

# **PUNJAB POPULATION INNOVATION FUND**

## **(PREQUALIFICATION DOCUMENT)**

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Prequalification of Firms/Companies  
for Third Party Monitoring (TPM) in Targeted Districts of  
Punjab



**Proposal Submission Date: 23<sup>rd</sup> May, 2024**

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## 1- PPIF INTRODUCTION

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 support 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.

### Aims of PPIF

- To support the Punjab Growth Strategy 2025 objective of reducing fertility to couples' desired levels.
- To reduce the proportion (18%) and number (3 million) of women with unmet need for family planning services in Punjab, especially in rural, poor and underserved areas, and existing users of traditional methods (2 million) to convert them into modern contraceptive users.

### PPIF Strategic Objectives:

- Increase Accessibility of Family Planning Services
- Reduce Cost Related Barriers for the Unaffordability
- Strengthen Male Engagement
- Promote Youth Centered Information & Services
- Social & Behavior Change Communication
- Cross Cutting Strategies
  - Quality Assurance
  - Mobile and electronic health

## 2- BACKGROUND

Unwanted fertility is more common among poor, rural, and globally uneducated women than among their well off, urban, and educated counterparts, although this disparity is much smaller in countries with strong family planning programs. Evidence suggests that dependency ratio and household size have a statistically significant effect on poverty status while contraceptive use has the greatest impact on fertility and dependency ratio in Pakistan.<sup>1</sup> According to the Punjab MICS survey, there is an inverse correlation between wealth and the fertility rate; Fertility for the lowest wealth quintile is 4.5 births per woman as compared to 2.7 for the highest. Likewise, the unmet need for Family Planning is higher among the lowest wealth quintile i.e., 22% and lower among the highest wealth quintile that is 14.3%.<sup>2</sup>

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

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<sup>1</sup> FP2020 goals, Age Structural Changes and Poverty Reduction Strategies in Pakistan, 2014

<sup>2</sup> MICS Survey Punjab 2014 ([http://bos.gop.pk/system/files/7.Reproductive\\_Health.pdf](http://bos.gop.pk/system/files/7.Reproductive_Health.pdf))

attainment of reproductive health rights.<sup>3</sup> 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<sup>4</sup>. The public health goals of universal access to FP services can be well-supported by voucher programs, which are specifically targeted at the marginalized or underserved populations whose right to family planning services is most compromised by financial or other constraints.<sup>5</sup>

### **3- TERMS OF REFERENCE & SCOPE OF SERVICES**

#### **a. Rationale:**

Marginalized communities especially the Poors has the highest unmet need for FP services and Total Fertility Rate increases with decreasing wealth quintile. There are approximately 1.4 million eligible MWRAs among the 2.07 million active BISP beneficiaries in Punjab. There is potential to scale-up E-voucher model to reach these eligible MWRAs in BISP household for improved uptake of FP services. Results from piolet project showed that voucher model successfully addressed the financial and physical barriers in accessing FP services among poorest of the poor.

PPIF is proposing to scale-up E-Voucher model to reach these eligible MWRAs in BISP households for improving uptake of FP services among the poorest of poor. In order to emphasize on reaching young MWRAs registered among BISP beneficiaries the update data from BISP has been acquired and FP services will be provided through Private Providers (PP) at subsidized rates.

The main activities included are as follows;

#### **b. Main Activities:**

##### **i. Demand Generation:**

- Development of IEC/BCC material.
- Capacity building of FP champions, social mobilizers, LHWs and BISP mother Ambassadors
- Conduct awareness raising community sessions and household visits.

##### **ii. Service Delivery**

- Mapping and Assessment of Private Health Providers/Facilities
- Develop Quality Assured Network of Private Health Service Providers
- Develop a Referral Mechanism for Expanded Method Mix
- Provision of Family Planning Commodities to Service Providers
- Provision of FP services at Health facilities
- Uninterrupted Supplies of FP commodities
- Provision of essential equipment to service providers

##### **iii. Voucher Management**

- Mobile application for verification of voucher redeemed by beneficiaries through service providers
- Disbursement of funds to beneficiaries and service providers through an m-finance tool

#### **c. Duration:**

3 years

**d. Geographic Location:**

The project will be implemented in 14 Districts of Punjab.

