**CALL FOR PROPOSAL**

**DOCUMENTATION OF BEST PRACTICES AND LESSON LEARNT**

**Mode of assignment:** Documentation of 10 best practices and lessons learnt from the project locations in Khyber Pakhtunkhwa (KP), Balochistan and Islamabad Capital Territory (ICT)

**Duration of consultancy:** 45 Days (11TH March 2024– 26th April 2024)

**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 member (maximum 3 Pages)
* Proposal including cost of assignment covering all expenses (Maximum 4 pages). The Technical proposal must demonstrate outline of execution of assignment and detailed methodology describing the steps to be taken in producing the desired document. Produce a work plan showing important milestones with cutoff dates.
* Add references of previous three clients during last 5 years who were provided with the consultancy of same nature.
* One example of previous similar work. Enclose hard copy of final deliverable or submit soft copy on USB/ CD.

**Instructions to follow:**

* All documents must be forwarded through postal service only.
* Please clearly write **‘Proposal for documentation of best practices’** 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 Skype discussion before finalization of decision.

**Deadline for the submission of proposal:**  1st March 2024

**Expected date of initiation of consultancy:**  11th March 2024

**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.:

1. For individual, 10% in case of Filer and 20% in case non-Filer
2. For Companies, 8% in case of Filer and 16% in case non-Filer

Withholding of Sales Tax i.e. 17% 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:**

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 alleviate 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. It provides the full range of Integrated Package of Essential Services (IPES) devised by IPPF through its trained service providers. IPES includes eight essential services: counseling, contraception, safe abortion care, STIs/RTIs, HIV, gynecology, maternal care and gender-based violence services.

Pakistan is the 5th most populous country in the world today. The 2017 National Census Report reveals that it has a population of 207.8 million and is growing at a rate of 2.4%. High maternal mortality rate (186 per 100,000 live births) and child mortality rate (under five stands at 74 per 1,000 live births) continue to pose challenges for women’s health. Furthermore, unmet need for FP stands at 17% while total fertility rate remains high at 3.6%. In addition to the poor health indicators, women lack access to RH information and services including contraceptive services, violence against women and girls and reproductive health services for adolescents/young people.

Rahnuma FPAP is complementing and contributing to the on-going/emerging health interventions to address Family Planning (FP) and Sexual and Reproductive Health & Rights (SRHR) challenges. Under RESPOND Project, it is contributing to improve women and girls’ access to high quality and equitable SRHR services and information. The high demand of SRH/FP services for communities including Afghan refugees are prioritized and accelerated. The Rahnuma FPAP team is determined to ensure that service delivery is bolstered through medical camps and community engagement.

**Purpose of this assignment:**

* The aim of this assignment is to meticulously document the project's best practices and lesson learnt from the project locations on SRH and FP services delivered during project implementation
* Engagement of stakeholders including project staff, women and girls and community in one district each province and ICT of the project locations to document the best practices and lesson learnt which will serve as a valuable reference for future projects and stakeholders.

**Project locations:**

* KP: Peshawar, Haripur, Mardan and Kohat
* Balochistan: Quetta, Qila Abdullah, Noshki and Chaghi
* Federal: Islamabad/Rawalpindi

**Role and responsibilities of the Consultant:**

The consultant will be required to do the following;

* Thoroughly review all project-related documents, reports, and available data.
* Conduct meetings with key project team members to understand the project's objectives, methodologies, and achievements.
* Visit one district in each province and ICT to gain insights into the project's best practices and lessons learnt.
* Document and list 10 best practices and lesson learnt prioritizing them based on their impact and relevance to the project's success.
* Prepare detailed documentation for each identified best practices and lesson learnt.
* Document any key stakeholders involved in the implementation of each best practice.
* Ensure that all documentation is well-structured, concise, and easy to understand.
* Produce draft report. Share with Rahnuma FPAP for its feedback.
* Incorporate feedback in the finalized version of the report.
* Use appropriate formatting, including headings, tables, and visuals to enhance readability and presentation.

**Support from Rahnuma FPAP:**

* Organizing an initial meeting with a consultant to finalize the activity plan, timelines, and other work arrangements.
* Sharing the consultancy assignment's work plan and reports of the project
* Arranging meetings and interviews with stakeholders
* Facilitating the use of consent forms for individuals who will be included in the documentation.
* Providing feedback on the draft version of the documentation and being available for additional reviews to ensure the production of high-quality content in accordance with the agreed terms and conditions

**Expected deliverables:**

* Submit a comprehensive professional report, well-formatted, ready to print version with title page, executive summary, abbreviations, acknowledgements, table of content, etc.
* Compile and submit 3 hard and 3 soft copies in USBs as finalized deliverables to Rahnuma FPAP.

**Copyright & intellectual proprietary rights:**

* The finalized report and any other materials produced by the Consultant under this Agreement shall be the sole and exclusive property of Rahnuma FPAP and will not be reproduced or utilized in any form at any other platform/forum without taking written consent by Rahnuma FPAP.

 **Qualification and experience of the Consultant:**

* Possess a postgraduate degree in fields such as Health, Education, Gender Equality, International Development, Community Development, or a related discipline.
* Demonstrate extensive experience of at least 7-8 years in Sexual and Reproductive Health and Rights (SRHR) within humanitarian contexts.
* Showcase previous involvement of at least 5 years in reviewing, conducting, documenting, assessing, and researching studies.
* Exhibit skills in copy editing, report writing, content editing, and formatting.
* Display excellent communication skills and familiarity with the population under assessment