

Philippine Society for Responsible Parenthood (PSRP)
Terms of Reference (TOR)

Request for Contract of Services:	Institution
Title of Assignment:	Service Capability Mapping and Maternal Health Facility Readiness Assessment
Project Duration:	June 20, 2026 – August 31, 2026

1. Background

The Philippine Society for Responsible Parenthood, Inc. (PSRP), in partnership with the United Nations Population Fund (UNFPA), is implementing an integrated project to strengthen the Reproductive and Maternal Health (RMH) Service Delivery Network and operationalize telemedicine systems in Laguna Province to accelerate maternal mortality reduction. This collaboration builds on PSRP's extensive experience in reproductive and maternal health programming, service delivery network strengthening, and digital health implementation.

The current project focuses on enhancing coordination across public and private providers, improving maternal risk identification, and integrating telemedicine functionalities within existing platforms to ensure timely, quality, and continuous RMH services. Within this context, the engagement of an institution is critical to assess the Maternal Health Facility Readiness by identifying the locations of local public-private maternal health facilities and to validate their service readiness and maternal care gaps using provider assessments and community feedback, in alignment with project objectives and UNFPA-supported health systems strengthening efforts.

2. Objective

The primary objective of mapping service capabilities of the facilities is to strengthen the maternal health service delivery network (SDN), aiming to build a functional, integrated, and accountable public and private network of providers across different levels of care.

Specifically, the role and objectives of this mapping in the project include:

- **Creating a geographic inventory:** Identify the exact geographic locations and distribution of all public and private maternal health facilities in San Pablo City, along with the Laguna Medical Center, Sta Cruz;
- **Facility readiness assessment:** Assess the readiness and service capabilities of mapped facilities against national and international standards, UHC reforms, and PhilHealth accreditation requirements through self-assessment and validation; and
- **Facility improvement plan and public and private HCPN arrangement strategy:** Develop actionable facility improvement plans and a public-private HCPN arrangement strategy to support a functional, integrated, and accountable maternal health service delivery network.

3. Scope of Work

Under the technical guidance and supervision of PSRP, the contracted agency is expected to carry out the following activities:

- **Public-Private Facility Mapping:** A complete inventory of the private and public facilities (lying-in centers, birthing homes, and hospitals) in San Pablo City and Santa Cruz.
- **Tool Development and Validation:** Develop and validate the Maternal Health Facility Readiness Self-Assessment Tool, including domains, standards, indicators, scoring methodology, and guidance materials through literature review, stakeholder consultations, expert validation, and pilot testing.
- **Facility Readiness Assessment and Community Feedback:** Orient participating facilities on the self-assessment process, support them in completing the assessment to generate readiness scores and analysis to identify strengths and gaps across key maternal health service domains. Conduct community consultations with women and adolescent clients to identify the root causes behind breakdowns across the continuum of care.
- **Validation and Facility Improvement Planning:** Validate self-assessment findings through facility verification and stakeholder discussions, confirm priority gaps, and develop facility-specific improvement plans with corresponding actions, timelines, responsibilities, and resource requirements, and a public-private HCPN arrangement strategy.
- **Draft Report:** Consolidate and analyze assessment and validation results, prepare facility-level and aggregate reports, and document key findings, readiness scores, service gaps, and recommended improvement actions.
- **Stakeholder Validation:** Present draft findings to key stakeholders for review and validation, gather feedback, and refine recommendations and priority actions to ensure accuracy, relevance, and stakeholder ownership.
- **Final Report and Dissemination:** Finalize the assessment report, improvement plan, and a public-private HCPN arrangement strategy, and disseminate findings to relevant stakeholders to build a functional, integrated, and accountable network that bridges gaps between public and private providers across all levels of maternal health services in San Pablo City and Santa Cruz.

