

# **PUNJAB POPULATION INNOVATION FUND**

## **CONSULTANCY SERVICES**

---

**Request for Expression of Interest for “Hiring of Firms for Evaluation Research (Baseline, Midterm and Endline) for Scale Up of Male Engagement (Call-I in 3 Districts) and (Call-II in 5 Districts) of Punjab in Family Planning Project”**

---

**May, 2024**



**Application Submission Date: 11:00 AM on 29 May, 2024**

**125 Abu-Bakar Block, New Garden Town, Lahore**

**T: +92-42-99231190-92**

**F: +92-42-99231123**

**Contents**

<b>1-PPIF INTRODUCTION</b>	<b>3</b>
<b>2-BACKGROUND</b>	<b>3</b>
<b>3-INSTRUCTIONS TO APPLICANTS</b>	<b>3</b>
<b>4-CONDITIONS FOR ELIGIBILITY</b>	<b>4</b>
<b>5-TERMS OF REFERENCE</b>	<b>5</b>
<b>6-TYPE</b>	<b>OF CONTRACT</b>
	<b>Er</b>
ror! Bookmark not defined.	
<b>7-DECLARATION</b>	<b>11</b>
<b>8-SUBMISSION OF PREQUALIFICATION PROPOSAL</b>	<b>11</b>
<b>9-ONE PERSON ONE BID</b>	<b>11</b>
ANNEX-A - ORGANIZATIONAL PROFILE	13
ANNEX – B – ELIGIBILITY RESPONSE CHECKLIST	14
ANNEX – C - EXPERIENCE PROFILE	15
ANNEX D - IMPLEMENTATION TEAM	17

## 1- PPIF INTRODUCTION

Punjab Population Innovation Fund (PPIF) is a not for profit, public sector company set up by the Government of Punjab and incorporated under Section 42 of the Companies Ordinance 1984. It aims to support the Punjab Growth Strategy 2018's objective of reducing fertility to couples' desired levels by supporting projects to seed and mainstream innovative approaches.

## 2- BACKGROUND

Punjab Population Innovation Fund is a not-for-profit, public sector Company, registered under Section 42 of the Companies Ordinance, 1984. The PPIF has been established to finance innovative approaches to delivery of family planning services with a view to achieving the Punjab Growth Strategy's objective of reducing fertility to couples' desired levels. The fund spearheads locally responsive, scalable and sustainable family planning and reproductive health initiatives. PPIF-enabled interventions would play a critical role in accelerating Fertility Decline by increasing Contraceptive Prevalence in Punjab, a province which houses half of the national population of women with unmet need for contraception.

International agreements and declarations (ICPD 1994) have long recognized the positive role of men in Family Planning (FP) and Reproductive Health (RH) and have emphasized that 'special efforts should be made to emphasize men's shared responsibility and promote their active involvement in responsible parenthood, sexual and reproductive behavior, including family planning'.<sup>1</sup>

While the number of couples preferring smaller families is increasing, men and women still have varying fertility preferences in Punjab. Men in Pakistan have had more say in household decision making around family size, contraception, and use of health services.<sup>2</sup> This has created various barriers for women in accessing family planning services. Insights from male engagement programs, catalogued by Population Council, shows that engaging men as contraceptive users, supportive partners and agents of change can improve their ability to communicate with their partners in FP use, better health outcomes for couples and thus accelerate Punjab's Sustainable Development Goals (SDG).<sup>3</sup>

## 3- INSTRUCTIONS TO APPLICANTS

This document contains all information pertinent to our solicitation, and must govern the preparation and submission of prequalification applications. Proposals must be submitted by the deadline, completed on the formats provided by Punjab Population Innovation Fund (PPIF), with supporting documents, according to the guidelines given in the document. The proposals will be evaluated by an

---

<sup>1</sup> United Nations, "Framework of Actions for the Follow-Up to the Programme of Action of the International Conference on Population and Development Beyond 2014 Report of the Secretary-General," (2014), accessed at [www.unfpa.org/sites/default/files/pubpdf/ICPD\\_beyond2014\\_EN.pdf](http://www.unfpa.org/sites/default/files/pubpdf/ICPD_beyond2014_EN.pdf).

<sup>2</sup> Kamran, Iram, Zeba Tasneem, Tahira Parveen, and Rehan Niazi. 2015. "Family Planning through the Lens of Men: Readiness, Preferences, and Challenges," Policy Paper. Washington, DC: Population Council, The Evidence Project

<sup>3</sup> Kamran, I., Khan, M. and Tasneem, Z. 2013. Involving Men in Reproductive and Fertility Issues: Insights from Punjab. Population Council, Islamabad.

