




REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Data Management Consultant for DOH-PHIC-PIDS Technical Assistance on the UHC Provider Payment Reforms for 2024: Diagnosis-Related Groups, Comprehensive Outpatient Benefit Package, and the Center for Healthcare Finance and Economics.**
2. The Approved Budget for the Contract (ABC) is **PhP682,500.00.**
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 Form¹
 - c) Financial Proposal Form¹
 - d) Filled out Data Privacy Notice and Personal Data Protection Form¹
 - e) Statement of Completed contracts²
 - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts²
 - 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 Registration³ (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 **21 January 2025 (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 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.:2025-016

¹Applicable for individual consultants and firms

²Applicable for firms only

³Individual consultants must issue Official Receipt (OR) during payment.

**Philippine Institute for Development Studies
TERMS OF REFERENCE**

Data Management Consultant¹

for

**DOH-PHIC-PIDS Technical Assistance on the UHC Provider Payment Reforms for
2024: Diagnosis-Related Groups, Comprehensive Outpatient Benefit Package, and
the Center for Healthcare Finance and Economics²**

1. Background and Rationale

With the enactment of the Universal Health Care (UHC) 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 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 incentivizes quality, efficiency, and equitable care and improve health at lower costs for the health sector and patients.

Moreover, such a complex reform requires that PhilHealth maintain the DRGs and other PPM systems over the long term. This requires improving PhilHealth's 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 for the DRGs and PPMs.

2. Objectives

1. Monitoring and Evaluation (M&E) for (a) trends in health care utilization across the life course and (b) assessment of baseline trends for quality and equity of DRGs, and other PhilHealth benefits and reforms
2. Policy support and recommendations for DRGs and related PPM reforms in (a) health financing polices and gaps, (b) policy decisions to use DRGs for actual reimbursements, (c) health data policy standards and gaps
3. Charge analysis and costing methodology: (a) analysis of charge data and development of charge libraries, (b) review and revision of PhilHealth costing methodologies, policies, and forms
4. DRG Rate-setting calculation and documentation of the development process

¹ The Consultant may be an individual or a firm.

² This engagement will be charged against the study DOH-PHIC-PIDS Technical Assistance on the UHC Provider Payment Reforms for 2024: Diagnosis-Related Groups, Comprehensive Outpatient Benefit Package, and the Center for Healthcare Finance and Economics.

5. Capacity building for PIDS, PhilHealth, DOH, providers, and other stakeholders: (a) technical capacity building for DRG implementers, (b) communication of DRG and PPM reforms to providers and the public
6. Comprehensive Outpatient Benefit Package (COBP): classification of services according to PhilHealth COBP design and National Practice Guidelines (NPG)

3. Objectives of the Consultancy

The recent developments of the project necessitate the engagement of a technical consultant to oversee the collection, encoding, verification, cleaning, and storage of datasets relevant to the analysis of provider payment mechanism reforms. The specific technical outputs expected from PIDS can be satisfactorily and promptly met through the inputs coming from field experts.

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:³

1. Assist the PIDS study team in collecting hospital financial data from PhilHealth PROs and accredited PhilHealth facilities:
 - a) Hospital financial statements from 2020 to 2024 from around 1,900 PhilHealth accredited hospitals yearly;
 - b) Z-benefits claims data and accompanying statement of accounts;
 - c) Primary collection of hospital costing data;
2. Assist PIDS study team in implementing primary data collection in select PhilHealth facilities which includes:
 - a) Provide feedback on the PIDS team's data collection tools for feasibility;
 - b) Assist in application for ethics review and PSA clearance;
 - c) Pre-test in 5 to 10 hospitals;
 - d) Pilot test in 30 to 50 hospitals;
3. Supervise, train, and coordinate enumerators and encoders:
 - a) Troubleshoot and resolve data collection and encoding problems;
 - b) Ensure data collection is completed within the prescribed timeline;
4. Ensure data completeness and quality of all collected data:
 - a) Monitor progress of data collection;
 - b) Maintain an inventory of data in a PIDS OneDrive folder;
 - c) Implement data validation and quality checks;
 - d) Monitor and resolve any data discrepancies or errors;
5. Sign a Non-Disclosure Undertaking with PIDS. Any information gathered and generated in the implementation of the project shall be processed subject to the

³ 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.

