

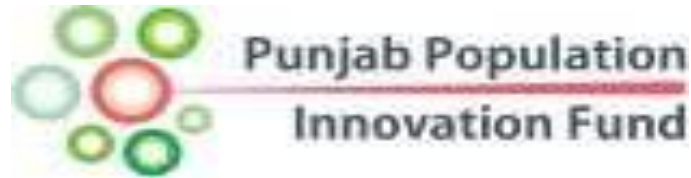
PUNJAB POPULATION INNOVATION FUND

CONSULTANCY SERVICES

“Expression of Interest for Evaluation Research (Baseline) for Punjab Family Planning program- WORLD BANK FUNDED”

Scale up of E-voucher model for BISP Beneficiaries in various districts of Punjab.

June, 2024



Submission Date for Sealed Bids: 26th June, 2024 (11:00 AM)

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REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

Assignment Title: Baseline study Scale up of Innovative Model for FP Service Delivery for the Poor (BISP Households) in District of Punjab

Background

Globally, unwanted fertility is more common among poor and less educated women compared to their wealthier and educated counterparts. Evidence suggests that the total Fertility Rate increases with decreasing wealth quintile. Fertility for the lowest wealth quintile is 4.9 births per woman as compared to 2.8 for the highest in Punjab. Family planning promotion is unique among health interventions in the breadth of its potential benefits: reduction of poverty, lower maternal and child mortality, empowerment of women, reduced burden of unintended pregnancies, and enhanced environmental sustainability by stabilizing trends in population growth rates. However, socioeconomic, demographic, and geographic disparities in contraceptive use and access remain wide between and within countries, with significant implications for unequal attainment of reproductive health rights. To combat inequities in access to health services, vouchers have emerged as a strategy for both demand- and supply-side financing as part of reproductive health interventions, including family planning. Voucher programs can be effective in subsidizing contraceptive products and services, and targeting subsidies to beneficiaries who, in their absence, would have a lower probability of service access and use.

PILOT PROGRAM

In 2018, PPIF entered into a tripartite agreement with BISP to reach the poorest of the poor with FP services and Population Council as the research partner. This pilot was tested in District Rahim Yar Khan through which free FP services and commodities along with the transportation cost were provided to eligible Married Women of Reproductive Age among BISP beneficiaries through electronic FP vouchers. 4670 Mother Ambassadors, 6 Social Mobilizers, 48 FP Champions and 80 LHWs were trained to provide doorstep FP information and refer MWRAs for FP services. Additionally, referral mechanism established with 20 public providers especially for permanent methods. Quality assured network of private providers developed.

PROJECT RESULTS

- Despite the challenges posed by COVID-19, project managed to mitigate cost and information related barriers by reaching 92,670 eligible MWRAs among BISP beneficiaries with FP information and among them 24,630 availed FP services through electronic FP voucher.
- 9.9% CPR was increased among the target beneficiaries in the intervention areas.
- The Voucher Scheme has addressed affordability and accessibility issues of FP services among BISP beneficiaries.
- Digital technology through the mobile app proved to enhance effectiveness at the service provider and the client level and ensured transparency of cost reimbursements.

SCALE UP PHASE II

Marginalized communities especially the Poor has the highest unmet need for FP services. There are approximately 1.4 million eligible MWRAs among the 2.07 million active BISP beneficiaries in Punjab. Based on proof of concept and learnings from pilot intervention, there is great potential to scale-up the e-Voucher model to reach the eligible MWRAs among BISP beneficiaries for improved uptake of FP services by overcoming accessibility and affordability barriers among the poor and marginalized communities. The World Bank plays a significant role in supporting family planning initiatives worldwide, therefore, PPIF with the funding support of world bank is scaling up the e-voucher model for BISP Beneficiaries in Districts of Punjab under “The Punjab Family Planning Program by the World Bank”. In order to emphasize on reaching young MWRAs registered among BISP beneficiaries the updated data

from BISP will be acquired and provided with FP services through vouchers and additionally, the young MWRAs in the BISP household will be served through the Private Provider Network at subsidized rates.

Evaluation Research

The proposed research assignment would include sampling, data collection through structured interviews to be conducted with BISP beneficiaries in districts of Punjab. Cluster randomization will be used to conduct the evaluation. Clusters will be selected during the baseline survey in 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 women 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 districts of Pakistan. This research will cover the baseline, process and end line evaluations in the 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.