Evaluation Committee nominated by PPIF. The selection will be based on experience, past performance, appropriate managerial capabilities, competence and financial stability of the firms.

The selection of firms/companies will base on Prequalification process of PPRA Rule – 16 & 17. PPIF will adopt single stage two envelopes bidding procedure as laid down in Punjab Procurement Regulatory Authority (PPRA) Rule # 38.

The proposal shall be a single envelope, containing prequalification proposal. The envelope shall be marked as “Prequalification Proposal for Endline Survey”. PPIF engaging in prequalification is announcing, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by bidding firms to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification. PPIF is providing a set of prequalification documents to bidding firms.

The PPIF shall evaluate the proposal in the manner prescribed in the document. During the evaluation no amendments in the prequalification proposal shall be permitted. After prequalification, only the prequalified firms shall be entitled to participate in the subsequent procurement proceedings. PPIF, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a monitoring firms, whether or not prequalified, may require the firms to provide such further information concerning the professional, technical, financial, legal or managerial competence as PPIF may decide.

PPIF shall disqualify the bidding firms on the ground that he had provided false, fabricated or materially incorrect information.

#### **4- CONDITIONS FOR ELIGIBILITY**

Firms require the following attachments to be submitted alongside your application form.

- i. Must be registered for having legal status (copy of registration or incorporation or partnership deed /certificate required).
- ii. Must be an active taxpayer (Tax returns for the previous year required)
- iii. Must have National Tax Number (NTN) and Punjab Sales Tax on Services (PST) (copies required)
- iv. Must provide a signed affidavit on legal stamp paper attesting to the fact that:
  - a. The organization has not been blacklisted by any government department, agency or any donor agency.
  - b. That neither is the organization nor any of its employees or officers are engaged in any activity that amounts to breach of security or any activity inconsistent with Pakistan’s national interests, or contrary to Government Policy.
  - c. That the organization is not involved in any money laundering, terrorist financing, weapon smuggling, anti-state activities or has or maintains links with proscribed individuals or organizations.
- v. Must have a minimum of PKR 20 Million of annual turnover as per last audit report (not for ICAP registered auditing firms) or as per last filed income tax returns (for ICAP registered auditing firms only).

## 5- TERMS OF REFERENCE

### **Pilot Intervention**

PPIF piloted Male Engagement Cycle in Districts RY Khan, Muzaffargarh, Multan, Bahawalpur, Lahore, Gujranwala, Rawalpindi and Faisalabad. PPIF has reached 158,160 MWRA with FP information, 31,584 New Users were generated and 74,193 availed FP services. A multi-pronged approach of globally proven and promising innovative FP practices was implemented locally to generate evidence for an accelerated FP uptake by engaging both men and women. In this regard, men and women were reached by increasing information channels through community workers and telehealth and also provided with FP services through a network that includes previously untapped Male GPs, Hakims, Homoeopaths and Pharmacies with referral linkages to female health service providers.

Through these interventions, 13.5% increase in CPR in District Faisalabad and Bahawalpur, 19.1% in Multan and 7.4% in workplaces and 16.1% in communities. 38% increase in Knowledge of FP methods among men.

### **Geographic Location:**

Districts of Punjab.

**Cycle I:** Districts: Mandi Bahauddin, Hafizabad, Narowal

**Cycle II:** Districts: Lahore, Sialkot, Faisalabad, Gujranwala and Gujrat

### **Scale-Up of Integration of male health workers and service providers in FP ecosystem:**

Places which men find as reliable sources for health information and services such as male GPs, hakims and homeopaths and pharmacies seem a natural fit to sensitize them about other related issues such as FP. According to landscape analysis of FP situation in Pakistan, dispensers, hakeems, and homeopaths, mainly male providers, are present in large numbers but are not currently utilized for FP so there is a huge potential for expansion in increasing their role in FP service provision. Given the high unmet need and limited role of private sector in the current landscape of FP service provision, there is a potential for enabling the untapped private sector to play a more significant role. PPIF intends to scale up this model in seven (07) Districts of Punjab. It is expected that through this model 300,000 MWRA will be reached with FP information.