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

6. 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 (using PIDS template) which includes the data collection and coordination workplan	2nd week after contract signing	10%
Progress Report , including: <ul style="list-style-type: none"> Status of data collection with compilation of any data or document collected⁴ Turnover of any data, properly documented and uploaded to a designated PIDS OneDrive folder 	February 28, 2025	10%
Progress Report , including: <ul style="list-style-type: none"> Status of data collection with compilation of any data or document collected Status of data encoding of any financial statements, Z-benefits, or costing data collected Turnover of any data, properly documented and uploaded to a designated PIDS OneDrive folder 	March 31, 2025	10%
Progress Report , including: <ul style="list-style-type: none"> Status of data collection with compilation of any data or document collected Status of data encoding of any financial statements, Z-benefits, or costing data collected Turnover of any data, properly documented and uploaded to a designated PIDS OneDrive folder 	April 30, 2025	10%
Progress Report , including: <ul style="list-style-type: none"> Status of data collection with compilation of any data or document collected Status of data encoding of any financial statements, Z-benefits, or costing data collected Turnover of any data, properly documented and uploaded to a designated PIDS OneDrive folder 	May 31, 2025	10%
Progress Report , including: <ul style="list-style-type: none"> Status of data collection with compilation of any data or document collected Status of data encoding of any financial statements, Z-benefits, or costing data collected Turnover of any data, properly documented and uploaded to a designated PIDS OneDrive folder 	June 30, 2025	10%
Progress Report , including: <ul style="list-style-type: none"> Status of data collection with compilation of any data or document collected Status of data encoding of any financial statements, Z-benefits, or costing data collected 	July 31, 2025	10%

⁴ The encoded documents must not reveal any person's identity, nor allow the identification of any person when put together with other information. As such, the names of specific people (and places, if mentioning it will allow the identification of any person) must be replaced with generic terms (e.g. Respondent 1; Source 1; City 1).

<ul style="list-style-type: none"> • Turnover of any data, properly documented and uploaded to a designated PIDS OneDrive folder 		
Progress Report , including: <ul style="list-style-type: none"> • Status of data collection with compilation of any data or document collected • Status of data encoding of any financial statements, Z-benefits, or costing data collected • Turnover of any data, properly documented and uploaded to a designated PIDS OneDrive folder 	August 31, 2025	10%
Progress Report , including: <ul style="list-style-type: none"> • Status of data collection with compilation of any data or document collected • Status of data encoding of any financial statements, Z-benefits, or costing data collected • Turnover of any data, properly documented and uploaded to a designated PIDS OneDrive folder 	September 30, 2025	10%
Final Report ⁵ including: <ul style="list-style-type: none"> • Status of encoding and compilation of all data and documents collected • Turnover of all data, properly documented and uploaded to a designated PIDS OneDrive folder Terminal Report <ul style="list-style-type: none"> • Turnover of draft and materials used together with Certification indicating the turnover of as well as the deletion of such data and that it will allow PIDS to verify if the data is complete. Turnover of all hospital financial data collected, properly documented and uploaded to a designated PIDS OneDrive folder	October 31, 2025	10%

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

5. Qualifications of the Consultant

Education	Bachelor's degree in Economics, Social Science, Public Health, Nutrition, or any related fields
Experience	At least 2-3 years of professional experience in public health and data management Familiarity with the Philippine Health System is an advantage

⁵ 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

Competencies	<ul style="list-style-type: none"> • Intermediate level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills • Intermediate level functional competencies: data management, problem solving and analysis
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6. Project Duration

The engagement will commence upon the signing of the contract until **October 31, 2025**, 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 **₱682,500.00**, 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 reevaluated based on the following criteria:


<p>Consultant Qualifications</p> <p>Education</p> <ul style="list-style-type: none"> • Bachelor's degree in Economics, Social Science, Public Health, Nutrition, or any related fields <p>Experience</p> <ul style="list-style-type: none"> • At least 2-3 years of professional experience in public health and data management • Familiarity with the Philippine Health System is an advantage <p>Competency</p> <ul style="list-style-type: none"> • Intermediate level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills • Intermediate level functional competencies: data management, problem solving and analysis 	50%
Plan of approach and methodology;	50%

<ul style="list-style-type: none">• Clarity, feasibility, innovativeness, and comprehensiveness of the approach• Incisive interpretation of problems and reflection on suggested solutions	
Total	100%

b. Detailed rating sheet (see attached file)

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Digitally signed by
Ajayi Renee Ann
Jolina Catibog