Geographic Location:

The model will be initially implemented in a minimum of 14 districts of Punjab as following:

Sr. No	Districts	Sr. No	Districts
1	LAHORE	11	BHAKKAR
2	MULTAN	12	SHEIKHUPURA
3	BAHAWALPUR	13	BAHAWALNAGAR
4	JHANG	14	LODHRAN
5	SARGODHA		
6	KASUR		
7	KHANEWAL		
8	FAISALABAD		
9	OKARA		
10	VEHARI		

Estimated Cost

The estimated cost for project in the 14 specified districts is PKR 56 Million (Inclusive of all taxes & Costs).

1- Conditions for Eligibility

Prequalification application requires the following attachments to be submitted alongside your application form.

- i. Must be registered for having legal status.

- ii. Must be an active taxpayer in country of origin (Tax returns for the previous year required)
- iii. Should have financial audit carried out by an ICAP registered firm for the last year or the bidder should be itself an ICAP registered auditing firm.
- iv. Should be filer of tax returns.
- v. NTN/FTN Registration and PRA registration
- vi. Affidavit on stamp paper mentioning below three points:
 - i. Must not have been suspended or blacklisted by any Government, semi-Government, autonomous or any financial institution of Pakistan.
 - ii. That neither the organization nor any of its employee or officer 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.
 - iii. Under AML/CFT that the organization/any of its vendor/sub-contractor is not involved in any money laundering, terrorist financing, weapon smuggling, anti-state activities or has or maintains links with proscribed individuals or organizations. (Original affidavit on stamp paper required)

Failure to comply with mandatory criteria will result to disqualification

Other Criteria:

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

Evaluation Criteria			
Criteria	Benchmarks	Allocated Points	No. of pages
1. Overall & Relevant Experience	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 and social protection net. Understanding/knowledge of rural economy, local context, and multi sectorial development	15	05
	8-10 years.....10 marks		
	11-12 years.....12 marks One for each extra year (maximum 15 marks)		
2. Relevant Assignments	Already conducted similar assignments (family Planning and Reproductive Health) that can be	20	03

	verified through references from previous clients and final outputs. 1-2 completed projects.....05 marks 3-5 completed projects.....10 marks 6-7 completed projects.....15 marks 8 & above projects.....20 marks		
3. Specific experience	The firm have specific experience with specific experience on Cash grants to improve indicators (Voucher scheme) 1-2 completed projects.....10 marks 3-5 completed projects.....15 marks 8 & above projects20 marks	20	02
4. Associated Human Resources (the scoring out of 100 will be weightage for the 25 marks)	The firm should have a competent team consisting of qualified personnel and having multi-disciplinary Knowledge. The consultant team shall include a Program Management Expert, Research Specialist (FP, MNCH, Financial, Community research), Financial Expert/Economist, Public Health Specialist, Statistical Data Analyst, along with experts in field research work. 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. Reproductive Health / Team Lead Presence of qualified personnel with appropriate educational backgrounds and certifications in reproductive health-related fields (e.g., medicine, nursing, public health)	25	04
4.1 Technical staff and Experience		Total Points	100
a)	Reproductive Health /Program management Expert i. Presence of qualified personnel with appropriate educational backgrounds and certifications in reproductive health-related fields (e.g., medicine, nursing, public health) (10 marks) ii. Expertise in specific areas such as family planning, maternal health, STI prevention, and adolescent reproductive health. (10 marks) iii. Training programs for staff members to enhance their knowledge, skills, and competencies in reproductive health. Report of recent capacity building training (10 marks)	30	
b)	Monitoring & Evaluation/ Research Expert i. M & E organizational policy. (10 marks) ii. Expertise in various M&E methodologies relevant to reproductive health (reference copy of any previous project) (5 marks)	20	

	iii. Expertise in conducting evaluations and impact assessments in reproductive health especially IT Based. (reference copy of any previous project) (5 marks)		
c)	Quality Assurance i. Quality Assurance organizational policy/Procedures (05) ii. Professional qualified and expert in specific areas such as family planning. (10 marks)	15	
d)	Finance & Admin i. Finance & Admin organizational policy (10 marks) ii. Last 3 years financial audit reports (5 mars)	15	
e)	Data Analyst i. Presence of qualified personnel with appropriate educational backgrounds and certifications in data analysis (e.g., Statistics, Economics, Mathematics, Bio-statistics, public health) (5) ii. At least 3 years of experience in data analysis (5)	10	
g)	Field Supervisor / Data Collector i. Program management policy (5 marks) Current qualified and expert staff in Reproductive Health and Family planning ii. 1 to 3 employees (02 mark) iii. More than 3 employees (05 marks)	10	
	Total A2	100	
5. Work Volume in Monetary terms	Annual turnover	20	
As per ICAP registered audited accounts or ICAP registered auditing firm	> 50 M but up to 60 M.....10 > 60 M but up to 70 M.....13 > 70 M but up to 80 M.....15 > 80 M20		

Note: At least 50% Score in each section is mandatory.

