




REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Science Communication Consultant for PIDS-PBSP HCPN Demonstration Sites - Quantitative Technical Support (Institution) - C19RM.**
2. The Approved Budget for the Contract (ABC) is **PhP480,000.00.**
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 **17 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.:2025-069

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

Science Communication Consultant¹
for
PIDS-PBSP HCPN Demonstration Sites - Quantitative Technical Support
(Institution) - C19RM²

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 incentivize 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 of the Study

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 policy and gaps, (b) policy decisions to use DRG 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.

² This engagement will be charged against the project PIDS-PBSP HCPN Demonstration Sites - Quantitative Technical Support (Institution) - C19RM.

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 project involves multiple stakeholders in the implementation of DRG and it requires a strategic communication plan to effectively and efficiently coordinate with all stakeholders involved. Moreover, as patients and the general public are considered as one of the stakeholders for PPM reforms, promoting awareness on the DRG reforms is vital. A communication plan that can assist the project in managing the communication between different stakeholders, supplemented by another communication plan that is aimed at making the patients and the public more aware of this reform is critical. Given the task of managing communication between different stakeholders and making the technicalities of the DRG project more comprehensible for the general public, there is a need to engage a **Science Communication Consultant** to guide the strategic communication plans of the project.

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. Collaborate with the PIDS Program on Health Economics and Finance (HEFP) team and lead the drafting of a **Strategic Communications Plan** for the implementation of the Provider-Payment Mechanism (PPM) reforms, including Diagnosis-Related Groups.
 - a. The Strategic Communications Plan shall include the overall communication goals and objectives and key theme, messages and narrative for each target audience/group to be identified (e.g., public, providers, etc.).
 - b. Key themes and messages shall include, but not be limited to, umbrella messages, taglines, catchphrases, etc.
2. Collaborate with the HEFP Team and the Creatives Consultant on the production of communication and learning materials (including, but not limited to, press releases, infographics, and learning modules), ensuring that these align with the overall communication objective and narrative
3. Provide insights and collaborate with the HEFP team on planning, phasing, and grouping of relevant stakeholders for the engagement and consultation sessions for coalition building,

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.

- a. These include plans or activities for networking, coalition building, and information dissemination
4. Translate highly technical products (i.e., reports, slide presentations, press releases, and other communication materials) to a language that can be easily understood by the target audience (i.e., the public)
5. Collaborate with the team in finalizing the phasing of the releases of communication materials through a communication or content calendar
6. Propose indicators for the monitoring and evaluation of the communication plan/strategies
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); and
8. 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 PIDS template including overall work plan and the proposed Strategic Communications Plan	1 month after signing (Indicative: March 31, 2025)	10%
Progress Report 1 , including: <ul style="list-style-type: none"> • Accomplishments for all the items in the scope of work above (communications and content planning, drafting and review of all communications materials) 	June 30, 2025	20%
Progress Report 2 , including: <ul style="list-style-type: none"> • Accomplishments for all the items in the scope of work above (communications and content planning, drafting and review of all communications materials) 	September 30, 2025	30%
Technical Inputs to Final Report⁴ , including:	December 15, 2025	40%

⁴For 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, the General Guidelines in Preparing and Formatting a PIDS Discussion Paper, and the 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

<p>Final versions of all outputs including Strategic Communications Plan, materials, and M&E plan</p> <p>Terminal Report</p> <p>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</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

Education	At least a Master's Degree in Communication Arts, Development Communication, Science Development Communication, Science Communication, or related fields
Experience	At least 5 years of professional experience as a communication specialist/consultant in public health, health systems, health financing, or other related fields
Competencies	<ul style="list-style-type: none"> – Advanced level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills – Advanced level functional competencies: writing and editing content; designing strategic communications plans; and synthesize technical information concisely – Intermediate level functional competencies: project/research implementation and management; and research conceptualization – Superior skills in development communication strategies

6. Project Duration

The engagement will commence upon the signing of the contract until **December 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

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.

The approved budget for this consulting service is up to **PHP ₱480,000.00**, 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

Applicants for the consultant position will be evaluated based on the following criteria:

<p>Consultant Qualifications</p> <p>Education</p> <ul style="list-style-type: none"> • At least a Master’s Degree in Communication Arts, Development Communication, Science Development Communication, Science Communication, or related fields <p>Training and experience</p> <ul style="list-style-type: none"> • At least 5 years of professional experience as a communication specialist/consultant in public health, health systems, health financing, or other related fields <p>Competencies</p> <ul style="list-style-type: none"> • Advanced level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills • Advanced level functional competencies: writing and editing content; designing strategic communications plans; and synthesize technical information concisely • Intermediate level functional competencies: project/research implementation and management; and research conceptualization • Superior skills in development communication strategies 	50%
<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%
<p>Total</p>	100%

b. Detailed rating sheet (see attached file)

Prepared by: 
VALERIE GILBERT T. ULEP
Project Director

Reviewed and Approved by:


CHRISTINE RUTH P. SALAZAR
Officer-In-Charge, Research Services Department