## **Call for Proposal**

**Hiring of 1 Consultant for Training & Supervision of Hamdard Force Volunteers as Supervisors**  
**(Based in Skardu and Ghanche)**

### ****Mode of Assignment****

Rahnuma Family Planning Association of Pakistan (Rahnuma-FPAP) invites proposals from qualified and experienced consultants to provide **technical assistance for the training and supervision of Hamdard Force volunteers**, based in **Skardu and Ghanche**, Gilgit-Baltistan.

The consultant will be responsible for **enhancing the technical capacity of Hamdard Force volunteers** to function as effective supervisors in the field of **Mental Health and Psychosocial Support (MHPSS)**. The assignment will include structured **training sessions, ongoing mentoring, telehealth supervision, and performance monitoring** to strengthen community-based psychosocial support interventions and referral mechanisms.

### ****Duration of Consultancy****

**3 Months (Mid-October – December 2025)**

### ****Scope of Work****

The consultant will be responsible for:

* Designing and conducting **capacity-building training** for Hamdard Force volunteers to perform supervisory roles within MHPSS frameworks.
* Providing **regular mentoring and supervision** through both in-person and online (telehealth) sessions.
* Guiding volunteers on **case identification, referral pathways, psychosocial support practices, and community engagement techniques**.
* Conducting **performance evaluations** and submitting periodic progress reports to Rahnuma-FPAP.
* Preparing a **final report** summarizing key achievements, challenges, and recommendations for sustainability.

### ****Requested Documents****

Interested individuals or firms must submit a **proposal package** containing the following:

1. **Cover Letter**
2. **Updated Profile / CV** of the consultant o
3. **Technical & Financial Proposal**
4. **Sample of Previous Work** (either printed or digital copy).

### ****Instructions to Applicants****

* Proposals must be submitted **through postal service only**.
* Please clearly mention **“Training & Supervision of Hamdard Force Volunteers – Skardu & Ghanche”** on the sealed envelope.
* Send proposals to:

**(Acting) Director Administration**  
Rahnuma Family Planning Association of Pakistan (Rahnuma-FPAP)  
3-A Temple Road, Lahore – 54000

**Deadline for Submission: 21st October, 2025**

**Expected Start Date: 25th October, 2025**

### ****Payment Schedule****

* **100% payment** upon successful completion of the assignment and submission of all approved deliverables.
* The Payment shall be made to the consultant through cross cheque in Pak Rupees after deduction of withholding of all taxes applied as per Law of Punjab Revenue Authority (PRA) and Federal Board of Revenue (FBR).

### ****Liaison Person at Rahnuma-FPAP****

**(Acting) Director Administration**  
Rahnuma Family Planning Association of Pakistan (Rahnuma-FPAP)  
3-A Temple Road, Lahore  
Phone: (042) 111 22 33 66, Ext. 323  
Direct Line: (042) 3636 1583  
Email: **abid@fpapak.org**