

CALL FOR PROPOSAL

COLLATION/ DEVELOPMENT AND DESIGNING OF MANUAL ON FAMILY PLANNING, COUNSELING, LONG ACTING REVERSIBLE CONTRACEPTION (LARC), POSTPARTUM FAMILY PLANNING (PPFP), LIFE SKILLS BASED EDUCATION (LSBE) AND PRE MARITAL COUNSELING

Mode of assignment: Collation/Development and Designing of Manual

(Collate/develop and design user-friendly comprehensive manual on family planning, integrated counseling, Long acting reversible contraception (LARC), Post-Partum Family Planning (PPFP), Life skills based education (LSBE) and pre-marital counseling in English and Urdu using the existing developed resources.

Duration of consultancy: 40 days (starting from the signing of contract)

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 and maximum of other 3 key team members (Maximum 3 pages each)
- Technical proposal must demonstrate outline of execution of assignment and detailed methodology describing the steps to be taken for producing desired deliverables. Produce a work plan showing important milestones with cutoff dates. Financial Proposal must include cost of assignment covering all expenses (Maximum 4 pages)
- Add references of previous three clients for which similar kind of deliverables produced during last 5 years.
- One example of previous similar work, saved on USB, upload on any accessible e-link or produced in hard copy.

Instructions to be followed:

- Forward all documents through postal service only. Please clearly write **“Development of Manual”** 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.

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 zoom discussion before the finalization of decision.

Deadline for the submission of proposal: 17th March 2023

Expected date of initiation of consultancy: 24th March 2023

Payment schedule: 30% payment will be made at time of signing the agreement, 30% will be paid on the submission of first draft of Manual and last payment of remaining 40% will be made on submission of finalized deliverable approved by Rahnuma FPAP.

All payments will be made through cross-cheque in Pak Rupees after deduction of withholding of Income Tax as per Law of Punjab Revenue Authority (PRA) and Federal Board of Revenue (FBR). The rates may change if there is any amendment in tax rated by PRA and FBR.

Liaison person from Rahnuma FPAP (R-FPAP):

Please direct your submission of proposal related queries to 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:

Rahnuma Family Planning Association of Pakistan (Rahnuma FPAP) is a Member Association of International Planned Parenthood Federation (IPPF), serving Pakistan since 1953. Rahnuma FPAP is recognized as a family planning (FP) and reproductive health (RH) advocate and service provider and is known to collaborate with international and national development agencies. It has been extending FP and RH information and services across all four provinces and two regions through network of service delivery outlets and through collaboration with public and private sector. Rahnuma FPAP is devoted to eliminating and alleviates the sufferings of marginalized and vulnerable sections of society through integrated and concentrated social uplift efforts in the broader areas of RH and FP information and services. Rahnuma FPAP is a leading national organization that provides FP and RH services through its extensive service delivery network.

Pakistan is the fifth most populous country in the world with a population of 212.2 million. The average doubling time for other South Asian countries is 60 years while Pakistan's doubling time is 30 years according to the Population and Housing Consul (2017), and if it continues at the persisting growth rate of 2.4 percent per annum, would lead to dire consequences. The population of the country is projected to increase to 285 million by 2030. Such a high level of population growth is unsustainable and consumes the modest gains made in terms of socio-economic development. Taking cognizance of this situation, the Chief Justice of Pakistan took Suo Moto notice under human rights case and constituted a Task Force to formulate mechanism to curb population growth in the country.

Although on average Punjab is ranked among the province with good FP/SRH indicators, there are stark disparities among the districts. Overall, the districts in the south experience high poverty (e.g. 66% in DG Khan) while the districts in the north have lowest poverty ranking (e.g. 6% in Jhelum). Most districts in South Punjab have more than 5 children per women on average, while the districts in the north with less than 3 children per women. Similarly, in all dimensions of sexual and reproductive health (antenatal care, institutional deliveries, and skilled birth attends), the districts in South Punjab lags behind.

Particularly, the use of modern contraceptive methods in the southern districts of Punjab (Rahim Yar Khan, DG Khan, Rajanpur, and Muzaffargarh) is very low (figure below). The fertility stagnation and poor maternal health are indicative of weak health system infrastructure and a challenging situation on the ground; in terms of poor availability of and access to high quality and affordable sexual and reproductive health (SRH) and family planning (FP) services.