4. Tasks and Activities

Tasks and Activities	Timeline
1. Public and Private Facility Mapping	
Mapping of the public and private maternal health facilities	June 2026
Create a public and private facility directory	

2. Development and Validation of the Maternal Health Facility Readiness Self-Assessment Tool	
Conduct a literature review of national and global standards to develop the concept note and tools	June - July 2026
Submission of the inception report with the Facility Readiness Assessment Tool, KII, and FGD questionnaires	
Inception meeting with PSRP, UNFPA, Laguna Health Team, LGU of San Pablo City, and Laguna Medical Center	
Pilot test the developed self-assessment tool, KII, and FGD questionnaires in selected facilities	
Finalize the validated self-assessment tool, KII, and FGD questionnaires	
3. Implementation of Facility Self-Assessments and Community Consultations	
Orient facility staff on the tool process and facilities to complete the self-assessment across all domains	June - July 2026
Generate a facility readiness scorecard with domain scores and an overall rating to identify the strengths and existing gaps	
Conduct community consultations with women and girls clients based on the set selection criteria and identified tools	
4. Development of Facility Improvement Plans and Public and Private HCPN Arrangement Strategy	
Validate the self-assessment scorecards through a facility visit or verification	July 2026
Develop a facility improvement plan with activities, responsible persons, timelines, and resource needs	
Develop a Public and Private HCPN Arrangement Strategy for the referral and counter-referral pathways	
Submit Draft Report	
Compile and analyze self-assessment, community feedback, and validation results	July 2026
Generate a facility-level report including readiness scores, strengths, gaps, improvement plan, and public and private HCPN arrangement strategy	
Prepare summary findings for district and provincial analysis	
Stakeholder Validation	

Present draft findings to key stakeholders (facility staff, district health management team, Laguna Health Team, public and private partners, and others)	August 2026
Obtain feedback and validate results	
Refine findings and improvement priorities based on feedback	
Submit Final Report and Dissemination	
Finalize report with validated findings, improvement plan, and HCPN strategy	August 2026
Disseminate the report to key stakeholders (facility staff, district health management team, Laguna Health Team, public and private partners, and others)	
Use findings to inform decision-making, resource allocation, and monitoring	

5. Target Stakeholders

The key stakeholders involved and targeted in this initiative include:

- Local Government Units (LGUs) and City/Municipal Health Offices;
- Health Service Providers from public and private facilities such as the BHS, RHUs, lying-ins, birthing homes, and hospitals; and
- Women clients from selected barangays within the City of San Pablo

6. Payment and Compensation

Payment shall be made in tranches tied to the delivery and acceptance of agreed milestones. The total contract amount shall be determined through competitive bidding and awarded to the most qualified and cost-effective bidder.

7. Reporting and Supervision

The Contracted Institution shall:

- Designate a primary point of contact who shall report directly to the PSRP Project Lead for all technical, administrative, and financial matters related to this engagement;
- Coordinate closely with the PSRP Maternal Health Coordinator, Field Coordinator, and IT Specialist, as well as local government and health facility counterparts, throughout implementation; and submit all required deliverables in accordance with the agreed workplan and reporting schedule.

8. Timeline

The Contracted Institution shall be engaged from June 20 to August 31, 2026.

9. Qualifications

Given the nature of the engagement, the institution is expected to deploy a multi-disciplinary team with expertise in maternal health, health systems strengthening, health facility assessments, and stakeholder engagement. The team should possess the following qualifications:

- Proven experience in maternal health, reproductive, maternal, newborn, child, and adolescent health (RMNCAH), health systems strengthening, and service delivery network (SDN) initiatives.
- Demonstrated expertise in the design, development, validation, implementation, and analysis of health facility readiness, service capability, or health systems assessments at national and sub-national levels.
- Experience in developing assessment tools, conducting facility mapping, facility verification, gap analyses, quality improvement planning, and validation processes with health facilities and stakeholders.
- Proven experience in conducting mixed-methods research, including facility assessments, key informant interviews, stakeholder consultations, community feedback collection, and data analysis.
- Established networks and working relationships with local government units (LGUs), provincial and municipal health offices, public and private health facilities, and relevant health sector stakeholders, preferably within Laguna Province.
- Proven track record in providing high-quality technical assistance and delivering actionable outputs, strategic recommendations, and research products for government agencies, development partners, and international organizations.
- Strong project management, coordination, communication, and stakeholder engagement skills, with the ability to manage multiple activities and deliver outputs within agreed timelines.
- Excellent technical writing, report preparation, presentation, and documentation skills.