity level evaluation, hospital case mix distributions, and financial impact of DRGs to PhilHealth and providers.
2. Identify recommendations to enable PhilHealth to adopt and use the Thai DRG to pay hospitals in the near future (i.e., DRG version 1)

#### **B. Monitoring and Evaluation**

3. Craft a monitoring framework and plan for assessing the effects of DRG and other PPM reforms on the quality, efficiency, and equitability of hospital care.
4. Using hospital statement of accounts / itemized billing data:
  - a. Calculate standardized room charges and validate against e-claims charges

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<sup>1</sup> This engagement will be charged against the study "PIDS-DOH-PHIC Technical Assistance on the UHC Provider Payment Reforms in 2023: Development of Diagnosis-Related Group (DRG) Payment Rates and Provider Payment Mechanism Monitoring and Evaluation Framework for PhilHealth

- b. Determine quality of care and price of services for two diseases

### III. 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 Project Senior Technical Specialist is expected to work with the Project Team and undertake the following tasks/activities <sup>2</sup>:

1. Ensure the **effective implementation of the project and efficient use of its resources** to meet project objectives and deliverables according to the **project scope of work and deadlines**
  - a. Develop project plans and documentation such as: work plans, budgets, procurement plans, organizational chart, progress and expenditures reports
  - b. Establish, implement, and maintain project monitoring systems to provide regular information progress towards completion of deliverables
  - c. Manage project financial resources and monitor project expenditures to ensure project stays within budget
  - d. Manage the delivery of project deliverables and ensure they meet DOH and PhilHealth requirements and specifications
  - e. Write and prepare narrative and progress reports as required by the Department of Health (DOH) and PhilHealth
2. Manage and support project teams and staff through the following:
  - a. Integrate deliverables and outputs across multiple work streams
  - b. Monitor and coordinate to achieve deadlines and milestones
  - c. Develop, define, and maintain updated job descriptions and ensure staff clearly understand their roles, responsibilities, and assigned tasks
  - d. Identify training needs and suggest/plan training activities
  - e. Assist in providing constructive feedback and performance evaluations
  - f. Ensure staff and consultants are paid in a timely manner
3. Provide administrative support to project team and staff:
  - a. Planning and execution of internal and external team meetings/events
  - b. Prepare terms of references, memos, procurement requests, etc. and route them to the appropriate PIDS administrative units
  - c. Staff recruitment, interview, and onboarding for all project positions
4. Develop and maintain positive working relationships with PhilHealth, the Department of Health, and other relevant project stakeholders
  - a. Prepare for, attend, and present at internal and external meetings
  - b. Communicate and present progress developments regularly
  - c. Facilitate requests for data, meetings, consultations, etc.

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<sup>2</sup> If the COS worker needs to undertake physical/face-to-face interviews and data collection and related activities, the COS worker 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.

5. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research Fellow may assign from time to time.

The COS worker shall submit a Progress and/or 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.

#### **IV. 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. The COS worker 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.

#### **V. Minimum Qualifications**

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| Education  | <b>Master's degree</b> in public health, health financing, health economics, management, or related fields                          |
| Training   | At least <b>16 hours</b> of relevant training in items related to the scope of work   |
| Experience | At least <b>3 years</b> of experience in public health or the health sector, with planning, management, and coordination experience |

#### **VI. Project Duration**

The engagement is from the actual start date until **December 31, 2024**.

**VII. Approved Budget for the Contract**

The approved budget for this contract of service is **PHP 85,813.20 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 submitting the BIR Certificate of Registration to PIDS. and submitting 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.

**VIII. Evaluation Criteria**

Applicants will be evaluated based on the following criteria:

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| <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Master’s degree in public health, health financing, health economics, management, or related fields</li> </ul>  | <p>30%</p> |
| <p><b>Training and Experience</b></p> <ul style="list-style-type: none"> <li>• At least 16 hours of relevant training in items related to the scope of work</li> <li>• At least 3 years of experience in public health or the health sector, with planning, management, and coordination experience</li> </ul> | <p>30%</p> |
| <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Advanced level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills</li> </ul>   | <p>40%</p> |

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|---|------|
| <ul style="list-style-type: none"><li>• Advanced level functional competencies: problem solving, project/research implementation and management, research dissemination</li><li>• Intermediate level on leadership competencies</li></ul> |      |
| Total   | 100% |

**IX. Ownership of Data**

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

**X. Compliance with PIDS Data Privacy Policy**

Before commencement of work for this specific project, the Project Senior Technical Specialist 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).