

CALL FOR PROPOSAL

TRAINING ON COMPRESSIVE FAMILY PLANNING AND REPRODUCTIVE HEALTH FOR SERVICE PROVIDERS

Mode of assignment: Training of service providers on comprehensive FP and SRH services

Duration of consultancy: 15th May – 09th June 2023

Requested documents: Prospective individuals/ firms should provide a CV/ profile detailing their relevant skills and experience. The overall proposal 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)
- Proposal including cost of assignment covering all expenses (Maximum 4 pages)
- Submit soft copy of one example of previous similar work.

Instructions to follow:

- All documents must be forwarded through postal service only.
- Please clearly write on sealed envelope '**Trainings on Comprehensive Services**'.
- 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/ zoom discussion before finalization of decision.

Training location: Rahnuma Training Institute (RTI), Lahore

Training participants: 16 (Doctors and Lady Health Visitors nominated by Rahnuma FPAP.

Deadline for the submission of proposal: 2nd May 2023

Expected date of initiation of consultancy: 15 May 2023

Training dates: 22nd - 24th May 2023

(Dates could be revise with the consent of trainer only under unanticipated circumstances)

Payment Schedule: 100% of payment is scheduled on completion of trainings and nt and satisfactory submission of training report as final deliverable approved by Rahnuma-FPAP. Payment will be made through cross-cheque. Tax will be deducted as per laws of Government of Pakistan.

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

Introduction

RFPAP is an affiliate member of International Planned Parenthood Federation (IPPF), working in Pakistan as a national organization since 1953. It has been extending family planning (FP) and sexual and reproductive health (SRH) information and services across all four provinces, Gilgit Baltistan and Azad Jammu & Kashmir (AJK) through a network of its own service delivery outlets and through collaboration with public and private sector.

Background

R-FPAP is continuously enhancing the technical skills of its services providers through comprehensive trainings. The proposed initiatives as says to enrich the basket of choice by promoting the use of Implants and IUCD. This will be achieved through a series of activities including training of service providers from within the R-FPAP system and PPs, awareness sessions in the community, followed by outreach service delivery for provision of FP methods including Implants and IUCD.

Purpose of this assignment

Enhance the capacity and technical service delivery skills of service providers covering all aspects of comprehensive family planning methods and SRH including insertion and removal for Long Acting Reversible Contraception (LARC) and Sexual and Gender Based Violence (SGBV) counseling, screening, management, and data recording and reporting.

Roles and Responsibilities of Consultant

Following are presumed broader activities to be carried out by the Consultant:

- Develop detailed training agenda.
- Develop presentation and handouts of training material for imparting comprehensive training.
- Share training material with R-FPAP before training schedule for review and feedback, if any.
- Conduct training sessions as per approved agenda.
- Submit draft report within 1 week of the training.
- Finalize training report after incorporating comments by R-FPAP and submit within contractual timeframe.
- Submit three hard copies and all material in soft in USB or CD of final deliverable.

Support extended by Rahnuma FPAP:

Following will be provided by Rahnuma-FPAP:

- Conduct inception meeting with the consultant.
- Share the relevant manuals and materials developed by IPPF/ R-FPAP on FP and SRH.
- Provide all relevant training logistics and administrative support desired for ensuring quality training.
- Arrange FP and/or SRH clients for imparting hands-on-skills training.
- Provide feedback on draft documents.
- Provide training on reporting and recording

Final deliverable by the Consultant

Submit three hard and three soft copies on 3 USB drives/CDs of entire training materials and finalized report within agreed timeframe.