



Request For Prequalification of Firms For Third Party Filed Monitoring for Family Planning Services

(Prequalification Document)

May, 2020

Proposal Submission Date: 11:00 AM on 11th June, 2020 (Thursday)

PUNJAB POPULATION INNOVATION FUND

Contents

1- PPIF Introduction.....	3
2- Background.....	3
a) Competencies and experience.....	3
b) Inception meeting and finalisation of workplan.....	4
c) Ownership and Disclosure of Data/Information.....	4
d) Conflict of Interest.....	4
3- Instructions to Applicants.....	5
4- Conditions for Eligibility.....	5
5- Terms of Reference and Scope of Work.....	6
6- General Guidelines.....	6
5- Prequalification evaluation criteria.....	7
6- Type of Contract.....	7
7- Declaration.....	7
8- Submission of Prequalification Proposal.....	8
Annex-A- Organizational Profile.....	10
Annexure B - Technical Evaluation Criteria.....	11
Form A - Experience Profile.....	12
Form B - Implementation Team.....	13

1- PPIF Introduction

Punjab Population Innovation Fund (PPIF) is a not for profit, public sector company set up by the Government of Punjab - Planning and Development Department 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

PPIF's projects aims to fund innovative family planning interventions at urban and rural locations in districts which have the highest numbers of women with unmet need. Main objective of the third-party monitoring is to keep close check on the project activities as per defined plan and to evaluate the project progress through quarterly evaluations as an independent third-party agency. Project partners work independently or in partnerships will be monitored to ensure delivery of agreed activities that aims to achieve project outputs and outcomes with agreed resources and time plan. For this purpose, a third-party monitoring service provider is engaged to monitor the delivery by project partners as per agreement. Third Party Monitoring firm is engaged to:

- a) Carry out process monitoring of agreed activities of the project partners including desk monitoring of the work plans and indicators progress validated by field monitoring visits and cross checking through analytical reviews of deployed resources with proper record maintenance.
- b) Perform quarterly evaluations to assess the project performance towards its defined milestones with feedback and validation from project beneficiaries and other stakeholders as per agreed workplan.

Detail terms of reference and scope of work is given in Annexure.

a) Competencies and experience

Monitoring firms (independent monitoring firm/joint venture/consortium) should:

- i. TPM must have family planning monitoring expertise and have family planning expert at their management.
- ii. Have knowledge of and proven expertise in designing and conducting third party process monitoring and periodic evaluations vis-à-vis desk monitoring, peer reviews and project/program evaluations in line with PPIF working.
- iii. Have required technical team and expertise consisting of relevant experts and field team such as team leader, data analysis experts, field monitors, evaluation experts, survey design expertise and logistic / security management staff.
- iv. Have required technical team and expertise consisting of technical domain experts who carry experience of working with the Government agencies as well as other development sector agencies including the UN. Data entry team, data analysis experts, field enumerators, training experts and logistics management staff.
- v. In-depth knowledge and understanding of the following areas:

- a. Family Planning and Development Sector Knowledge with special focus on research and survey's design
- b. Development of Monitoring tools and survey forms
- c. Quantitative and qualitative research expertise
- vi. Have Capacity to conduct statistical analysis including advanced methods such as correlation analysis and regression techniques through employment of state of the art statistical soft wares.
- vii. Comprehensive knowledge and understanding of the following areas:
 - a. Third Party Monitoring and periodic evaluations with public sector entities including analytical reviews, beneficiary / stakeholders' survey's, review of financial and procurement records, spot checks and desk reviews.
 - b. Development of monitoring tools and survey forms
 - c. Proven track record of field monitoring and evaluations
 - d. Experience of developing and implementing monitoring frameworks and aligned activities for innovative pilots under innovation funds will be preferred.

b) Inception meeting and finalisation of workplan

Meetings are to be held with PPIF at regular intervals, to discuss the process of conducting the analysis, clarifying the roles and responsibilities and to receive concurrence on assignment direction. Relevant background information will be provided to the consultant during this initial phase as per their queries. The final workplan and schedule of deliverables are to be submitted by the consultant as per given time frame. The scope of work proposed in the submission and relevant details may therefore be revised after the meeting upon mutual agreement.

c) Ownership and Disclosure of Data/Information

All documents, data and information shall be treated as confidential and shall not without the written approval of PPIF be made available to any third party. In addition, the consultant(s) formally undertakes not to disclose any parts of the confidential information and shall not, without the written approval of PPIF be made available to any third party. The utilization of the third-party monitoring record is solely at the decision and discretion of PPIF. All the documents containing both raw data/materials provided by PPIF or verified/generated through desk or field monitoring including evaluations, both soft and hard copies, are to be returned to PPIF upon completion of the assignment. All documentation and reports written as, and as a result of the monitoring and evaluations or otherwise related to it, shall remain the property of PPIF.

d) Conflict of Interest

It is the responsibility of the applicant to disclose any potential conflict of interest that can be arise in case of given assignment with respect to any related assignment, award of contract / project, procurement or individual involved in the given study etc. Any relevant information is required to be disclosed by the applicant as a prime responsibility which can create any sort of conflict of interest. Any entity engaged for providing baseline study services shall not be engaged for third-party monitoring of the same project.

3- Instructions to Applicants

This document contains all information pertinent to our solicitation, and must govern the preparation and submission of proposals. The Terms of Reference (ToR) for the assignment are annexed with this document. 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 Evaluation Committee nominated by PPIF. The selection will be based on experience, competence and proposed monitoring and evaluation mechanism.

Please complete every section of the following form, being as concise as possible. The document should be submitted on page size A4, MS. Word minimum font size point 12, Arial with single line spacing and soft copy of the proposal preferably in MS Word format.

