

CALL FOR PROPOSAL

END EVALUATION AND PROJECT DOCUMENTATION

MODE OF ASSIGNMENT:

End evaluation and project documentation

DURATION OF CONSULTANCY:

2nd November- 4th December 2020

TOTAL CONSULTANCY FEE:

Rs. 500,000/- (five hundred thousand only)

REQUESTED DOCUMENTS:

The overall package must have following documents:

- Cover letter (Maximum 2 pages clearly demonstrating the suitability of applicant for stated assignment)
- Updated profile of the individual Consultant or a Firm supported with resume of Chief Consultant clearly demonstrating relevant skills and experience of carrying out same kind of assignments. (Maximum 3 pages)
- Proposal including cost of assignment covering all expenses (Maximum 4 pages)
- One example of previous similar work. Enclose hard copy of final deliverable or submit soft copy on USB/ CD.

INSTRUCTIONS TO BE FOLLOWED:

All documents must be forwarded through postal service or this be emailed and sent in PDF only. Please clearly write "End Evaluation and Documentation of Project" on sealed envelope.

Please send your proposals to Director Monitoring Evaluation and Research (MER), Rahnuma Family Planning Association of Pakistan, 3 A Temple Road, Lahore, 54000.

Note: Rahnuma FPAP reserves the right of disqualifying proposals with pages more than above mentioned numbers and/or if any of the above instruction is not followed adequately. Proposals sent through an email will not be considered for shortlisting.

Shortlisted consultants may be required to undertake a telephone or Skype discussion before finalization of decision.

DEADLINE FOR THE SUBMISSION OF PROPOSAL: 2nd November 2020

EXPECTED DATE OF INITIATION OF CONSULTANCY: 6th November 2020

PAYMENT SCHEDULE:

40% advance payment will be made on signing of the contract for the proposed assignment as first installment while remaining 60% payment will be made upon satisfactory submission of finalized deliverables approved by Rahnuma-FPAP.

All payments shall be made to the Consultant through cross cheque in Pak Rupees after deduction of Withholding of Income Tax, i.e.:

- i) For individual, 10% in case of Filer and 20% in case Non-Filer
- ii) For Companies, 8% in case of Filer and 16% in case Non-Filer

And, Withholding of Sales Tax i.e. 16% on services as per Law of Punjab Revenue Authority (PRA). The above rates may change if there is any amendment in tax rates by PRA & Federal Board of Revenue (FBR).

LIAISON PERSON FROM RAHNUMA FPAP (R-FPAP):

Director Monitoring Evaluation and Research, Rahnuma FPAP, 3-A Temple Road, Lahore Phone: (042) 111 22 33 66, Ext. 323. Direct line: (042) 3636 1583. Email address: asifa@fpapak.org

BACKGROUND

Gender based violence (GBV) or Violence against Women (VAW) is a serious public health problem and violation of a fundamental human rights. Gender-based violence (GBV) is a life-threatening global health and human rights issue. International humanitarian law establishes protections for civilians, including women and children, during times of emergencies.

The objective of the project was **to build the evidence base and tools** for incorporating Sexual and Reproductive Health (SRH) into Disaster Risk Reduction (DRR) for communities affected by crises, through the piloting of preparedness interventions that strengthen the community-level health workforce for SRH in Pakistan. The project was implemented in partnership with IPPF SPRINT and Rahnuma Family Planning Association of Pakistan (R-FPAP), which has been providing SRH services to communities since 1953. The project mainly focused on:

1. **Building the community-level health workforce** to prepare and respond to SRH risks, using the WRC/UNFPA's *Facilitator's Kit: Community Preparedness for Reproductive Health and Gender* and establishing a supportive and coordinated environment for community-level actions on SRH in Pakistan.
2. **Developing the evidence base and tools** that incorporate SRH into DRR for communities affected by crises, based on achievements and lessons from piloting the SRH and DRR curriculum in Pakistan.
3. **Scaling up interventions for SRH integration within DRR** to institutionalize inclusion of SRH into existing DRR efforts among specific community-based stakeholders, such as the National Red Crescent Society and the International Confederation of Midwives (ICM).

The project further intended to pilot the WRC/UNFPA's *Facilitator's Kit: Community Preparedness for Reproductive Health and Gender* in approximately Six Union Councils in conflict-prone selected districts in KP, Punjab and Sindh Provinces.

PURPOSE OF THIS ASSIGNMENT

- To measure the Capacity of the community to prepare and respond to SRH risks before, during and post crisis situations.
- Assess the Coordination systems and mechanisms among the community members and other stakeholders to support the community based SRH preparedness and response systems for Minimum Initial Service Package (MISP)
- Assess the Availability of Action plans to respond to any crises in future
- Assess availability of Referral Pathway/ Mechanism for SRH Client at community level
- Awareness regarding MISP among providers/ stakeholders
- Coordination among stakeholders at community level/ tehsil level
- Assess the key outcomes of the project vis-a-vis the project objectives and goal.

PROJECT LOCATIONS

- Punjab : District Muzaffargarh
- Sindh: District Badin
- KP: District Nowshera

RESPONSIBILITIES

The consultant will be responsible to:

- Visit project locations, meet technical project team.
- Collect 5 Case stories from the community members
- Photo-document the entire process of data collection
- Coordinate and interact closely with the Project Coordinator during entire duration of the consultancy.
- Produce comprehensive report documenting end evaluation findings. The document is expected to serve as a comprehensive primary source of information and reference on the subject for future projects.
- Present advanced level well-edited draft version of documents to R-FPAP for its input within 25 days of initiation of consultancy.
- Take input on report in face-to-face/virtual meeting with R-FPAP selected staff for technical input on draft report.
- Share finalized version of report within 3 days after incorporating all comments and suggestions by R-FPAP for final review.
- Finalize report after incorporating suggestion by R-FPAP and produce ready to print version as final deliverable.
- Submit 3 hard copies and 3 soft copies on CDs/ USBs as final deliverables.

R-FPAP will be facilitating in the following:

- Share all relevant project documents including selected pictures and any other reference material necessary to review for carrying out meaningful assessment.
- Facilitate in approaching project direct and indirect beneficiaries, implementers, and public and private stakeholders.
- Facilitate in logistic and travel support to the consultant for field work and travel in all three districts.

- Hold orientation meeting with consultant for the finalization of activity plan, timelines and other work modalities.
- Assure facilitation in timely execution of committed activities as per timeframe finalized during inception discussion with the consultant.
- Provide feedback on draft version of documentation and will remain available for more reviews before finalization of report in order to ensure high quality content produced as per agreed terms and conditions.
- Produce brief summary document

FINAL DELIVERABLES

Detailed Report must have:

- Title Page
- Acknowledgements
- Table of Content
- List of tables
- List of figures
- Executive Summary
- Background: thematic overview primarily based on literature review with complete references
- Introduction: Description of the project
- Key findings: must be comprehensive and meaningfully interpreted
- Recommendations
- Conclusions

Summary Report must bring about:

4-5 pages brief summarized report with project pictures