




## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Senior Technical Editor Consultant for Compendium of PIDS - Health Systems Research Studies**.
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)<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 **09 July 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](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.:2025-184

<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

#### Senior Technical Editor Consultant<sup>1</sup>

for

#### Compendium of PIDS-Health Systems Research Studies<sup>2</sup>

### 1. Background and Rationale

The Philippine Institute for Development Studies (PIDS) aims to develop a compendium of papers for studies on various aspects of the Philippine health system - health human resources, financing, governance, service delivery, information systems, and medicines and technologies - conducted in the past 5 years. Synthesizing these studies into a compendium is essential for presenting a clear and compelling narrative on the health system's landscape and pathways toward Universal Health Care (UHC). The compendium will be a platform to disseminate the research findings to decision-makers and the public. This may help support the DOH, NEDA, multilateral aid agencies, and other researchers in directing their interventions, policies, financing, and research for health systems strengthening for UHC.

### 2. Objectives of the study

The objective relevant to this consultancy is to develop a compendium of select empirical and research studies on health systems and policy conducted from 2019 to 2025. The compendium will build on the studies related to health systems conducted by PIDS from 2019-25 (see Table 1 below).

**Table 1.** List of PIDS Health System Studies

|                                 |  |
|---------------------------------|--|
| <b>Governance and Financing</b> | <ol style="list-style-type: none"> <li>1. The <b>Financial Health of Select Philippine Hospitals</b> and the Role of the <b>PhilHealth as the National Strategic Purchaser</b> of Health Services (DP 2021-36)</li> <li>2. Analysis of the <b>National Health Expenditure Survey</b> (DP 2023-01)</li> <li>3. Transitioning to a <b>Province-Wide Health System</b>: Experience of the Provinces of Bataan and South Cotabato (DP 2024-09; MMB-led)</li> </ol> |
| <b>Human Resources</b>          | <ol style="list-style-type: none"> <li>1. Underpaid Heroes? A Comprehensive Assessment of <b>HRH Compensation</b> in the Philippines (forthcoming)</li> <li>2. Compliance with the <b>Magna Carta for Public Health Workers Act</b> among LGUs in the Philippines (forthcoming)</li> <li>3. <b>Standardizing Health Worker Salaries</b> in the Philippines: Potential</li> </ol>   |

<sup>1</sup> The consultant may be an individual or a firm.

<sup>2</sup> This engagement will be charged against **PIDS in-house funds**.

|   |  |
|---|--|
|   | Options, Approaches and Costs (forthcoming)  |
| <b>Information Systems</b>  | <ol style="list-style-type: none"> <li>1. <b>Digitalization of Health:</b> Gaps and Challenges of Philippine Health Information Systems (forthcoming)</li> <li>2. Reimagining the <b>Monitoring and Evaluation (M&amp;E) Framework for Healthcare System Performance</b> in the Philippines: A Proposal (forthcoming)</li> <li>3. A Review of <b>Digitization and Data Management-Related Policies</b> of the Health Information System of the Department of Health (forthcoming)</li> </ol>   |
| <b>Service Delivery</b><br><br><b>Capital Investments Quality</b> | <ol style="list-style-type: none"> <li>1. <b>Primary Health Care</b> for Noncommunicable Diseases in the Philippines (DP 2020-39)</li> <li>2. Assessment of the <b>Service Capability and Readiness of Philippine Hospitals</b> to Provide High-Quality Health Care (DP 2021-32) and Assessment of the <b>Quality of Inpatient Meals</b> and Nutrition and Dietetics Processes in Select Public Hospitals in the Philippines (DP 2021-30)</li> <li>3. <b>Spatiotemporal Analysis</b> of Health Service <b>Coverage</b> in the Philippines (DP 2022-42)</li> <li>4. Evaluation of <b>Health Facilities and Enhancement Program (HFEP)</b> in the Philippines (forthcoming)</li> </ol> |
| <b>Medicines and Technologies</b>                                 | <ol style="list-style-type: none"> <li>1. Outcome Evaluation of <b>Health Technology Assessment</b> (DP 2022-59)</li> </ol>  |

### 3. Objectives of the Consultancy

The project necessitates the engagement of a senior technical editor consultant who will lead the overall conceptualization of the book narrative, synthesize book chapters, and direct the book design and formatting. The consultant will supervise the junior technical editor and layout artist and review the compressed chapters. The specific technical outputs expected from PIDS can be satisfactory and promptly met through the inputs coming from the consultant.

