**CALL FOR PROPOSAL**

**DEVELOPMENT OF DIGITAL SOLUTION FOR CLIENT BASED HUMANITARIAN DATA COLLECTION**

**Objective of assignment:** Development of cross platform mobile application (android, iOS and Web) with front-end and back-end components.

**Duration of Consultancy:** 30 days (starting from the signing of the Agreement)

**Requested documents:** Prospective consultancy firms should provide a company 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 Lead Consultant or a Firm supported with resume of Chief Consultant and maximum of other 2 key team members/developers (Maximum 3 pages each)
* Technical Proposal including cost of assignment covering all expenses (Maximum 4 pages)
* One example of previous similar work. Submit soft copy on USB/ CD.

**Instructions to be followed**

* All documents must be forwarded through postal service only. Please clearly write **‘DEVELOPMENT OF DIGITAL SOLUTION E** 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 Admin, 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 face-to-face, telephone or zoom discussion before finalization of decision.

**Deadline for the submission of proposal:** 29th September, 2025

**Expected date of initiation of consultancy:** 1st October, 2025

**Payment schedule:**

30% advance payment will be made on signing of contract for the proposed assignment as first installment. 20% will be paid on the receipt of Beta version of software along with all draft of important documents i.e. Software flow Diagrams etc., while remaining 50% payment will be made upon satisfactory submission of finalized deliverables approved by the Rahnuma FPAP and in house testing of the mobile App.

All payments shall be made to the Consultant through cross cheque in Pak Rupees after deduction of Withholding of Income Tax as per Law of Government of Pakistan.

The current rate at the time of signing of Agreement shall be applied for the deduction of taxes defined by the Federal Board of Revenue and Punjab Regulatory Authority.

**Liaison person from Rahnuma FPAP:**

Director Admin, Rahnuma FPAP, 3-A Temple Road, Lahore Phone: (042) 111 22 33 66, Ext. 320. Email address: abid@fpapak.org

**About Rahnuma FPAP**

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.

**Background**

Rahnuma FPAP is delivering services through a network of various channels like Static Clinics, Associated Clinics, Mobile Services Units (MSU), Private Practitioners (PPs) and Community Based Distributors (CBDs) all over Pakistan. This service delivery network is managed through 15 Program Management Offices (PMOs), 5 Regional Offices (ROs) and Head Office at Lahore. Services statics of all channels are managed through a web-based Data Management Software (DMS) for data entry of services statistics of clinics at PMO level. The DMS is developed on PHP framework and SQL database, used for data input and generating number of customized output reports.

Rahnuma FPAP intends to further streamline the data collection process from individual clients to compilation and consolidation of data and integration of app into existing DMS for producing standardized output reports. For this purpose a mobile application based solution is to be developed and integrated with the existing web-based DMS. The solution must be able to record individual client’s profile, services delivered, stock of commodities distributed to clients. As mentioned, entire data collected through mobile app is to be synced and configured into DMS. Output reports also required to be developed within both mobile app and DMS. The overall purpose of introducing this app is obtain and maintain the verifiable data.

**Location of assignment**

Rahnuma FPAP, Head office, Lahore

**Annexure I** is attached with document providing details of functional Requirements.

**Support from Rahnuma FPAP**

The Rahnuma FPAP will be facilitating in the following:

* Hold inception meeting with the consultant for assignment briefing and discussion on modalities of assignment under consideration.
* Provide all relevant information and discuss essentials for the development of system requirement specifications (SRS) or functional specifications (FS) documents.
* Ensuring ongoing facilitation during entire course of assignment.
* Share feedback on first front-end design of the app components.
* Hold beta testing exercise in consultation of the developer to ensure configuration of all desired features in the app as well in the DMS.
* Identify relevant staff for first hand training on all functionalities of the application.
* Arrange all training logistics; which would most likely be the virtual training of selected staff.
* Remain available for multiple rounds of discussions and reviews during the entire course of this assignment.

**Role and responsibilities of the consultant**

The consultant will be required to do the following:

* Propose technical recommendations for improved functionalities of expected deliverables.
* Share front end design of the application for review by the Rahnuma FPAP.
* Share refined beta version of the mobile app.
* Facilitate training of staff nominated for beta testing by Rahnuma FPAP.
* Incorporate feedback vigilantly and efficiently days after receiving inputs from Rahnuma FPAP to fix all kinds of bugs and to ensure absolute alignment of input and output reports with the specifications defined and agreed by both parties.
* Address all technical requirements after final upload of data management system.
* The APK file should be uploaded to desktop application for ease of downloading on mobile phones.
* Produce manual about the mobile app on standardized template.

**Important Note:**

* Do not budget purchase of equipment in your financial proposal.
* The Rahnuma FPAP will not be providing any hardware, software and/or computer utilities needed for this assignment.
* The Rahnuma FPAP will not be responsible of any additional cost beyond agreed consultancy fee which is incurred in producing the committed deliverables unless agreed and documented by both parties.
* The solution is expected to be fully responding to all data management requirement as per TORs comprehending the scope of work (refer **Annexure I**).

**Expected deliverables**

* System Requirement Specification (SRS) or Functional Specifications (FS) Document
* Fully tested and functional solution with all source codes
* Complete programming and database scripts
* APK file uploaded on DMS for ease of downloading by concerned staff.
* User and administrator manuals for the reference of users
* Full access to coding/programming and all administrative rights handed over to the Rahnuma FPAP.
* Facilitate 1 day Training of Master Trainers organized by the Rahnuma FPAP
* One-year free Service Level Agreement (SLA) for software maintenance

**Qualification and experience of the Consultant**

The consultant must have:

* + More than 5 years’ experience in the development of software for national and/or international organizations.
	+ Have qualified/ certified team of developers to meet modern application requirements.
	+ Must have qualified business analyst to get proper software requirement of the Rahnuma FPAP.
	+ Must be committed with the timeframe agreed by both parties for the completion of this assignment.