

CALL FOR PROPOSALS

**Technical Assistance on Human Resource for Health
Projections for General and Specialized Health
Services in Levels 1, 2, 3 and Specialized Health
Facilities**



**World Health
Organization**

Representative Office
for the Philippines

1. Summary

The World Health Organization (WHO) Philippines is searching for an institutional contractual partner to provide technical assistance on human resource for health projections for general and specialized health services in Levels 1, 2, 3 and specialized health facilities under an Agreement for Performance of Work (APW) contract.

The proposals are due by 30 May 2021.

Background

The Philippine Health Facility Development Plan (PHFDP) is developed to provide directions and goals regarding the rehabilitation and improvement of primary health care facilities (barangay health stations and rural health units), hospitals, and other health facilities such as Treatment and Rehabilitation Centers, Blood Service Facilities and Quarantine Facilities. Its main focus is to ensure availability of all levels of health care services in all regions through adequate health facilities providing primary health care services as well as adequate general hospital beds and specialty care that are available and accessible in all regions of the country.

Alongside developing health facilities in the country, ensuring adequate human resources for health (HRH) is an equally important consideration in pursuing and achieving the goals of Universal Health Care. Having the right number of competent and motivated health care workers will enable the health facilities to deliver all available health services they are mandated to provide.

This TOR for technical assistance intends to complement the initiatives of the PHFDP through evidence-based inputs (supply, demand and gaps analysis) in developing the HRH projections for general and specialized hospital services for government and private health facilities in the country.

Purpose

The general objective of this technical assistance is to provide consultancy services in the development of HRH projections and standards for general and specialized hospital services in Level 1, 2, 3 and specialized health facilities, using appropriate HR planning and management tools.

Specific objective:

- 1.) Recommend standard staffing for hospitals (levels 1 to 3) and specialized health facilities, in consideration of the health service requirements for Health Care Provider Networks (HPCN);
- 2.) Analyze current supply and determine projected demand for HRH in all health facilities providing general and specialized hospital services aligned with PHFDP; and
- 3.) Enhance the existing health info system/database related to HRH registry.

2. Timeline

The implementation timeline for the project is from **10 June 2021 to 30 November 2021**.

3. Place of Assignment

Manila, Philippines

4. Scope of Work

In coordination with WHO Philippines and Department of Health, the selected contractual partner shall perform the following activities:

Output 1. Formulation of an Inception Report and Work Plan that sets out the activities to be undertaken and the proposed timeframe for the activities based on the TOR.

Deliverable 1.1 Written and soft copies: Inception Report and Work Plan, including the methodology, technical and financial proposals

Output 2. Comprehensive review of materials, references and other databases provided by relevant DOH offices/bureaus and other HRH and health service-related information gathered from health facilities.

Deliverable 2.1 Activity Reports on data gathering, review and analysis including documentation of methods and processes.

Output 3. Development of HRH standard staffing and projections, per facility level, based on health service requirements for HPCNs, with analysis of gaps between the current supply and projected demand for HRH.

Deliverable 3.1: Compilation/report of, standard staffing, HRH projections, and analysis reports on the supply-demand gaps

Deliverable 3.2: Presentation of progress to key stakeholders

Output 4. Assessment and enhancement of existing information system that can be integrated/interoperable with other health information system/database related to HRH and health facility-based services.

Deliverable 4.1: Final and approved info system/database

Output 5. Facilitate orientation on the enhanced info system.

Deliverable 5.1: Activity/Orientation Report.

Output 6. Prepare a documentation of the activities in fulfilment of the TOR.

Deliverable 6.1: Terminal and Fund Utilization Report.

5. Qualifications

The contractual partner or institution should have team leader or team members with the following qualifications:

Education and Certifications

- Advanced degree with concentration on strategic human resources management, HR staffing and workforce projections, and health information systems.
- Experience/background on health economic and statistics, is an advantage.

Work Experience

- Minimum of five (5) years work experience related to:
 - workforce planning and projections
 - developing staffing standards
 - managing information systems
- Technical Experience in capacity strengthening to develop policies, strategies and plans in HRH

Skills/Technical skills and knowledge:

- Specializes in the following:
 - Research
 - Use of human resource management tools for analysis of findings and projections
 - Ability to draft technical papers, concept notes, technical reports, and policy recommendations
 - Ability to prepare and deliver presentations to various stakeholders including high-level policymakers

Language

- Fluent in written and spoken English and Filipino

In addition, the institution shall have no involvement, in any form, in drugs, arms dealing, alcohol industry, or human trafficking.

6. Contract Time

The work to be done under this contract shall be the development of HRH projections and standards for general and specialized hospital services in Level 1, 2, 3 and specialized health facilities as set out in the Terms of Reference. The contract will be completed in not more than 6 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.

7. Other Requirements

N/A

8. Submission Requirements

Interested institutions should submit electronic copies of the following:

- Cover letter
- Proposal with financial details and proposed timeline
- Company profile and qualifications of team members

Address all cover letter and proposals to:

Dr Rabindra Abeyasinghe

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 letter and proposals with the title **Technical Assistance on Human Resource for Health Projections for General and Specialized Health Services in Levels 1, 2, 3 and Specialized Health Facilities** to Mrs Ying Chen (cheny@who.int) and wpphlwr@who.int Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of application is on **30 May 2021**.