

CALL FOR PROPOSALS

Technical Assistance on the Functional Review and Competency Modelling for Provincial Health Offices (PHOs)



**World Health
Organization**

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is looking for an institutional or individual partner for a technical assistance request by the Health Human Resource Development Bureau of the Department of Health – Philippines.

The purpose of the consultancy is to provide technical assistance and consultancy services to conduct functional review and competency modeling to identify the appropriate staffing structures and competency requirements of a Provincial Health Office, in the context of an integrated province-wide health system.

The proposals are due by 25 April 2022.

2. Background

The implementation of Republic Act No. 11223 also known as the “Universal Health Care (UHC) Act” is a pathway for provincial integration to establish a province-wide health system to deliver the promotive, preventive, curative, rehabilitative, and palliative components of health care within the province (UHC Sec.19.11). An adequate number of health professionals and health workers are essential to provide health services or implement health programs in priority areas of the government. Hence, new and additional positions must be created to achieve the desired adequate number of health professionals and health workers (UHC Sec. 23.2). Furthermore, the Local Government Units are expected to manage its human resources and allocate funds from the additional thirty percent (30%) internal revenue allotment to facilitate the delivery of devolved functions for essential public services. (Supreme Court ruling on the Mandanas-Garcia petition).

The Provincial Health Office (PHO) is responsible for the technical integration and supervision of the Province-wide and City-wide Health System. This will be done through its two technical divisions, the Health Service Delivery Division and the Health Systems Support Division. Further, the PHO shall act as the technical secretariat of the Health Board. (DOH Administrative Order No. 2020-0021). In order to meet the new directives given to this office, a functional review is required to reassess the need of the PHOs in terms of systems, structures, staffing, and the appropriate competencies that are necessary to respond to the expected functions and responsibilities of the office to take up reform initiatives. As a complement to the functional review, competency modelling is likewise necessary to update/develop job related competencies and competency-based job descriptions for PHO positions which are fundamental elements for the organization’s functional human resource systems and programs.

3. Timeline

The implementation timelines is from **16 May 2022 to 15 October 2022**.

4. Place of Assignment

Metro Manila and selected Regional sites/Provincial LGUs

5. Scope of Work

Under the direct supervision of the WHO Country Office for the Philippines, the contractual partner/institution shall perform the following tasks/responsibilities in coordination with Health Human Resource Development Bureau and Bureau of Local Health Systems Development

The TA provider/Consultant is required to provide for the following:

1. Prepare an Inception Report and Work Plan that sets out the activities to be undertaken and the proposed timeframe for the activities based on the Terms of Reference (TOR)
2. Comprehensive review of relevant policies, references and other databases.
3. Conduct of consultations and scenario building with key stakeholders.
4.
 - a. Conduct a functional job analysis of the PHO
 - i) review the current staffing levels, skill/competency mixes and current job descriptions
 - ii) conduct workload and staffing assessment using appropriate tool/s
 - iii) determine appropriate staffing structures and levels required to provide the services mandated by the UHC Law
 - b. Determine and apply the appropriate tools or methodology to conduct competency modelling activities
 - iv) review, update and/or develop competency-based job descriptions corresponding to the required functions;
 - v) apply the DOH-developed rubrics framework to update the competency model and identify competency standards with rubrics per position
 - vi) enhance the Competency Model/Framework for the PHO, incorporating the new competency standards and specific technical competencies required for each role
 - vii) recommend appropriate learning and development interventions to effectively perform the functions
5. Presentation of results and progress to HHRDB, BLHSD and other key stakeholders.
6. Facilitate orientations for the selected PHO representatives on the enhanced Competency Model/Framework
7. Prepare recommendation for Civil Service Commission on adoption of the analysis results and proposal model
8. Prepare a documentation of the activities in fulfilment of TOR.

6. Qualifications

The individual contractual partner or institution's members must fulfil the following qualifications:

Education

- Has an advanced degree with a concentration on strategic human resources management, health-related functional and staffing reviews and workforce planning.
- Experience in public health and public administration is an advantage.

Expertise, Skills and Competencies

- Relevant training in the field of Human Resource Management and Organizational Development Research
- Use of human resource management tools for review and analysis of HRH requirements.
- Ability to draft technical papers, concept notes, technical reports, and policy recommendations.
- Experience in developing staffing standards for public health facilities and administrative office

Work Experience

- Technical experience in government, organizational restructuring, organizational and job functional analysis, competency assessment and development.
- Minimum of five (5) years' work experience related to:
 - strategic human resources management
 - workforce planning
 - functional and staffing reviews
 - developing staffing standards

7. Contract Time

The work to be done under this contract shall be the Technical Assistance on the Functional Review and Competency Modelling for Provincial Health Offices (PHOs) as set out in the Terms of Reference. The contract will be completed in not more than 3 months from the commencement of the Work, or otherwise as agreed in writing among the Owner and the Contractor. The work shall be done in strict compliance with the Contract, Specifications, Schedules, and all other Contract documents and all Instructions. Failure to do so shall be at the Contractor's risk and account. Submission of Bid by the Contractor shall constitute acknowledgement by the Contractor that it is aware of and concurs with all of the requirements or conditions incorporated in the Call for Proposal and the other documents.

As time is an essential element of this Contract, for failure to complete all work within the stipulated as set out in the Terms of Reference, the Owner shall charge the Contractor liquidated damages. This shall be in the amount the sum of 0.5% of the total contract amount per day (Saturdays, Sundays and holidays are included) but not to exceed on total 10% (ten percent) of the contract amount. These liquidated damages shall be for the added cost incurred by the Owner for such delay and also for the inconvenience caused to the users of the Work. It is understood that this is not a penalty but a fixed sum representing the liquidated damages for each calendar day of the delay. Delay shall be counted from the agreed completion date, considering further time extensions approved by the Owner, to the date of completion of work.

8. Other Requirements

The contractor (both the institution and any individuals engaged on this work) shall have no direct or indirect involvement or interest, in any form, in arms dealing, drugs, alcohol industry, tobacco industry or human trafficking. The contractor and personnel involved in this work shall have no conflicts of interest in relation to the work being undertaken.

9. Ethical and Professional Standards

- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment, and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.

10. Submission Requirements

Interested institutions and/or individuals should submit electronic copies of the following:

- Cover letter
- Proposal with financial details and proposed timeline
- Company profile and qualifications of team members (if institution) or curriculum vitae (if individual)

Address all cover letters and proposals to:

Dr Rajendra-Prasad Hubraj Yadav

Acting WHO Representative to the Philippines

Ground Floor, Building 3, Department of Health San Lazaro Compound

Rizal Avenue, Sta Cruz, Manila

Please submit the electronic copy of the cover letters and proposals with the title **Technical Assistance on the Functional Review and Competency Modelling for Provincial Health Offices (PHOs)** to wpphlwr@who.int Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **25 April 2022**.