**Family Planning Indicators Profiling of Selected Districts<sup>1</sup>**

Sr.No	Districts	Population	No of MWRAs among BISP Beneficiaries	CPR	unmet need
1	Lahore	6,768,976	236,280	40	18.6
2	Multan	4,660,181	233,620	49.6	10.5
3	Bahawalpur	582,430	163,655	37.8	11.4
4	Jhang	2,524,854	158,258	25.1	5.4
5	Sargodha	3,308,846	135,175	34.3	17.5
6	Kasur	2,880,123	133,515	41.3	17
7	Khanewal	2,458,348	132,070	39.8	13.5
8	Faisalabad	854,210	129,865	45.8	14.4
9	Okara	2,525,127	112,276	28.4	17.4
10	Vehari	2,499,359	108,353	37	12.8
11	Bhakkar	1,663,175	107,010	33.4	15
12	Sheikhupura	2,268,604	104,283	27.7	22.7
13	Bahawalnagar	2,307,955	104,083	43.8	15.4
14	Lodhran	1,686,928	97,856	31	11.4
		<b>36,989,116</b>	<b>1,956,299</b>		

**e. Expected Outcomes**

- 1,400,000 MWRAs among BISP beneficiaries reached with FP information and among them 300,000 MWRAs are expected to avail FP services.
- 6% increase in CPR among target beneficiaries.
- 30% Graduation of FP Users using Traditional methods to Modern Methods of Contraception.
- 20% Increase in Knowledge of BISP MWRAs about Modern Methods of Contraception.

**f. Scope of services Third Party Monitoring Firm BISP**

1. TPM will develop monitoring tools/ mechanism with mutual understanding to improve project monitoring and evaluation.
2. Identify any short comings in the project delivery as per project framework/ LFA.
3. Monitoring compliances with specified standards for input and key performance indicators to ensure program quality.

**g. Reviews**

1. Process monitoring and milestone verification of the Implementing Partner and validate the data in the progress reports on monthly and quarterly basis.
2. On the basis of field verification Payment recommendation on the basis of milestone achieved of the implementing partner

**h. Sampling:**

- i. Sample size for the beneficiary (BISP) survey will be selected on random and will 30% of total achieved.
- ii. 100% verification of intermediaries (FP champions, CHWs etc) biannually and knowledge assessment on quarterly basis
- iii. QTV visits to assess the action taken against identified gaps.
- iv. 10% spot checking of BISP beneficiaries (MWRAs) participated in awareness sessions.

<sup>1</sup> MICS Survey Punjab 2017-2018

- v. 10% verification of contraceptive supplies and married women of reproductive age.
- vi. 100% verification of supplies through stock in and stock out through register.
- vii. At least 80% spot checking of capacity building activities conducted by partner and 100% back check through record.

**i. Overall objectives/ indicators for verification:**

- ii. New users, current users and additional users including client exit interviews.
- iii. Method mix
- iv. Continuation rates
- v. Unmet need for contraceptive in the target population
- vi. Knowledge assessment of beneficiaries (MWRAs 15-49) on modern contraceptives, source of contraceptive,
- vii. Knowledge of contraceptive sources.
- viii. Discontinuation and reasons for discontinuation.
- ix. Attitudes of BISP(MWRAs) toward family planning.
- x. MWRAs received amount as support to avail FP service.

**j. Health Facilities**

- i. Verification of data management at health facilities on software and tablet provided
- ii. Progress against action plan i.e. coaching of services providers conducting through action plan developed on the basis of medical auditors.
- iii. Interviews of private providers that they received counselling charges and service fee.

