



## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Data Manager and Quality Assurance Officer - Hospital Profile for PIDS-DOH Project on Development of Integrated Service Delivery / Public Health Programs Monitoring and Evaluation Framework and Application of Analysis in Relevant Quantitative Data.**
2. The Approved Budget for the Contract (ABC) is **PhP160,000.**
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
  - a) Curriculum Vitae of the proposed Consultant(s)<sup>1</sup>
  - b) Technical Proposal Form<sup>1</sup>
  - c) Financial Proposal Form<sup>1</sup>
  - d) Filled out Data Privacy Notice and Personal Data Protection Form<sup>1</sup>
  - e) Statement of Completed contracts<sup>2</sup>
  - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts<sup>2</sup>
  - g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)<sup>1</sup>
  - h) Income/Business Tax Returns (for ABC above PhP500,000.00)<sup>1</sup>
  - i) PhilGEPS Registration Number (certificate or screenshot)<sup>1</sup>
  - j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration<sup>3</sup> (Individual).
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at [procurement@pids.gov.ph](mailto: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 **15 October 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](mailto:procurement@pids.gov.ph).

7. PIDS reserves the right to reject any or all of 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.:2024-327

<sup>1</sup>Applicable for individual consultants and firms

<sup>2</sup>Applicable for firms only

<sup>3</sup>Individual consultants must issue Official Receipt (OR) during payment.

**Philippine Institute for Development Studies**

**TERMS OF REFERENCE**

**Data Manager and Quality Assurance Officer - Hospital Profile**

**for**

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

**1. Background and Rationale**

In 2021, PIDS conducted a study that aimed to measure whether Philippine hospitals have the necessary foundational structures and inputs in place to provide high quality health care services. Results of this study may point out gaps or opportunities for improvement to health providers, provide a baseline on the service capability and readiness of hospitals, and give insight to DOH and PhilHealth on how to improve their continuous quality improvement programs for health facilities. Due to limited time and resources, not all the hospitals were able to submit hospital profile and quality data. In 2024, the collection and analysis of the remaining hospital profile and quality data will resume to update the current analyses on the service capability of hospitals to provide high quality health care. As such, there is a need to hire a data manager and quality assurance officer to facilitate the collection, cleaning, processing, and validation of hospital profile and quality data from hospitals.

**2. Objectives**

The general objective of the study is to evaluate whether Philippine hospitals have the necessary structures and inputs that facilitate high quality health care services. Specifically, the study aims to describe the service capability and readiness of Philippine hospitals to provide general health services.

**3. Objectives of the Consultancy**

The project is seeking to hire a **Data Manager and Quality Assurance Officer for Hospital Profile (Consultant)** for the nationwide data collection and pre-processing of hospital profile data.

#### 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 **Data Manager and Quality Assurance Officer for Hospital Profile (Consultant)**<sup>1</sup> is expected to work with the PIDS Project Team and undertake the following tasks/activities<sup>2</sup>

1. Assist the PIDS study team in the nationwide data collection of hospital responses in the DOH hospital profile data collection tool (minimum of 600 hospitals for hospital profile)
2. Coordinate with the hospital data coordinators (using virtual means e.g., online meetings and communication) regarding the data collection of hospital profile data collection tool (prepared by PIDS in-house study team).
3. Monitor hospital submissions, troubleshoot problems, and answer questions of hospital respondents regarding the data being collected
4. Call and coordinate with each of the hospitals regarding the submissions and validate each data field for correctness and accuracy
5. Perform data necessary data transformation and pre-processing to prepare datasets for analysis
6. Curate and compile codebook and metadata for each of the dataset
7. 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).
8. Others as may be assigned by the Project Director.

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

<b>Activities and Deliverables<sup>3</sup></b>	<b>Due Dates</b>	<b>Payment Tranches</b>
<b>Inception Report</b> detailing the data collection and monitoring plan	1 week after contract signing	15%
<b>Validated and Processed Dataset</b> 1. Hospital Profile dataset (600 hospitals)	December 10, 2024	85%

<sup>1</sup> The consultant may be an individual or a firm.

<sup>2</sup> 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.

<sup>3</sup> 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.

<p><b>Terminal Report</b> – Turnover of draft and materials used together with Certification indicating the turnover, as well as the deletion, of such data and that it will allow PIDS to verify if the data is complete.</p>		
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NOTE: Payments will be based on the acceptance and approval by PIDS of the corresponding outputs

### 5. Qualifications of the Consultant

The Consultant should have the following qualifications:

- a) At least Bachelor’s Degree in epidemiology, public health, health economics, or health-related fields.
- b) At least 2 years professional or research experience in health systems, health financing, and public health.
- c) Advanced skills in the management of databases, data quality checks, initial data processing, project management, and communication

### 6. Project Duration

The engagement will commence upon the signing of the contract until December 31, 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. Project Cost

The estimated cost of this consulting service is **PHP 160,000.00**. This amount does not include travel and accommodation during fieldwork. PIDS will shoulder the cost of fieldwork. 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

Consultants will be evaluated based on the following criteria:


<p>Consultant’s Qualifications:</p> <ol style="list-style-type: none"> <li>a. Bachelor’s Degree in epidemiology, public health, health financing, health economics, or related fields</li> <li>b. At least 2 years professional or research experience in health systems, health financing, and public health</li> <li>c. Advanced skills in the management of databases, data quality checks, initial data processing, project management, and communication</li> </ol>	50%
<p>Plan of approach and methodology:</p>	50%

a. Clarity, feasibility, innovativeness, and comprehensiveness of the approach	
b. Incisive interpretation of problems and suggested solutions	
Total	100%

b. Detailed rating sheet (see attached file)

Prepared by:   
**VALERIE GILBERT T. ULEP**  
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Reviewed by:   
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Division Chief II, RPMD

Approved by:   
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Jolina Catibog  
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