

Expression of Interest (EOI)

Amendments in the Constitution of Rahnuma FPAP due to Governance Reforms

Mode of assignment: Submission of Expression of Interest (EOI)

Deadline for the submission of EOI: April 8th 2021, 5:00 pm

Instructions to be followed:

The applicant consultant shall submit the EOI in properly sealed envelope containing the following duly signed documents:

- Cover letter clearly demonstrating the suitability of applicant for stated assignment (Maximum 3 pages)
- Updated profile of the individual Consultant or a Firm supported with resume of Chief Consultant and maximum of 3 other key team members; if to be engaged in the assignment (Maximum 3 pages each)
- One example of previous similar work. Enclose hard copy of final deliverable or submit soft copy on USB/ CD.
- Please direct your queries related to EOI through email to Director Monitoring Evaluation and Research at asifa@fpapak.org by April 07th 2021, 1:00 pm

The 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 shall not be considered for shortlisting

Important note:

- Request for detailed proposal will be offered only to the Consultants/ Firms shortlisted in the EOI evaluation process.
- Incomplete EOI and those received after the due date shall not be considered for shortlisting.
- The Rahnuma FPAP reserves the right to cancel the process at any time before award.
- The EOI with required documents must be submitted/ received latest by April 8th 2021, 5:0 pm in sealed envelope clearly mentioning “Consultancy on Constitutional Amendments” to Director Monitoring Evaluation and Research (MER), Rahnuma Family Planning Association of Pakistan, 3 A Temple Road, Lahore, 54000.
- Only shortlisted Consultants/ Firms shall be invited physically/ virtually (to be decided later on the basis of Covid19 situation) for comprehensive orientation about the assignment under consideration on April 12th 2021. All documents to be reviewed for carrying out assignment shall be handed over to the Consultants during orientation session.
- Shortlisted Consultants/ Firms shall be asked to submit brief methodology, work plan, and cost of assignment by April 18th 2021 in properly sealed envelopes containing duly signed technical and financial proposals with clearly mentioning “Consultancy on Constitutional Amendments” to Director Monitoring Evaluation and Research (MER), Rahnuma Family Planning Association of Pakistan, 3 A Temple Road, Lahore, 54000.
- Finalized Consultant shall be assigned an Agreement tentatively by May 04th, 2021.

Payment schedule: 20% advance payment shall be made on signing of contract for the proposed assignment as first installment. 30% shall be paid on the receipt of 1st draft of deliverables; while remaining 50% payment is to 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).

Location of assignment: Lahore

Duration of assignment: 30 working days extended over a period of nearly 6 months, starting from the signing of Agreement.

Background

Rahnuma FPAP- a Member Association (MA) of International Planned Parenthood Federation (IPPF) is a Volunteer-based Organization working in the field of Sexual and Reproductive Health (SRH) and Family Planning (FP) since 1953. Rahnuma FPAP has its own Constitution and Bye-laws, which provides the principal guidelines to govern the overall operations of the organization; which are duly approved by the registration authority i.e. Social Welfare Department, Government of Punjab. In the recent past, IPPF has revised its Bye-laws, Act and Regulations to accommodate governance reforms, which are supposed to be implemented by its Member Associations. Rahnuma FPAP being a MA of IPPF has also revised the current Governance structure as for any improved and agile Governance structure there needs an aligned Constitutional arrangements.

Purpose/ objective of assignment

The purpose of this assignment is:

- To carry out extensive legal review of governance structure related documents of Rahnuma FPAP and its parent organization i.e. International Planned Parenthood Federation (IPPF).
- To propose amendments in the Rahnuma FPAP Constitution/ Regulations/ Bye-laws in context with IPPF reference documents.
- To provide advice and assistance in legal issues pertaining to amendments in the Constitution of Rahnuma FPAP.
- To submit application; follow-up with the Constitution Registration Authorities, and respond to queries; if any raised by the Authorities.

Main documents to be reviewed

The Rahnuma FPAP shall be sharing documents related to Rahnuma FPAP and IPPF with shortlisted Consultants/ Firms during orientation meeting, whereas relevant national and international documents are expected to be referred by the Consultant/ Firm itself while producing comprehensive review of documents. The first draft of amendments in the Constitution, Regulations and Bye-Laws must be based on the reviewed document, clearly stating references in descriptions of documents produced.

Following documents are to be provided by Rahnuma FPAP:

- Governance Structure documents of Rahnuma FPAP and IPPF
- Constitutions, Policies, Guidelines, Bye-laws, Acts and Regulations of Rahnuma FPAP and IPPF

Role and Responsibilities of the Consultant

- To carry out extensive review of all documents provided by Rahnuma FPAP and related laws and other relevant document of Government of Pakistan.
- To propose amendments in the Constitution, Regulations and Bye-laws of Rahnuma FPAP, keeping in view the newly proposed governance structure of the organization.
- To provide advice and assistance in legal issues pertaining to amendments in the suggested Constitution of the organization.
- To produce 1st draft of amendments in the Constitution, Regulations and Bye-laws for review by Rahnuma FPAP technical team.
- To remain available for 1 day for presentation of proposed amendments before the Board of Governance of Rahnuma FFPF for feedback.
- To review all documents to incorporate comments and inputs by the Rahnuma FPAP within committed timeframe.
- To submit application and follow-up with concern National Registration Authorities for the approval of revised/ amended Constitution, Regulations and Bye-laws of Rahnuma FPAP and remain available for responding to queries; if raised by the competent Registration Authorities.

Support from Rahnuma FPAP

- To arrange detailed inception meeting with the selected Consultant for comprehensive discussion on deciding different modalities of assignment and finalization of key milestones with timelines to follow during the course of entire assignment.
- To provide all necessary documents of the Rahnuma FPAP and IPP which are essential for carrying out assignment.
- To remain available for multiple rounds of discussions with the Consultant.
- To remain available for review of draft documents.
- To invite consultant for presentation before the Board of Governance.

Final Deliverables by the Consultant

Submit three hard and three soft copies of finalized deliverables duly signed by the Consultant.

Qualification and Experience of the Consultant

The individual consultant, Management Consulting Firm and Legal Firm applying for this assignment must have:

- Prior experience of carrying out constitutional amendments of a private sector organization; preferably NGO sector.
- Proven background of assisting/ facilitating client organizations in handling their cases of approvals of newly developed or amendments in their Constitutions, Regulations and Bye-laws through National/ Provincial Registration Authorities
- Be a Law Graduate or above in case of Individual Consultant or have at least one legal expert in the team; if a Management Consulting Firm is interested in the assignment.
- Excellent analytical and English writing skills.