## **Objective**

The proposed research assignment would include sampling, data collection through structured interviews to be conducted with males in seven (07) districts of Punjab. Cluster randomization will be used to conduct the evaluation. Clusters will be selected during the baseline survey in three districts and PPIF will introduce the interventions in the “control” clusters only after the baseline. The End evaluation of the intervention after one year of implementation will be a re-interview of the same men creating a panel data set. Service providers surveys will be conducted during the baseline and end line phases. Quantitative and qualitative data analysis and report development will be included as major components of the assignment.

Keeping in view the above, PPIF invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services to implement the evaluation research in three districts of Pakistan. This research will cover the baseline, process and end line evaluations in the three intervention districts of Punjab province.

Interested Consultant Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

## **Scope of Work**

- Male FP champions for community mobilization at GP Clinics & workplaces
- Female FP Champion for sensitization of MWRAs on HTSP
- Male GPs for couple counselling and service provision to couples.
- Quality assured network of female service providers for provision of FP services to MWRAs.
- Hakims and Homeopaths for counselling and referral.
- Pharmacies for contraceptives and referrals.
- Men as agents of change
- M-health: Robo calls and FP messages

**Evaluation Criteria**

Firm consultants shall be evaluated on the basis of following criteria:

<b>Evaluation Criteria</b>		
<b>Criteria</b>	<b>Benchmarks</b>	<b>Allocated Points</b>
<b>1. General Experience</b>	<p>The firm must have at least 08 years of overall experience of designing and conducting the baseline/end line HH surveys, situational analysis, and needs assessment studies regarding family planning, community financial incentives/voucher schemes, integrated poverty alleviation and community development programming. Moreover, Firm must have strong track record in qualitative and quantitative research especially in low performing districts/areas of Punjab. Strong understanding of the context and situation regarding family planning, health systems, poverty, social and financial incentives to promote FP/health practices; related issues and dynamics, especially in the Punjab province. Strong understanding of the context and situation of family planning related knowledge, attitude and practices in the communities and policy agenda of poverty alleviation and social protection net. Understanding/knowledge of rural economy, local context, and multi sectorial development.</p> <p><i>Project/Assignment provided must be supported with the completion certificate / letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency/executing agency of that particular project.</i></p>	10
<b>2. Social Development Research.</b>	<p>Already conducted similar assignments research (Family Planning and Reproductive Health etc.) that can be verified through references from previous clients and final outputs.</p> <p>1-2 completed projects.....05 marks                      3-5 completed projects.....10 marks                      6-7 completed projects.....15 marks                      8 &amp; above projects.....20 marks</p> <p><i>Project/Assignment provided must be supported with the completion certificate / letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency / executing agency of that particular project.</i></p>	20

