**Scope of Work**

The CONSULTANT, shall perform the following scope of work:

1. **Technical Functions**

* Ensures completion of necessary data gathering from legislative proceedings and key informant interviews.
* Together with the Principal Investigator, performs processing, analysis, and synthesis of data gathered from legislative proceedings and key informant interviews.
* Supports the Principal Investigator in the development, finalization, and submission of technical reports as required by the projects, and other project-related dissemination reports such as publications and policy briefs.
* Performs coordination with concerned individuals and offices in relation to the final phases of the study (i.e. key informant interview, Validation Workshop, etc.)
* Supports the Principal Investigator in holding the Validation Workshop.

1. **Administrative Functions**
   1. **Human Resource**

* Supports the Project and Operations Manager in preparation of necessary documents for recruitment of other project-related individual service contractors.
* Together with the Project and Operations Manager, executes the on boarding of other project-related individual service contractors.
* Supervises and monitors performance of other project-related individual service contractors (i.e. transcribers) to ensure timeliness, quality, and integrity of their delivery of project outputs.
* Directly reports to the Project and Operations Manager for any human resource related concerns.
  1. **Finance**
* Mainly responsible in the regular compliance of liquidation, expenses tracking, and submission of financial reports.
* Performs filing of receipts and documentation of expenses incurred in concerned projects.
* Directly coordinates with the external auditor, the Project & Operations Manager and the Principal Investigator in terms of monitoring of regular compliance on bookkeeping, payment disbursements, and financial reporting in the projects deemed relevant by the organization.

1. **Secretariat Functions**

* Performs collection and archiving project-related documents including communication letters, endorsement letters, memoranda of understanding, official receipts, etc.
* Responsible in drafting receipts and other proofs of payment, for both technical and administrative activities.
* Performs logistical functions – including procurement, inventory, and management of supplies and equipment – for field work, workshops, and meetings.
* Attends team meetings. Ensures documentation of proceedings from the interviews, workshops, and meetings.

1. **Other tasks as deemed relevant by the Project & Operations Manager, the Principal Investigator, or the Regional Director.**

# Compensation

ACCESS Health will pay the CONSULTANT a fee in the amount of **PHP 88,000.00 for 3.5 months,** subject to corresponding withholding taxes of 5%. Schedule of payments is presented in the table below:

|  |  |  |
| --- | --- | --- |
| **Tranche** | **Deliverables1** | **Amount** |
| **First tranche**  **(~14.8 %)** | Initial coding of data from RH Act and Dengvaxia legislative proceedings  Final coding of data from HB 8858 and UHC Act  Updated financial report with other supporting documents (i.e. filed receipts, proof of payments, etc.)  Supervision of project-related individual service contractors | PHP 13,000.00 |
| **Second tranche**  **(~28.4 %)** | Results of analysis and synthesis of data from legislative proceedings of the 4 selected policies  Results of analysis of data from researcher interviews  Updated financial report with other supporting documents (i.e. filed receipts, proof of payments, etc.) | PHP 25,000.00 |
| **Third tranche**  **(~28.4 %)** | Synthesized results from legislative proceedings and researcher interviews  Draft report and presentation slides for dissemination activities (i.e. Validation Workshop)  Documentation of coordination with key stakeholders of the Validation Workshop  Logistical and secretariat preparation of Validation Workshop  Updated financial report with other supporting documents (i.e. filed receipts, proof of payments, etc.) | PHP 25,000.00 |
| **Fourth tranche**  **(~28.4 %)** | Terminal deliverables (technical and audited financial report) for submission to GDN committee  Draft manuscript for publication and other dissemination reports as needed | PHP 25,000.00 |
|  | **TOTAL** | **PHP 88,000.00** |
| **1** Some deliverables will require input/contribution from the Principal Investigator. A more detailed description of delineation of deliverables between the Contractor, the Principal Investigator and the Consultant can be found in Appendix A. | | |

**Term**

This engagement shall commence upon execution of this Contract. The contract shall continue in full force and is effect from **January 25, 2021 to April 30, 2021**

With Conformity:

|  |  |
| --- | --- |
| **Name:** | **Danika Joy D. Bardelosa** |
| **Title:** | **Independent Consultant** |
| **Date:** | **25th January 2021** |