**Call for Proposal**

**Consultancy for Data Analyst/Statistician – Support to Punjab Family Planning Program M&E Dashboard**

**Duration of consultancy:** 3 months (Oct-Dec 2025)

**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 **“Title of assignment** “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:**  13th September, 2025

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

**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: 15% for Filer (WHT Deduct as per new FBR rate on Services) and 16% PRA
2. For Companies, 8% in case of Filer and 16% in case non-Filer

**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