<p><b>3. Specific experience</b></p>	<p>The firm have specific experience with specific experience on assessing Male engagements and Insurance program to improve indicators</p> <p>1-2 completed projects.....10 marks</p> <p>3-5 completed projects.....15 marks</p> <p>8 &amp; above projects .....20 marks</p> <p><i>Project/Assignment provided must be supported with the completion certificate / letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency/executing agency of that particular project.</i></p>	<p>20</p>												
<p><b>4. Key Personnel</b></p>	<p>The firm should have a competent team consisting of qualified personnel and having multi-disciplinary Knowledge. The consultant team shall include a Research Expert, Family Planning Expert and Field Data Collection team.</p> <p>Provide key staff details/profiles (Qualification, overall experience, relevant experience, relevant skills) of those people who would be directly associated with the assignment. Firm must provide organogram of the organization.</p> <table border="1" data-bbox="443 1115 1200 1960"> <thead> <tr> <th data-bbox="443 1115 536 1182">Sr. #</th> <th data-bbox="536 1115 1086 1182">Key Personnel</th> <th data-bbox="1086 1115 1200 1182">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1182 536 1585">1</td> <td data-bbox="536 1182 1086 1585"> <p><b>Research Experts</b></p> <p><b>Qualification:</b> MBBS / MPH/ Statistics / Economics/ Public Policy/ epidemiology/ bio statistics/ Public health/ or research related fields from HEC recognized university or or equivalent.</p> <p><b>Experience:</b> Min 10 years of experience in the relevant field</p> </td> <td data-bbox="1086 1182 1200 1585">10</td> </tr> <tr> <td data-bbox="443 1585 536 1899">2</td> <td data-bbox="536 1585 1086 1899"> <p><b>Family Planning Expert</b></p> <p><b>Qualification:</b> MBSS/MS/M.Phil. in Health Sciences from HEC recognized university or equivalent.</p> <p><b>Experience:</b> Min 10 years of experience in the relevant field</p> </td> <td data-bbox="1086 1585 1200 1899">10</td> </tr> <tr> <td data-bbox="443 1899 536 1960">3</td> <td data-bbox="536 1899 1086 1960"> <p><b>Field Data Collection Team (2)</b></p> </td> <td data-bbox="1086 1899 1200 1960">10</td> </tr> </tbody> </table>	Sr. #	Key Personnel	Marks	1	<p><b>Research Experts</b></p> <p><b>Qualification:</b> MBBS / MPH/ Statistics / Economics/ Public Policy/ epidemiology/ bio statistics/ Public health/ or research related fields from HEC recognized university or or equivalent.</p> <p><b>Experience:</b> Min 10 years of experience in the relevant field</p>	10	2	<p><b>Family Planning Expert</b></p> <p><b>Qualification:</b> MBSS/MS/M.Phil. in Health Sciences from HEC recognized university or equivalent.</p> <p><b>Experience:</b> Min 10 years of experience in the relevant field</p>	10	3	<p><b>Field Data Collection Team (2)</b></p>	10	<p>30</p>
Sr. #	Key Personnel	Marks												
1	<p><b>Research Experts</b></p> <p><b>Qualification:</b> MBBS / MPH/ Statistics / Economics/ Public Policy/ epidemiology/ bio statistics/ Public health/ or research related fields from HEC recognized university or or equivalent.</p> <p><b>Experience:</b> Min 10 years of experience in the relevant field</p>	10												
2	<p><b>Family Planning Expert</b></p> <p><b>Qualification:</b> MBSS/MS/M.Phil. in Health Sciences from HEC recognized university or equivalent.</p> <p><b>Experience:</b> Min 10 years of experience in the relevant field</p>	10												
3	<p><b>Field Data Collection Team (2)</b></p>	10												



	<p><b>Qualification:</b> Bachelor in Social Sciences from HEC recognized university or equivalent.</p> <p><b>Experience:</b> Min 2 years of experience in the relevant field</p> <p><i>5 marks for each team (each team comprises of five person, “one supervisor and for team members”).</i></p>	
<p><i>30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table. One resource can only apply in one sub-sector with single firm.</i></p>		
<p><b>5. Work Volume in Monetary terms</b></p>	<p>Annual turnover</p>	<p>20</p>
	<p>&gt; 50 M but up to 60 M.....10</p> <p>&gt; 60 M but up to 70 M.....13</p> <p>&gt; 70 M but up to 80 M.....15</p> <p>&gt; 80 M .....20</p> <p><i>Annual Turnover under financial capacity should be supported by Authenticated Audit Financial Statements. Annual turnover shall be calculated from the Average annual turnover of last 03 financial years.</i></p>	
<p><b>Note:</b> Minimum qualification marks are 65. Absence of any required document will lead to zero marks in that specific area.</p>		

**Note:** Provide relevant documents or evidences against each category of shortlisting or Annexure or Form in order to get the maximum score. Absence of any documentary evidence will lead to the zero score in the respective category of marks. Fill required forms with supporting copies of proof/evidence. Minimum qualifying marks are 65.

**Guidelines**

- a) Firm must not be providing any assistance to any other person/entity in conflict with 'PPIF' to avoid any sort of conflict of interest.
- b) Only short-listed firms fulfilling the eligibility and technical criteria will be considered for Request for Proposal (RFP).
- c) The shortlist firms may be called for bidders meeting and Call for Request for Proposal (RFP) documents will be handed over to submit RFP and Financial Proposals.
- d) All documents received by PPIF from applicants will be treated in strict confidence.
- e) Documents submitted to PPIF will not be returned.
- f) All expenses related to participation in this tender document shall be borne by the applicants.
- g) Documents shall be submitted in separate sealed envelopes marked as "Pre-qualification of Firms for Family Planning Projects" as hard copy in a sealed envelope. The envelope containing hard copy of prequalification proposal shall be received on the postal address given below.
- h) Proposals received after due date will not be accepted.
- i) PPIF reserves the right to request clarification of proposals from applicants in order to clarify/further understand aspects of technical proposal, if required.
- j) PPIF reserves the right to verify any information provided by the applicants.
- k) The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
- l) Questions about this prequalification document can be made only in writing: a letter or an e-mail and must be asked by or before 25-05-2024. For any other related information please contact the undersigned.