The selection of firms/companies will base on Prequalification process of PPRA Rule – 16 & 17. PPIF will adopt single stage one envelopes bidding procedure as laid down in Punjab Procurement Regulatory Authority (PPRA) Rule # 38-1.

The bid shall be a single envelope, containing prequalification proposal. The envelope shall be marked as “Prequalification Proposal”. 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 monitoring 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 monitoring 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 monitoring 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 printing firms to provide such further information concerning the professional, technical, financial, legal or managerial competence as PPIF may decide.

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

4- Conditions for Eligibility

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

PUNJAB POPULATION INNOVATION FUND

- i. Must be registered for having legal status (copy of registration or incorporation or partnership deed /certificate required).
- ii. Must be an active taxpayer in country of origin (Tax returns for the previous year required)
- iii. Must have a minimum of PKR 50 Million of annual turnover as per last audit report (not for ICAP registered auditing firms) or as per last filed income tax returns or financial statement (for ICAP registered auditing firms only).
- iv. Should have financial audit carried out by an ICAP registered firm for the last three years or the bidder should be itself an ICAP registered auditing firm.
- v. NTN/FTN Registration and PRA registration
- vi. Signed affidavit on stamp paper attesting to the fact that the organization has not been blacklisted by any government department, agency or any donor agency.

5- Terms of Reference and Scope of Work

Detailed terms of reference are attached as Annexure-A.

6- General Guidelines

- a) Qualified monitoring 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) In case of any dispute regarding services; the decision of the PPIF shall be final & binding.
- c) Only short-listed firms fulfilling the eligibility criteria will be considered for technical proposals. Qualified monitoring firms will be called to submit the financial proposals for monitoring assignments on requirement basis.
- d) All documents and information 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 Third Party Monitoring Firms" 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 thereafter 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.

PUNJAB POPULATION INNOVATION FUND

- 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 technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB 9th June, 2020. For any other related information please contact the undersigned.

Manager Procurement
PUNJAB POPULATION INNOVATION FUND
125 Abu Bakar Block, New Garden Town, Lahore
E-mail: hashim.hussain@ppif.org.pk
T: +92-42-35913413-15, F: +92-42-99231123

5- Prequalification evaluation criteria

This document is governed by the procedure approved by PPIF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – D. Bidder with at least 65 marks will qualify.

6- Type of Contract

Initially, PPIF will offer a prequalification contract of 18 months to the successful firms which may be extended for further term/terms if mutually agreed by both parties (bidders and PPIF). Extension of contract will be on same TORs under Punjab Procurement Regulatory Authority rules 2014. During the contract period, PPIF will call for financial bids for printing items when required.

7- 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 technical 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	

8- Submission of Prequalification Proposal

Complete proposal containing technical details; all required information and documentary evidences may be submitted before 11:00 am on 11th June, 2020 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 THIRD PARTY FIELD MONITORING FIRMS FOR FAMILY PLANNING SERVICES”**

Cover Letter for the Submission of Prequalification / Technical Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals 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.

PUNJAB POPULATION INNOVATION FUND

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. The bids should be submitted in sealed envelope clearly mentioned “**PREQUALIFICATION OF THIRD PARTY FIELD MONITORING FIRMS FOR FAMILY PLANNING SERVICES**”

PUNJAB POPULATION INNOVATION FUND

Annex-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	
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"/> 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.	

PUNJAB POPULATION INNOVATION FUND

Annexure B - Technical Evaluation Criteria

Sr. No.	Description	Category Points
1	Operational History of at least 6 years, with experience in implementing project activities	15
3	<p>Relevant Experience of Third Party Monitoring/ research</p> <p>Implementation capacity of the proposing organization (and of any associated implementation partner) carried out same nature activities Already monitored the project related to social projects or distributors, pharmacies/ drug shops and private health services. Have experience in monitoring of contraceptive supply chain and conducted quality assurance mechanisms including capacity building training assessment etc. Monitored demand creation for market growth</p> <p>1-2 completed projects-----10 marks</p> <p>3-5 completed projects-----20 marks</p> <p>6-7 completed projects-----30 marks</p> <p>8 & more-----35 marks</p>	35
4	Proposed Team Structure	30
4.1	Quality of staff/roles Capacity of in-house staff and adequacy of the team proposed.	
5	<p>Work Volume in Monetary terms</p> <p>2-3 projects worth of 3-5 million-----5 marks</p> <p>2-3 projects worth of 6-8 million-----10 marks</p> <p>2-3 projects worth above 8 million-----20 marks</p>	20
Grand Total Marks		100

Note: Minimum passing score is 65.

PUNJAB POPULATION INNOVATION FUND

Form A - Experience Profile

<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>relevant work</i> (which can be independently verified) and will demonstrate relevant local and international experience similar to the scope of work mentioned in the ToR. <i>Replicate the table for all baseline / relevant researches</i> (35 points)</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

PUNJAB POPULATION INNOVATION FUND

Form B - 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.

<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 style="text-align: right;">(10 points)</p>

<p>2. Indicate relevant qualifications and experience of the project team related to the task requirements defined in the ToR.</p> <p style="text-align: right;">(10 points)</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> <p style="text-align: right;">(10 points)</p>

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

PUNJAB POPULATION INNOVATION FUND

Curriculum Vitae (CV) for proposed Key professional staff

1. Proposed Position: _____

2. Name of Staff: _____

3. CNIC No: _____

4. Education:

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

5. Employment record:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

6. Detailed tasks assigned

[List all tasks to be performed under this assignment]

7. Work undertaken that best illustrates capability to handle the tasks assigned

1) Name of assignment or project: _____ Cost of Project _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____