




## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Healthcare Facility Quality-of Care Consultant for the project titled, "Implementation of Select CY 2023 Research Priorities of the Department of Health (DOH) through the Philippine Institute for Development Studies under the AHEADHPSR Program: Health Facilities and Enhancement Program (HFEP).**
2. The Approved Budget for the Contract (ABC) is **PhP115,680.**
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 **20 November 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. AUBREY D. TABUGA**  
Chairperson  
PIDS-BAC for Consultancy Services

Reference No.:2024-366 (Re-post)

<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

#### Healthcare Facility Quality-of-Care Consultant for

#### 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: Health Facilities and Enhancement Program (HFEP)

### 1. Background and Rationale

The Department of Health (DOH) has provided a research grant to the Philippine Institute for Development Studies (PIDS) to conduct studies under the two essential pillars of the health sector: (1) human resources for health (HRH) and (2) capital health investments. The former, which comprises multiple objectives, examines the current state of benefit schemes for healthcare workers in the Philippines and evaluates the potential impact of HRH policy reforms (e.g., salary standardization and full implementation of the Magna Carta), while the latter examines the Health Facilities Enhancement Program or HFEP, one of the Department's most extensive programs, accounting for about 11% of its budget (Department of Budget and Management 2023). Both of these studies are of critical importance.

#### ***Component 2: Health Facilities Enhancement Program (HFEP)***

The pandemic has exposed perennial challenges in the health sector, particularly the limited supply of health facilities and healthcare workers. According to the 2020-2040 Philippine Health Facility Development Plan (PHFDP), the Philippines has the lowest bed-to-population ratio (1.2 per 1,000) in the ASEAN region. Maldistribution is a challenge (Department of Health 2020b). Most health facilities are concentrated in poor areas in the country. The government has instituted reforms to address these challenges in the past ten years. The HFEP was first implemented in 2010 to augment capital investments in the country by providing grants to local governments for building/refurbishing health facilities and purchasing equipment. This study evaluates the HFEP, a capital investment grant to local governments in terms of equity and efficiency.

### 2. Objectives of the Study

The general objective of the study is to evaluate the Health Facility Enhancement Program (HFEP) of the Department of Health (DOH) using an equity and efficiency lens. It will also examine the fidelity in implementing the program and identify key challenges, particularly in resource allocation, monitoring, and disbursement. Specifically, it aims to:

- i. Conduct descriptive analyses of the HFEP disbursement data to determine whether the program is equitably and efficiently allocated.

- ii. Conduct a process evaluation of the program to determine issues and challenges, particularly in the following key areas: resource allocation, planning and monitoring, and disbursement.

### 3. Objectives of the Consultancy

The general objective of this consultancy is to engage a consultant to support the analysis of quality-of-care data collected through clinical vignettes administered to healthcare providers in selected facilities across the Philippines as part of the HFEP study. Specifically, the consultancy aims to:

- Analyze clinical vignette data to assess the quality of care delivered by healthcare providers.
- Provide insights and recommendations based on the analysis of quality-of-care, focusing on equity, efficiency, and areas for improvement.
- Offer technical support in interpreting the vignette results and identifying potential policy interventions to improve the quality of care in healthcare facilities.

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

Under the guidance and technical oversight of a PIDS Research Fellow<sub>2</sub> who serves as the Project Director, the **Consultant**<sup>1</sup> is expected to work with the Project Team and undertake the following tasks/activities<sup>2</sup> :

1. Analyze clinical vignettes on quality of care administered to healthcare providers across selected facilities in the Philippines.
2. Provide technical inputs to ensure accurate interpretation of the vignette data, focusing on quality-of-care measures, patient safety, and outcomes.
3. Write a technical report summarizing the findings of the vignette analysis, including recommendations for policy and operational improvements based on the identified gaps.
4. Attend internal workshops/meetings and present findings and insights to relevant stakeholders (e.g., DOH, PhilHealth, PIDS).
5. Prepare a final report incorporating feedback from data validation workshop and ensure proper turnover of data and materials.
6. Prepare for, attend, and present at internal workshops/meetings or client meetings with PhilHealth, DOH, and other stakeholders, as necessary.
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).

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<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.

8. Perform 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:

<b>Activities and Deliverables</b>	<b>Due dates</b>	<b>Payment tranches</b>
<b>Inception Report</b> <ul style="list-style-type: none"> <li>▪ Inception Report following PIDS template on the Vignette analysis and preliminary findings on quality of care</li> </ul>	November 15, 2024	15%
<b>Inputs to Final report<sup>3</sup></b> <ul style="list-style-type: none"> <li>▪ Final report summarizing the findings of the vignette analysis, including recommendations for policy and operational improvements based on the identified gaps.</li> </ul> <b>Terminal report</b>  <b>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 allow PIDS to verify if the data is complete</b>	December 15, 2024	85%

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. Post-graduate degree in Medicine, Public Health, Health Policy, or related fields.
- b. At least 5 years of professional experience in quality of care, patient safety, and quality improvement.
- c. At least 5 years of professional experience in the development and use of clinical vignettes.
- d. Experience working in health systems research or health policy is preferred.

## 6. Project Duration

The engagement will commence upon the signing of the Contract until December 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.

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<sup>3</sup> For applicable outputs, the draft and final reports submitted by the consultants should be aligned with the following guidelines: PIDS' Guide in the Preparation of Manuscript for Publication and General Guidelines in Preparing and Formatting a PIDS Discussion Paper, Guidelines in the preparation of Policy Notes.

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.

## 7. Approved Budget for the Contract

The approved budget for this consulting service is up to **PHP 115,680.00**, depending on the qualifications. 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 shall exist between the PIDS and the Consultant.

## 8. Evaluation Criteria


a. Evaluation Criteria:

Consultant will be evaluated based on the following criteria:

Criteria	Weight
Consultant's Qualifications: a. Post-graduate degree in relevant fields b. At least 5 years of professional experience in quality of care, patient safety, and quality improvement. c. At least 5 years of professional experience in the development and use of clinical vignettes.	50%
Plan of approach and methodology: a. Clarity, feasibility, innovativeness, and comprehensiveness of the approach b. Incisive interpretation of problems and suggested solutions	50%
<b>Total</b>	<b>100%</b>

b. Detailed rating sheet: please see attached

Prepared by:   
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Approved by:   
**Dir. Renee Ann Jolina C. Ajayi**  
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