### 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 shall serve as a **Senior Technical Editor** and is expected to work with the Project Team and undertake the following

tasks/activities<sup>3</sup>:

1. Conceptualize overall book narrative.
  - a. Draft Integrative Chapter of the compendium;
  - b. Condense highly technical outputs written by the contributors and balance the readability and technicality of the book chapters; and
  - c. Maximum of 3 rounds of revisions from the Project Team/PIDS Core Staff/subject matter experts (2 for major and 1 round of minor revisions).
2. Perform copy edit, basic graphic design, and layout the first and final drafts of the compendium.
  - a. Adapting figures and graphs to be consistent with the overall book visual design.
3. Ensure outputs follow the PIDS Style Guide and other relevant standards and delivered in a timely manner.
4. Perform such other professional, highly technical and confidential duties and responsibilities as his/her superior may assign from time to time.
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 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>3</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.

The technical consultant will prepare the following outputs based on the schedule below:

| Activities and Deliverables <sup>4</sup>  | Due Dates                              | Payment Tranches |
|---|--|------------------|
| <b>Inception Report</b> following PIDS template including: <ul style="list-style-type: none"> <li>• Technical editing work plan</li> <li>• SoW #1 - Initial technical revisions on Chapter: Medicine and Technology</li> </ul>      | Three weeks after the contract signing | 10%              |
| <b>Technical Report</b> , including: <ul style="list-style-type: none"> <li>• SoW #2 - Technical revisions on Chapter Governance and Financing</li> </ul>   | August 30, 2025                        | 20%              |
| <b>Technical report</b> , including: <ul style="list-style-type: none"> <li>• SoW #3 - Technical revisions on Chapter on Service Delivery and Capital Investment Quality</li> </ul>   | September 30, 2025                     | 20%              |
| <b>Technical report</b> , including: <ul style="list-style-type: none"> <li>• SoW #4- Technical revisions on Chapters on Human Resources and Information Systems</li> <li>• Draft of integrative Chapter</li> </ul>                 | October 30, 2025                       | 20%              |
| <b>Draft Compendium</b> , including: <ul style="list-style-type: none"> <li>• Final revisions of all chapters</li> <li>• Copy editing of all chapters</li> <li>• Layout and format of all chapters</li> </ul>                       | November 15, 2025                      | 20%              |
| <b>Final revised Compendium</b> , including: <ul style="list-style-type: none"> <li>• Final revisions &amp; copy editing of all chapters</li> <li>• Final layout &amp; format of all chapters</li> <li>• Terminal Report</li> </ul> | November 30, 2025                      | 10%              |

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

## 5. Qualifications of the Technical Consultant

|           |  |
|-----------|--|
| Education | <b>Advance Degree</b> in Science Communications, Communications, Journalism, or related fields |
|-----------|--|

<sup>4</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, 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.

|              |   |
|--------------|---|
| Experience   | At least <u>5 years</u> of professional experience in science communications for public health policy   |
| Competencies | <ul style="list-style-type: none"> <li>• Advanced level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills</li> <li>• Advanced level functional competencies: project/research implementation and management</li> <li>• Advanced level functional competencies: dissemination; and technical writing</li> </ul> |

## 6. Project Duration

The engagement will commence upon the signing of the contract until **November 30, 2025**, on a part-time basis. The technical 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 estimated cost of this consulting service is **PHP 480,000.00**. This amount does not include travel and accommodation during fieldwork. PIDS will shoulder the cost of fieldwork.

## 8. Evaluation Criteria

### a. Evaluation Criteria

Applicant technical consultants will be revaluated based on the following criteria:

|  |             |
|--|-------------|
| <b>Technical Consultant Qualifications</b><br><b>Education</b> <ul style="list-style-type: none"> <li>• <b>Advance Degree</b> in Science Communications, Communications, Journalism, or related fields</li> </ul> <b>Experience</b> <ul style="list-style-type: none"> <li>• At least <u>5 years</u> of professional experience in science communications for public health policy</li> <li>• </li> </ul> <b>Competencies</b> <ul style="list-style-type: none"> <li>• Advanced level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills</li> <li>• Advanced level functional competencies: project/research implementation and management;</li> <li>• Advanced level functional competencies: dissemination; and technical writing</li> </ul> | 50%         |
| <b>Plan of approach and methodology;</b> <ul style="list-style-type: none"> <li>• Clarity, feasibility, innovativeness, and comprehensiveness of the approach</li> <li>• Incisive interpretation of problems and reflection on suggested solutions</li> </ul>  | 50%         |
| <b>Total</b>   | <b>100%</b> |

### b. Detailed rating sheet (see attached file)

Prepared by:   
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Project Director

Reviewed and Approved by:

  
**MS. CHRISTINE RUTH P. SALAZAR**  
Officer-In-Charge, Research Services Division