Form A - Organizational Profile

Required Information	Response
Legal Name of Organization	
Year of Registration / Establishment of the Organization	
Is your organization a Private Sector entity, Not-for-Profit Organization or a University? Put cross in the relevant box	<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
What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	<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.	

<p>1. To determine the applicant’s suitability for this project, PPIF requires information regarding <i>relevant</i> 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 <i>baseline/endline / relevant researches</i> (which can be independently verified) and will demonstrate relevant local and international experience similar to the scope of work mentioned in the ToR.</p> <p style="text-align: right;"><i>Replicate the table for all baseline / relevant researches</i></p>
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:
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

Form C - 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 baseline.

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

1. Describe how you will organise and structure the team working on this task.
Provide detailed resource plan linked with the work plan and the number of hours/days allocated to each project team member during the various phases of the project.

2. Indicate relevant qualifications and experience of the project team related to the task requirements defined in the ToR.

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.

Serial no.	Name of Staff	CNIC No. /Passport No.	Qualifications and Experience	Area of Expertise	Position Assigned	Task Assigned

Form D: For JVs Only

JV will submit general form A as well as fill out the following form as well.

	Lead Firm	Partner Firm	Total
2. Relevant Assignments 1-2 completed projects 3-5 completed projects 6-7 completed projects 8 & above projects	i.e (no of projects completed by lead firm)	i.e (no of projects completed by Partner firm)	
4. Specific experience 1-2 completed projects.....10 marks			

3-5 completed projects.....15 marks			
8 & above projects20 marks			
5. Work Volume in Monetary terms As per ICAP registered audited accounts or ICAP registered auditing firm			
> 50 M but up to 60 M.....10			
> 60 M but up to 70 M.....13			
> 70 M but up to 80 M.....15			
> 80 M20			

Note:

1. **For JV between local firms/companies, eligibility criteria must be fulfilled by the lead as well as partner firms separately.** However, in case of a JV firm outside Pakistan, then eligibility criteria must be fulfilled by the Lead Firm and the JV (international firm) registration with relevant professional body and exchange commission will be required of their country of origin.

2. For evaluation, lead and JV firms experience, profile, HR and financial will be evaluated collectively. Like if Lead firm has 3 relevant project and other firm has 2 relevant project then score will be provided based upon 5 relevant assignments. Similar practice will be applied for other criteria (General assignment, financial, firm profile etc.)

One of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners. A copy of the agreement entered into by the joint venture partners shall be submitted stating the conditions under which it will function, its period of duration not less than for period of contract award, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer.

3. Assignments mentioned under general assignments should not be repeated under relevant assignments. Similarly, assignments mentioned under relevant assignments shall not be considered for general assignments.

2- TERMS OF REFERENCE

- 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 baseline, mid term and end line” as hard copy in a sealed envelope. The envelope containing hard copy of prequalification proposal shall be received on the postal address given below. **Application submitted via online/email will not be considered.**
- 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 **COB 20th June, 2024**. For any other related information please contact the undersigned.

3- SUBMISSION OF PREQUALIFICATION PROPOSAL

Complete proposal containing technical details; all required information and documentary evidences may be submitted (**hard copy only**) before 11:00 AM on **26th June, 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 “Prequalification of Firms for Family Planning Projects”.

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.

4- ONE PERSON ONE BID

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.

The firm(s) who would qualify the above criteria would be considered for next step i.e. Shortlisted firm(s) will be invited to submit the technical and financial proposal for the assignment after issuance of RFP.

It is required that consultants provide professional, objective, and impartial advice and at all times hold the client's interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the Borrower.

A Consultant will be selected by adopting "Selection Based on Quality and Cost Based Selection (QCBS)" method in accordance with the procedures set out in PPRA Rules 2014.

Interested firms may obtain further information with regard to preparing the Expression of Interest (EoI) at the address given below or via email address ["shoaib.manzoor@ppif.org.pk"](mailto:shoaib.manzoor@ppif.org.pk) during office hours (0900-1700 hours) from Monday through Friday.

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