Associate Procurement  
Punjab Population Innovation Fund  
125 Abu Bakar Block, New Garden Town, Lahore  
E-mail: [shoaib.manzoor@ppif.org.pk](mailto:shoaib.manzoor@ppif.org.pk)  
T: +92-42-99201190-92, F: +92-42-99231123

## 6- DECLARATION

Kindly provide the declaration as per format provided below at the end of proposal.

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

## 7- SUBMISSION OF PREQUALIFICATION PROPOSAL

Complete proposal containing technical details; all required information and documentary evidences may be submitted before 11:00 AM on **29 May, 2024** and will be opened at 11:30 AM on same day in presence of bidder who want to attend proposal opening. The proposal should be submitted in sealed envelope clearly mentioned ***“Request for Expression of Interest for “Hiring of Firms for Evaluation Research (Baseline, Midtern and Endline) for Scale Up of Male Engagement in (Call-I in 3 districts) and (Call-II in 5 districts) of Punjab Family Planning Project”***.

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure. And also sign the declaration form at the end of document and attach with your other documents.

## 8- ONE PERSON ONE APPLICATION

As per PPRA Rule 36(A)

- (1) In any procurement, one person may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids.
- (2) If a consortium of persons has submitted a bid in any procurement, it shall be construed that each member of the consortium submitted the bid.

**Cover Letter for the Submission of Prequalification Application**

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned above]

**Re:** Application in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your prequalification dated [Insert Date of prequalification advertised]. We hereby submit our application including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

**Important Note:** The competent authority may reject all proposals at any time prior to the acceptance of a bid or proposal. PPIF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

**ANNEX-A - ORGANIZATIONAL PROFILE**

Required Information	Response																
Legal Name of Organization																	
Year of Registration / Establishment of the Organization																	
<p>Is your organization a Private Sector entity, Not-for-Profit Organization or a University? Put cross in the relevant box</p> <table border="1" data-bbox="699 566 1453 1267"> <tr> <td data-bbox="699 566 772 719"><input type="checkbox"/></td> <td data-bbox="772 566 1453 719">Section 42 Company</td> </tr> <tr> <td data-bbox="699 719 772 797"><input type="checkbox"/></td> <td data-bbox="772 719 1453 797">Private Ltd. Company</td> </tr> <tr> <td data-bbox="699 797 772 875"><input type="checkbox"/></td> <td data-bbox="772 797 1453 875">Sole Proprietor</td> </tr> <tr> <td data-bbox="699 875 772 954"><input type="checkbox"/></td> <td data-bbox="772 875 1453 954">Partnership</td> </tr> <tr> <td data-bbox="699 954 772 1077"><input type="checkbox"/></td> <td data-bbox="772 954 1453 1077">Organization registered under Voluntary Social Welfare Agencies (Registration and Control) Ordinance 1961</td> </tr> <tr> <td data-bbox="699 1077 772 1155"><input type="checkbox"/></td> <td data-bbox="772 1077 1453 1155">Organization registered as Joint Stock Company under the Societies Registration Act 1860</td> </tr> <tr> <td data-bbox="699 1155 772 1267"><input type="checkbox"/></td> <td data-bbox="772 1155 1453 1267">Organization registered under The Trusts Act (II of 1882)</td> </tr> <tr> <td data-bbox="699 1267 772 1323"><input type="checkbox"/></td> <td data-bbox="772 1267 1453 1323">Others (please specify)</td> </tr> </table> <p>What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)</p>	<input type="checkbox"/>	Section 42 Company	<input type="checkbox"/>	Private Ltd. Company	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Organization registered under Voluntary Social Welfare Agencies (Registration and Control) Ordinance 1961	<input type="checkbox"/>	Organization registered as Joint Stock Company under the Societies Registration Act 1860	<input type="checkbox"/>	Organization registered under The Trusts Act (II of 1882)	<input type="checkbox"/>	Others (please specify)	
<input type="checkbox"/>	Section 42 Company																
<input type="checkbox"/>	Private Ltd. Company																
<input type="checkbox"/>	Sole Proprietor																
<input type="checkbox"/>	Partnership																
<input type="checkbox"/>	Organization registered under Voluntary Social Welfare Agencies (Registration and Control) Ordinance 1961																
<input type="checkbox"/>	Organization registered as Joint Stock Company under the Societies Registration Act 1860																
<input type="checkbox"/>	Organization registered under The Trusts Act (II of 1882)																
<input type="checkbox"/>	Others (please specify)																
Name of Head of Organization																	
Designation																	
Email																	
Phone & mobile numbers																	
Postal address of Organization																	
Phone																	
Email																	
Website																	
Name of contact person*																	
Designation																	
Phone & mobile numbers																	
Email																	
In case of Joint Venture / Partnership or Consortium, please provide additional details as relevant.																	

