

TERMS OF REFERENCE

Engagement of an Implementing Organization

Buntis Partner Program – San Pablo City, Laguna

Philippine Society for Responsible Parenthood (PSRP)

1. Background

Buntis Partner is a community-based maternal health program conceptualized by the Philippine Society for Responsible Parenthood (PSRP) for San Pablo City, Laguna. The program deploys trained Barangay Health Workers (BHWs) as “Buntis Partners,” serving as community-level pregnancy navigators. The program covers early pregnancy identification, linkage to antenatal care (ANC), maternal risk screening and color classification, and referral coordination across all 80 barangays of San Pablo City.

The current implementation phase is a 3-month proof-of-concept covering all 80 barangays, with 1 Buntis Partner/BHW deployed per barangay (80 BHWs total), trained in 3 batches of 30, 25, and 25 participants. The estimated reach is approximately 640 to 650 pregnant women over the 3-month period.

PSRP intends to engage a qualified organization (“the Implementing Organization”) to carry out the operational execution of the program. This Terms of Reference sets out the scope of work to be subcontracted to the Implementing Organization.

2. Objective of the Engagement

To engage an Implementing Organization to carry out the day-to-day operational execution of the Buntis Partner program across all 80 barangays of San Pablo City, so that the program’s expected outputs are delivered within the 3-month implementation period and within the approved budget ceiling.

3. Institutional Arrangement

Project execution will be outsourced to the Implementing Organization. The Implementing Organization will carry out the full scope of work described in Section 4, including mobilization, training, field operations, referral coordination, monitoring, and reporting.

4. Scope of Work of the Implementing Organization

Phase 1: Mobilization, Tools and Coordination

- Engage a technical consultant to develop the Buntis Partner system design and protocols, Manual of Operations (MOP), Training Guide, and KoBo data collection tool
- Organize and manage the 1-day inception report workshop (approx. 15 persons) and the half-day coordination meeting with the City Health Office (CHO) and staff (approx. 15 persons)
- Identify and mobilize 80 BHWs to serve as Buntis Partners, 1 per barangay, across all 80 barangays of San Pablo City
- Support piloting/quality assurance of the KoBo tool and MOP validation workshops with CHO/RHU
- Establish barangay-RHU coordination mechanisms

Phase 2: Training and Capacity-Building

- Organize and conduct the 2-day orientation and training for 80 Buntis Partners/BHWs, in 3 batches of 30, 25, and 25 participants, covering pregnancy identification, risk screening and color-coding, referral and counter-referral, PhilHealth benefit navigation, and KoBo data encoding
- Procure and distribute Buntis Partner kits to the 80 trained BHWs
- Administer pre-/post-tests and privacy pledge signing

Phase 3: Community Rollout – Identification, ANC Linkage and Risk Screening

- Supervise Buntis Partners in conducting household visits for early pregnancy identification and registration
- Ensure consistent application of the risk screening checklist and Green/Yellow/Red color classification
- Facilitate immediate ANC linkage for identified pregnant women
- Support PhilHealth navigation and benefit registration assistance
- Maintain the paper logbook and KoBo digital registry encoding

Phase 4: Referral Coordination and Ongoing Monitoring

- Coordinate referral and counter-referral for Yellow/Red-classified cases
- Coordinate activation of the emergency transfer vehicle hire arrangement (see Section 5) for high-risk cases requiring transport
- Conduct household follow-up visits
- Participate in monthly RHU review meetings
- Monitor field data via KoBo and flag data quality issues

Phase 5: Review, Documentation and Reporting

- Consolidate and validate community-level data
- Review early-cycle indicators: women identified, ANC linkage rate, risk distribution, referral completion
- Prepare a draft endline report and dashboard summary for PSRP validation
- Support presentation of findings to the City Health Office and UNFPA
- Draft an outline of recommendations for a Phase 2 continuation (postpartum and full-cycle follow-up)

Staffing

The Implementing Organization will field the following personnel for the duration of the engagement: a Project Manager, a Project Coordinator, an M&E/Data Officer, and a Project Admin Assistant.

5. Emergency Transfer Vehicle Provision

Provision will be made for emergency transfer vehicle hire, to ensure transportation is available for high-risk delivery and prenatal emergencies identified through the color-coded risk screening system (Yellow/Red classification).

- The Implementing Organization will arrange the emergency transfer vehicle hire service as part of its scope of work
- The Implementing Organization will coordinate activation of the service with Buntis Partners, barangay officials, and RHUs when a high-risk case requiring transport is identified
- The Implementing Organization will maintain a log of activations, including case classification, barangay, and outcome, for inclusion in monthly progress reports

6. Deliverables and Timeline

Phase	Key Deliverable	Timing
Phase 1	Buntis Partner system, MOP, Training Guide, and KoBo tool finalized; coordination agreements with all 80 barangays/RHUs; inception workshop and CHO coordination meeting held	Month 1
Phase 2	80 Buntis Partners/BHWs trained (3 batches: 30/25/25) and equipped with kits, deployed 1 per barangay	Months 1–2
Phase 3	Approx. 640–650 pregnant women identified, registered, and risk-screened across all 80 barangays; updated tracking records	Months 1–3
Phase 4	Referral compliance tracked; high-risk cases managed, followed up, and (where applicable) transported via the emergency transfer vehicle arrangement; monthly review reports	Months 2–3
Phase 5	Endline report; dashboard summary; Phase 2 continuation proposal outline	Month 3

7. Budget

Phase	Key Deliverable	Budget
Phase 1	Buntis Partner System development including digital registry and dashboard, MOP, Training Guide, and KoBo tool finalized, coordination agreements and Inception workshop,	Php 1,552,700.00
Phase 2 - 4	Capacity building for BHWs, mobilization of Buntis Partners, referral compliance tracked, maintenance of tracking records, reproduction of IEC materials	419,600.00
Phase 5	End-line report, staffing, + admin costs	1,080,000.00
	Total	Php 3,052,300.00

8. Reporting and Coordination

- The Implementing Organization will submit monthly progress reports to PSRP, covering activities completed, outputs achieved, KoBo data summaries, and any implementation issues
- The Implementing Organization will participate in joint review meetings with PSRP, and with CHO/RHU as scheduled
- The Implementing Organization will submit a draft endline report and supporting documentation to PSRP for validation prior to submission to UNFPA
- PSRP retains final approval authority over all deliverables prior to external submission

9. Qualifications of the Implementing Organization

- Registered organization with demonstrated experience implementing community-based health programs in the Philippines, preferably maternal and child health
- Demonstrated capacity to mobilize, train, and manage community health volunteers at scale (80 or more BHWs across multiple barangays)
- Experience with digital data collection tools, particularly KoBoToolbox or equivalent platforms
- Local presence in or familiarity with San Pablo City, Laguna, and prior coordination experience with the City Health Office and Rural Health Units
- Financial management systems capable of administering PHP-denominated budgets and reporting against a USD-denominated ceiling

10. Duration of Engagement

The engagement covers a period of 3 months, coinciding with the program implementation period.

11. Performance Indicators

- 80 Buntis Partners/BHWs trained and deployed, 1 per barangay across all 80 barangays
- Approximately 640 to 650 pregnant women identified, registered, and risk-screened
- Referral compliance tracked for all Yellow- and Red-classified cases
- Monthly RHU review reports submitted
- Endline report, dashboard summary, and Phase 2 continuation outline delivered