Keeping in mind the vast socio-economic disparity in South Punjab and low level of sexual and reproductive health including family planning, UNFPA with support of Implementing Partners and public sector intends to implement the proposed interventions in selected Tehsils of two south Punjab districts Muzaffargarh and Rahim Yar Khan and Rawalpindi.

To address the huge disparities within urban settings, UNFPA will also implement a targeted and innovative family planning model in low income and underserved segment of Rawalpindi, the fourth largest city in Pakistan.

In compliance with the recommendations of the Council of Common Interests (CCI) for population welfare: ensuring mandatory premarital FP/RH services by all general health care facilities in the public and private sector, lady health workers to provide family planning, ante-natal and postnatal counseling and contraception services on priority basis. Besides, out of eight thematic areas, the second is to ensure universal access to family planning and reproductive health services. It is mandatory for all public health facilities (BHUs, RHCs, THQs, DHQs, teaching hospitals) to deliver family planning services as part of the essential service package. All general registered private sector practitioners and hospitals to provide family planning counseling, information and services to male and female clients.

In this context, UNFPA approached Rahnuma-FPAP as one of the implementation partner for the implementation of activities against “Improving access to rights-based family planning for underserved communities” with Government stakeholders and community level. The main aim of the project is to improve accessibility of quality and rights-based family planning information and services for women and families who reside in the most underserved districts of Punjab (proposed Districts are Rahim Yar Khan, Muzaffargarh and Rawalpindi).

The project will be a timely and much needed contribution to realizing reproductive rights and accelerated progress in the implementation of the recommendations of the Council of Common Interest (CCI) on population and family planning, voluntary national ICPD25 and FP2030 commitments of the Government of Pakistan.

Purpose of the Assignment:

The purpose of the consultancy is mentioned below:

- Review the Rahnuma FPAP and other partners existing developed manuals on comprehensive Family Planning, Counseling, LARC, Post-Partum Family Planning, LSBE and pre-marital counseling.
- Develop and design a comprehensive user-friendly comprehensive manual based on existing reviewed resource material in English and Urdu.
- Develop and design a manual for Master Trainers from Public sector and Rahnuma FPAP to utilize in trainings related to family planning, sexual and reproductive health and life skills based education.

Support from Rahnuma FPAP:

Following support will be extended by Rahnuma FPAP:

- Arrange inception meeting with Consultant for project orientation, finalization of activity plan, timelines and other work modalities of an assignment under consideration.
- Sharing of all existing resources developed on comprehensive Family Planning, Counselling, LARC, Post-Partum Family Planning, LSBE and pre-marital counselling for review and reference.
- Remain available for multiple rounds of discussions and review of draft manual.
- Provide thorough feedback on first draft of committed deliverables.
- Review finalized deliverables for ensuring incorporation of feedback before its finalization by the Consultant.
- Remain available for inputs on the designing of manual.
- Rahnuma FPAP will not be responsible of any additional cost incurred in producing committed deliverables unless agreed and documented by both parties.

Roles and responsibilities of the consultant

The Consultant will be responsible for:

- Attend the inception meeting for gaining deeper understanding of consultancy assignment and deliverables.
- Finalize outline of final deliverables in prior with Rahnuma FPAP project staff.
- Review existing developed resources of all partners and public sector and share a draft of comprehensive manual and finalize it in consultation with Rahnuma FPAP in English and Urdu.
- Ensure a well-designed user-friendly manual after incorporating feedback by Rahnuma FPAP.
- Design and develop final comprehensive manual as per suggestions provided by Rahnuma FPAP.

Final deliverables submitted by the consultant:

Following are expected deliverables from the consultant to conclude an assignment:

- Three hard and three soft copies (in USBs) of the finalized and designed manual, cover letter duly signed by the consultant clearly stating the completion of assignment.
- Hard and/or soft copies of all reference materials cited in the Manual

Qualification and experience of the consultant

The consultant applying for this assignment must have:

- MBBS degree, Masters in Public Health or other relevant subject is desired.
- At least 5 years' prior experience in developing manuals/guidelines /protocols on FP/ SRH
- Demonstrate deep understanding and sensitivity of women's health related matters in particular PAC; sexual and reproductive health including family planning and gender-related concerns.
- Proficiency in English and Urdu languages is desired
- Experience of crafting/producing well-designed manual is needed