

## Call for Proposal

### **Documentation of Lesson Learnt and Best Practices of Sexual and Reproductive Health and Gender Base Violence Intervention in Drought Affected District Noshki in Baluchistan**

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#### **MODE OF ASSIGNMENT**

Documentation of best practices / lesson learned and case stories from district Noshki, Balochistan.

#### **DURATION OF CONSULTANCY**

20<sup>th</sup> November to 25 December 2020 (35 days)

**Requested documents:** Prospective individuals/ firms should provide a CV/ profile detailing their relevant skills and experience. 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. (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 only. Please clearly write '**Proposal for documentation of best practices, district Noshki, Balochistan**' on sealed envelope.
- Please fold details of cost of assignment in a separate envelop to send along with other documents.
- Please send your proposals to Director Monitoring Evaluation and Research (MER), Rahnuma Family Planning Association of Pakistan, 3 A Temple Road, Lahore, 54000.
- Hiring of local consultant will be preferable.

**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:** 15 November 2020

**Expected date of initiation of consultancy:** 20<sup>th</sup> November 2020

#### **PAYMENT SCHEDULE**

30% advance payment will be made on signing of the contract for the proposed assignment as first installment. 40% will be paid on the receipt of 1st draft of deliverables while remaining 30% 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:**

Ms. Asifa Khanum, Director Monitoring and Research, Rahnuma- FPAP 3-A, Temple Road, Lahore  
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**BACKGROUND**

Pakistan is a country prone to natural disasters and emergencies due to political and ethnic conflicts resulting in humanitarian crises. The country constitutes the world's largest protracted refugee situation across all provinces particularly in major areas of Baluchistan and KP province. Poverty and inequality feed multiple religious and sectarian conflicts, insurgencies and violent extremism. It continues to face a number of challenges that impacts on the vulnerability of its people due to both natural and human-induced disasters.

One of the key challenges related to humanitarian assistance interventions is **lack of development and humanitarian nexus and integration of Sexual and Reproductive (SRH) response in to emergencies**. The lack of policies, guidelines and requisite capacities as well as preparedness among health care providers is a key barrier to address GBV as a health problem in both development settings and humanitarian crisis.

The project addresses the root causes of gender inequality, in particular social norms and practices which pose structural obstacles and that prevent women from making informed decisions on their sexual and reproductive health AND rights.

**PURPOSE OF THIS ASSIGNMENT**

The purpose of this assignment is to:

- To capture 6-8 case stories and 6-8 best practices and lesson learned based on the SRH/GBV project implemented. It will cover voices from the field including that of SRH clients and other stakeholders.
- To identify and document effective referral mechanism within the district for the clients.

**LOCATION OF ASSIGNMENT**

District Noshki, Balochistan

**RESPONSIBILITIES**

**The consultant will be responsible to:**

- Attend inception meeting with the project staff of Rahnuma FPAP and finalize assignment related modalities.
- Submit the tools to be used in field for collection of case stories, best practices and lesson learnt.
- Visit project locations, meet technical project team of Rahnuma and community members for capturing and for documentation of case stories, best practices and lesson learnt.

- The consultant/firm will be utilizing its own resources for field visits & organizing meetings for data collection.
- Coordinating and interaction with regional team during entire duration of the consultancy.
- Presenting advanced level well-edited draft version of documents to Rahnuma FPAP for its input within six weeks of invitation of consultancy.
- Sharing finalized version of documentation after incorporating all comments and suggestions by Rahnuma FPAP.
- After finalization of the deliverables, make presentation through meetings (face to face or virtually) to Rahnuma FPAP technical team in head office.
- After approval of finalized version by Rahnuma FPAP submit 3 hard copies and 3 CDs/ USBs as final deliverables.

**Rahnuma-FPAP will be facilitating in the following:**

- Holding inception meeting with a consultant for the finalization of activity plan, timelines and other work modalities.
- Sharing work plan of the consultancy assignment stating activities to facilitate consultant in planning visits of his/her own team.
- Rahnuma FPAP will be responsible for the arranging meetings/ interviews with relevant stakeholders like as project beneficiaries, project staff engaged in implementation of project and any other respondent identified for the inclusion in this assignment.
- Providing feedback on draft version of documentation and will remain available for more reviews before finalization of documentation in order to ensure high quality content produced as per agreed terms and conditions.

**QUALIFICATION, SKILLS, EXPERIENCE**

- Post graduate degree in Health, Education, Gender, International Development, Community Development or related field.
- At least 3 years of experience in writing on SRHR in national context.
- At least 3 years of experience in conducting interviews for documenting case studies, best practices and lessons learnt on health related assignment and more specifically on SRH related issues.
- Must have excellent skills of report writing, document editing and formatting.
- Must have excellent communication and community interaction skills as per its specific socio-cultural scenario.
- Must have strong familiarity of the population being assessed.