




REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Policy Research Associate Consultant for PIDS-PBSP HCPN Demonstration Sites - Quantitative Technical Support (Institution) - C19RM.**
2. The Approved Budget for the Contract (ABC) is **PhP432,000.00.**
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 **24 April 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.:2025-105

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**

**Policy Research Associate Consultant¹
for
PIDS-PBSP HCPN Demonstration Sites - Quantitative Technical Support
(Institution) - C19RM²**

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, efficient, 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 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;
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

¹ The consultant may be an individual or a firm.

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

The recent developments of the project necessitate the engagement of a research associate consultant to assist in the production of policy support materials and knowledge products to inform PhilHealth's strategy for PPM reform. 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 Project Director, the Consultant is expected to work with the Project Team and undertake the following tasks/activities³:

1. Draft, write, and conduct necessary literature reviews under the supervision of a health policy and financing consultant for the following documents:
 - a. Two policy research papers on health financing implementation and decisions for DRG-GB
 - b. Creation of DRG Implementation Manual (Volume 2)
 - c. Slide decks corresponding to each policy output
2. Prepare for, attend, and present at internal workshops/meetings or client meetings with PhilHealth, DOH, and other stakeholders.
3. 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).
4. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research fellow may assign from time to time.

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.

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: <ul style="list-style-type: none"> Proposed work plan for deliverables under item #1 Review of related literature for professional fee standardization and physician payment schemes | 3 weeks after signing | 10% |
| Progress report 1 , including: <ul style="list-style-type: none"> Submission of 1 draft for policy paper no. 1 on health financing implementation and decisions for DRG-GB Slide deck for presentation of policy paper to stakeholders | June 30, 2025 | 25% |
| Progress report 2 , including: <ul style="list-style-type: none"> Submission of draft for DRG Implementation Manual Volume 2 Slide deck for presentation of Implementation Manual to stakeholders | August 30, 2025 | 20% |
| Progress report 3 , including: <ul style="list-style-type: none"> Submission of 1 draft for policy paper no. 2 on health financing implementation and decisions for DRG-GB Slide deck for presentation of policy paper to stakeholders | October 30, 2025 | 20% |
| Final Report addressing comments to the Draft Report, along with the final versions of all outputs listed under Scope of Work #1a to 1c ⁴ Terminal report , 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 | November 30, 2025 | 25% |

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

⁴ 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, 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 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.

5. Qualifications of the Consultant

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|--------------|---|
| Education | At least a Master's Degree in epidemiology, public health, health policy, or related fields |
| Experience | At least 5 years of experience as a research/policy analyst in public health, health systems, or health policy. |
| Competencies | <ul style="list-style-type: none"> Intermediate level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills Intermediate level functional competencies: qualitative data gathering; dissemination; and technical writing |

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

The approved budget for this consulting service is up to **PHP 432,000.00** 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

Applicant consultants will be revaluated based on the following criteria:


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|---|-----|
| Consultant Qualifications Education <ul style="list-style-type: none"> At least a Master's Degree in epidemiology, public health, health policy, or related fields Experience <ul style="list-style-type: none"> At least 5 years of professional experience as a research/policy analyst in public health, health systems, or health policy. Competencies <ul style="list-style-type: none"> Intermediate level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills | 50% |
|---|-----|

| | |
|---|------|
| <ul style="list-style-type: none">• Intermediate level functional competencies: qualitative data gathering; dissemination; and technical writing | |
| Plan of approach and methodology; <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: 
VALERIE GILBERT T. ULEP
Project Director

Reviewed and Approved by:


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