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

**1. Background and Rationale**

The Punjab Family Planning Program is committed to improving access to and quality of family planning (FP) services through evidence-based programming. An integrated Monitoring & Evaluation (M&E) dashboard has been developed under a donor-funded initiative to centralize data from multiple sources including cLMIS, MIMS, and HMIS. This platform supports real-time program monitoring and enables strategic decision-making through robust data analysis.

To ensure optimal use of this integrated dashboard, there is a critical need to engage a qualified Data Analyst/Statistician. The consultant will support the M&E wing of the program by conducting regular analyses of FP service utilization, contraceptive commodity availability, and procurement flows. These insights will directly inform supply planning, performance monitoring, and evidence-based decision-making across the province.

This short-term technical assistance will strengthen the operational efficiency of the M&E system, contribute to improved program performance, and support provincial commitments to FP2030 goals.

**2. Objectives**

To provide technical support to the Punjab Family Planning Program’s M&E wing in managing, analyzing, and optimizing the use of the integrated FP dashboard through monthly data analysis reports, generation of estimates, and data-driven recommendations that enhance program delivery and planning.

**3. Scope of Work and Key Responsibilities**

* Analyze large-scale datasets from cLMIS, MIMS, HMIS and other sources, including service utilization, contraceptive consumption, stock levels, and procurement patterns.
* Generate estimates of modern contraceptive use based on service statistics, demographic trends, and facility-level data.
* Support the development, refinement, and maintenance of a real-time, integrated M&E dashboard.
* Translate complex data into actionable insights through visualizations, analytical summaries, and briefing reports.
* Ensure data quality, integrity, and consistency across platforms.
* Provide analytical support to the logistic and procurement units, including inventory analysis, annual forecasting, and distribution planning.
* Coordinate with the DG Population’s Procurement & Logistic Cell and other relevant teams for synchronized data management and decision-making processes.
* Produce weekly, monthly, and quarterly trend analyses to support program reviews and donor reporting.
* Contribute to the integration of data systems (e.g., cLMIS with MIMS and HMIS) for enhanced efficiency and interoperability.

**4. Deliverables**

* Monthly analytical reports on FP data (service utilization, stock levels, and procurement trends)
* Updates and visualizations for the integrated M&E dashboard
* Contraceptive quantification estimates and forecasting models
* Recommendations for data quality improvement and program enhancement
* Summary presentations for internal stakeholders and donors
* Final technical report summarizing consultancy contributions, findings, and recommendations

**5. Duration of TA**

**Start Date:** October 2025
**End Date:** December 2025

The TA will be executed in close coordination with the Rahnuma FPAP, UNFPA, Punjab Family Planning Program’s Monitoring & Evaluation wing and relevant government counterparts.

**6. Punjab Family Planning Program Responsibilities**

* Facilitate access to data and documentation from cLMIS, MIMS, HMIS, and other systems
* Provide orientation and technical guidance on the integrated dashboard and program indicators
* Coordinate internal reviews and feedback at key stages
* Ensure timely communication with stakeholders and partners
* Provide workspace (as needed) and support for coordination with government units

**7. Required Qualifications**

* Master’s degree in Public Health, Data Science, Biostatistics, Statistics, or a related field
* Bachelor’s degree in Statistics, Data Analytics, or Data Management
* At least 5 years of experience analyzing large-scale primary health datasets
* Strong skills in SQL, R, STATA, or Python for data analysis
* Proficiency in data visualization tools (Power BI, Tableau, etc.)
* Prior experience with donor-funded programs (UNFPA, USAID, World Bank, FCDO, Gates Foundation) preferred
* Demonstrated expertise in health data systems, including LMIS, HMIS, and forecasting tools
* Excellent analytical and data storytelling skills
* Strong command of Microsoft Excel (including pivot tables, advanced formulas, data cleaning)

**8. Consultancy Fee and Payment Schedule**

The total fee for this assignment will be mutually agreed upon and paid in installments as follows:

* **33%** upon submission and approval of the first monthly analysis report (October 2025)
* **33%** upon submission of the second monthly analysis report (November 2025)
* **34%** upon submission of the final monthly analysis report and final consultancy summary (December 2025)

All payments will be made in PKR via cross cheque, subject to satisfactory completion and acceptance of deliverables.

**9. Focal Person from Punjab Family Planning Program**

**Name:** To be designated by the Punjab Family Planning Program
**Position:**
**Address:**
**Phone:**
**Email:**

**10. Focal Person from UNFPA**

**Name:**
**Position:**
**Phone:**
**Email:**

**11. Focal Person from Rahnuma FPAP**

**Name:**
**Position:**
**Phone:**
**Email:**