**ANNEX – B – ELIGIBILITY RESPONSE CHECKLIST**

<b>Eligibility Response Checklist</b>			
<b>Sr. No.</b>	<b>Necessary Eligibility Information</b>	<b>Response/Elaboration</b>	
1	Must be registered for having legal status (copy of registration or incorporation or partnership deed /certificate required).		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
2	Mention National Tax Number (NTN) and Punjab Tax Number (PST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		Punjab Sales Tax Number (PST)	
3	Regular tax payer Attach copies of tax returns of last year		Copies Attached
			Copies Not Attached
4	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution. That neither is the organization nor any of its employees or officers are engaged in any activity that amounts to breach of security or any activity inconsistent with Pakistan’s national interests, or contrary to Government Policy. That the organization is not involved in any money laundering, terrorist financing, weapon smuggling, anti-state activities or has or maintains links with proscribed individuals or organizations (MUST attach an undertaking on stamp paper by your firm’s authorised person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
5	Must have financial audit carried out by an ICAP registered firm for the last year.		Copies Attached
			Copies Not Attached

**ANNEX – C - EXPERIENCE PROFILE**

1. To determine the applicant’s suitability for this project, PPIF requires information regarding *relevant* current or prior assignments conducted by the applicant. Use this form to provide details of your experience. Please note that this section will be scored based on your description of a maximum of *baseline/endline / relevant researches* (which can be independently verified) and will demonstrate relevant local and international experience similar to the scope of work mentioned in the ToR.

*Replicate the table for all baseline / relevant researches*

Project title
Client, name and designation of contact person, office address and telephone number
Country and location
If any of these reports were prepared under a sub-contractual arrangement, provide names and contact information of references from the contracting entity.
Value of the agreement (in PKR or original currency of agreement):
Project description
Duration of the assignment (months)
Start date (month/year) and Completion date (month/year)
Size and description of sample (if applicable)
Methodology and tools used
Total number of staff-months (by your firm) on the assignment:

PUNJAB POPULATION INNOVATION FUND

---

Name of associated consultants (if any)
Outcomes of the research / baseline / end line (please elaborate on ways in which this information was assessed, used and/or quoted).
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader)
Description of actual services provided by your staff within the assignment



**ANNEX D - IMPLEMENTATION TEAM**

PPIF expects that the applicants have adequately qualified and competent personnel available to carry out the tasks required for effective implementation of the given task. Please provide separate plan for each project’s Research.

*Note: The applicants will not be allowed to change the proposed key staff except by the approval of PPIF.*

<p>1. Describe how you will organise and structure the team working on this task. Provide detailed resource plan linked with the workplan and the number of hours/days allocated to each project team member during the various phases of the project.</p> <p>2. Indicate relevant qualifications and experience of the project team related to the task requirements defined in the ToR.</p>
<p><b>Required Staff:</b></p> <p><b>1: Research Expert One Personnel</b></p> <p><b>2: Family Planning Expert One Personnel</b></p> <p><b>3: Field Data Collection Team Two Personnel</b></p>

<p>3. Provide information regarding individual key project team members who will be responsible for activities needed to be carried out for this assignment. Make sure the CV of the Technical lead of the study is also attached.</p>						
Serial no.	Name of Staff	CNIC No. /Passport No.	Qualifications and Experience	Area of Expertise	Position Assigned	Task Assigned

**CURRICULUM  
VITAE (CV)**

1. **Name of Personnel:** \_\_\_\_\_
2. **Current Position in the Firm :** \_\_\_\_\_
3. **Date of Birth:** \_\_\_\_\_
4. **Nationality:** \_\_\_\_\_
5. **CNIC No (if Pakistani):** \_\_\_\_\_ **or Passport No:** \_\_\_\_\_
6. **Mobile No.** \_\_\_\_\_
7. **Email Address:** \_\_\_\_\_
8. **Home Address:** \_\_\_\_\_
9. **Education :**

<b>Degree</b>	<b>Major/Minor</b>	<b>Institution</b>	<b>Date (MM/YYYY)</b>