




REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Field Supervisor Consultant for Visayas and Mindanao 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 **PhP285,000.00.**
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 **03 March 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.:2025-056

¹Applicable for individual consultants and firms

²Applicable for firms only

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

Philippine Institute for Development Studies
TERMS OF REFERENCE

Field Supervisor Consultant for Visayas and Mindanao¹

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 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, efficiency, 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's data quality, monitoring frameworks, and plans to evaluate whether these reforms achieve their goals for value-based purchasing. On both these fronts, PIDS will assist PhilHealth in developing DRG payment rates and in the monitoring and evaluation for the DRGs and PPMs.

2. Objectives

1. Monitoring and Evaluation (M&E): (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: (a) health financing policy and gaps, (b) policy decisions to use DRGs for actual reimbursement, (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.

²This 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 in accordance with PhilHealth COBP design and National Practice Guidelines (NPG)

3. Objectives of the Engagement

The project's recent developments necessitate the engagement of a field supervisor to assist the data manager in all primary data collection and in quality assurance for enumerators and encoders in Visayas and Mindanao areas.

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 and data manager in coordinating and supervising all preparatory, enumeration, and encoding activities related to the collection of hospital financial data from PhilHealth PROs and accredited PhilHealth facilities in the Visayas and Mindanao area:
 - a. Provide feedback on the PIDS team's data collection tools for feasibility
 - b. Assist with application for ethics review and Philippine Statistics Authority (PSA) Statistical Survey Review and Clearance System (SSRCS).
 - c. Conduct pre-test in 5 to 10 hospitals
 - d. Conduct pilot test in 30 to 50 hospitals
 - e. Oversee collection of hospital financial statements from 2020 to 2024 from around PhilHealth-accredited hospitals in the Visayas and Mindanao area;
 - f. Oversee collection of Z- benefits claims data and accompanying statement of accounts for Visayas and Mindanao facilities;
 - g. Oversee primary collection of hospital costing data for Visayas and Mindanao facilities
2. Assist the data manager in ensuring data completeness and quality of all collected data in the Visayas and Mindanao area:
 - a. Monitor, check, and assess the quality of the work of the enumerators ensuring that the errors identified by the data entry application are corrected during the implementation of primary data collection
 - b. Monitor progress of data collection

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.

- c. Maintain an inventory of data in a PIDS OneDrive folder
 - d. Implement data validation and quality checks
 - e. Monitor and resolve any data discrepancies or errors
3. Review all supplementary material sent (including manual updates and clarifications concerning technical or logistical issues) with the field staff in a timely manner
4. 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); and
5. 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 following PDS template , including: <ul style="list-style-type: none"> ● Report containing coordination work plan for data collection ● Orientation plan for encoders and costing enumerators 	2 weeks after contract signing	10%
Progress Report 1 , including: <ul style="list-style-type: none"> ● Status of data collection with compilation of any data or document collected ● Turnover any data, properly documented and uploaded to a designated PIDS OneDrive folder 	March 28, 2025	10%
Progress Report 2 , 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 any data, properly documented and uploaded to a designated PIDS OneDrive folder 	April 30, 2025	10%
Progress Report 3 , 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 any data, properly documented and uploaded to a designated PIDS OneDrive folder 	May 30, 2025	10%
Progress Report 4 , 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 any data, properly documented and uploaded to a designated PIDS OneDrive folder 	June 30, 2025	10%
Progress Report 5 , 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 any data, properly documented and uploaded to a designated PIDS OneDrive folder 	July 31, 2025	10%
Progress Report 6 , including: <ul style="list-style-type: none"> ● Status of data collection with compilation of any data or document collected 	August 30, 2025	10%

<ul style="list-style-type: none"> • Status of data encoding of any financial statements, Z-benefits, or costing data collected • Turnover any data, properly documented and uploaded to a designated PIDS OneDrive folder 		
<p>Progress Report 7, including:</p> <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 any data, properly documented and uploaded to a designated PIDS OneDrive folder 	September 30, 2025	10%
<p>Progress Report 8, including:</p> <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 any data, properly documented and uploaded to a designated PIDS OneDrive folder 	October 31, 2025	10%
<p>Terminal Report, including:</p> <ul style="list-style-type: none"> • Overview of all activities supervised • Key observations on data collection and enumerator performance • Recommendations for future data collection activities • Turnover of draft and materials used together with Certification indicating the turnover and deletion of such data, and that it will allow PIDS to verify if the data is complete • Turnover of all hospital financial data collected, adequately documented and uploaded to a designated PIDS OneDrive folder 	November 30, 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 communications, social science, public health, nutrition or any related fields
Experience	At least two (2) years of experience in conducting and/or supervising surveys and interviewers in the Philippines, preferably face-to-face household socio-economic surveys.

	Familiarity with the Philippine Health System is an advantage.
Competencies	<ul style="list-style-type: none"> • Basic level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills • Basic level functional competencies: data management, problem solving and analysis

6. Project Duration

The engagement will commence upon the signing of the contract until **November 30, 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 **₱285,000.00** for each consultant, 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"> • At least a bachelor's degree in communications, social science, public health, nutrition or any related fields <p>Experience</p> <ul style="list-style-type: none"> • At least two (2) years of experience in conducting and/or supervising surveys and interviewers in the Philippines, preferably face-to-face household socio-economic surveys • Familiarity with the Philippine Health System is an advantage <p>Competency</p>	50%
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<ul style="list-style-type: none"> • Basic level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills • Basic level functional competencies: data management, problem solving and analysis 	
<p>Plan of approach and methodology</p> <ul style="list-style-type: none"> • Clarity, feasibility, innovativeness, and comprehensiveness of the approach • Incisive interpretation of problems and reflection on suggested solutions 	50%
Total	100%

b. Detailed rating sheet (see attached file)

Prepared by: 
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Project Director

Reviewed and Approved by: 
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