**Call for Proposal**

**Rapid Needs Assessment (RNA) in Affected Areas**

**Mode of assignment:** Conduct a comprehensive Rapid Needs Assessment (RNA) of Sexual and Reproductive Health (SRH), focusing on Post-abortion Care (PAC) and Family Planning (FP) in the Disaster-prone Districts of Muzaffargarh and Badin.

**Duration of consultancy:** 40 days (20th September - 30th October 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 Technical and Financial 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 be followed:**

* All documents must be forwarded through postal service only.
* Please clearly write **‘Proposal for Rapid Need Assessment’** 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 (Acting) Director Administration, 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:**  16th September 2024

**Expected date of initiation of consultancy:**  20th September 2024

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

And, 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**

(Acting) Director Administration, Rahnuma FPAP, 3-A Temple Road, Lahore Phone: (042) 111 22 33 66, Ext. 323. Direct line: (042) 3636 1583. Email address: [abid@fpapak.org](mailto: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: counselling, contraception, safe abortion care, STIs/RTIs, HIV, gynecology, maternal care and gender-based violence services.

Pakistan's vulnerability to natural disasters has intensified due to climate change, with the country facing frequent floods, heat waves, droughts, and earthquakes. In 2024, Pakistan is experiencing an intense monsoon season, with above-average rainfall and high temperatures causing accelerated snowmelt. This has led to widespread damage, especially in Sindh and Southern Punjab, where infrastructure has been severely affected, and thousands have been displaced.

The health system in flood-affected areas is struggling, with restricted access to healthcare, particularly for women and girls. This has worsened sexual and reproductive health (SRH) issues, family planning (FP), and other health problems like injuries, diarrhea, malaria, and skin infections.

The project aims to address the gap between the demand for post-abortion care (PAC) and family planning services by providing essential reproductive health services in Punjab and Sindh, two regions highly vulnerable to both slow-onset disasters like droughts and sudden disasters like floods.

**Purpose of this assignment**

* Assess the extent of damage caused by natural disasters, particularly floods, in Sindh (Badin) and Southern Punjab (Muzaffargarh).
* Identify the immediate health needs of the affected populations, especially women and girls, in relation to sexual and reproductive health (SRH) and family planning (FP).
* Evaluate the impact of disasters on healthcare infrastructure and access to essential health services.
* Determine the gaps in post-abortion care (PAC) and family planning services in disaster-affected areas.
* Provide recommendations for delivering critical reproductive health services in both districts
* Assess the coordination mechanism in place among stakeholders.
* Assess the public health service delivery outlets and its capacity to extend services in the districts included in the project.
* Assess the capacity of health care providers from public sector to extend FP and SRH services in districts included in the project

**Project locations**

* District Badin (Sindh)
* District Muzaffargarh (Punjab)

**Role and responsibilities of the Consultant**

* 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.
* A total of 100 one-to-one interviews will be conducted in both locations. Respondents will be randomly selected from public and private healthcare facilities, including married women and men, young males and females, and individuals with disabilities. Out of total 20 female respondents, a minimum of 5 MWRA or unmarried women seeking PAC or FP services will be interviewed.
* Three separate FGDs will be conducted with health care workers, male community members, and female community members, attended by 5-8 participants.
* Key Informant Interviews (KIIs) will be conducted with key stakeholders to assess access to PAC and FP services, barriers, unmet needs, and local contextual factors.
* Identification of Healthcare Facilities and Enlisting Service Providers during the RNA. Enlist all public, private and NGOs facilities and number of providers including family physicians in both districts
* Ensure that all documentation is well-structured, concise, and easy to understand.
* Use appropriate formatting, including headings, tables, and visuals to enhance readability.
* Prepare a comprehensive professional report with an executive summary.

**Rahnuma-FPAP will assist in the following activities**

* 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

**Qualification, skills and experience**

* 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, assessing, and researching studies.
* Exhibit skills in report writing of surveys, Rapid Need Assessment (RNA), content editing, and formatting.
* Display excellent communication skills and familiarity with the population under assessment.
* Preference will be given to a consultant who has prior experience of holding RNA in disaster prone locations.