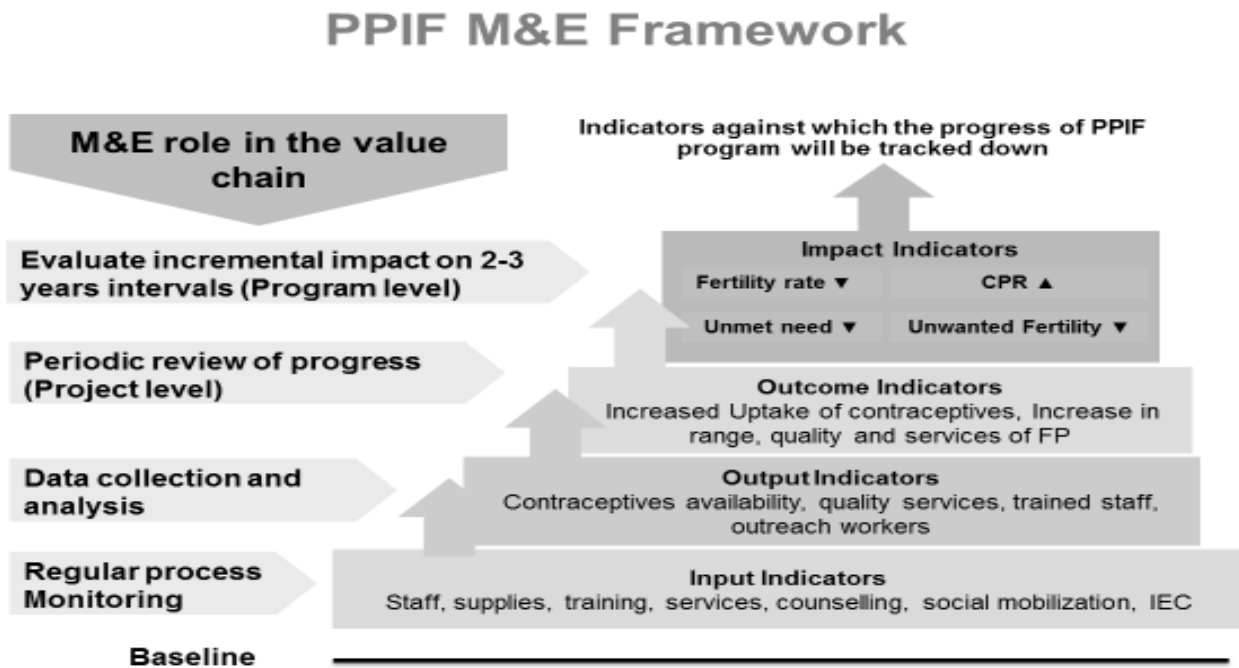
**k. Mobilization staff:**

- i. Interviews and survey of mobilization staff on sample basis and cover all staff biannual to assess knowledge, skills, progress and salaries etc.

**l. Utilization of Mobile Application:**

- ii. Utilization of mobile application (for service providers, clients, administration) and Interviews service providers for utilization of mobile application.

**m. PPIF M&E Framework**



**n. Scope of Services**

- i. Fulfil PPIF requirements for the engagement of third-party monitoring as described in section 3 of this document along with;
- ii. Place dedicated teams in each project location in a suitable manner for carrying out third party monitoring activities.
- iii. Depute a dedicated person in PPIF head office for coordination of work.
- iv. Provide monthly reports (hard copies and electronic copies) as per agreed format.
- v. Carry out verification of activities as defined by project partners through their work plan.
- vi. Engage suitable number of female monitoring staff for field monitoring and quarterly evaluation purpose given the nature of work.
- vii. Monitor the operational performance & progresses of the partner organisations in respect of the KPIs and Monitoring Framework given in this document or as agreed.
- viii. Engage relevant technical experts as project lead to supervise and guide the overall third-party monitoring and evaluation process.
- ix. Propose suitable approach and methodology for process monitoring and quarterly evaluations to verify project progress and authenticity.
- x. Hiring and training of relevant project staff and to provide them with required logistic support.
- xi. Creation of a computerized data entry template with relevant quality control checks to ensure the quality of data entry.
- xii. Provide copy of monitoring and evaluation data including respondent's details along with their location and contact numbers for reference.
- xiii. Provide access to relevant data and details to PPIF monitoring team regarding monitoring and evaluation of the project.
- xiv. Participate in lesson learning and sharing activities, monitoring and evaluation review(s), and data sharing with the PPIF.

xv. To maintain full confidentiality and integrity of the data collected as copyright to PPIF.

xvi. Fulfill any other obligation agreed to in the final Contract.

**o. Monitoring Toolkit**

Applicant will finalize and customize the M&E toolkit drafted by PPIF in connection with project partners for regular reporting and monitoring. Standardized tools and forms will be proposed by the PPIF that will be customized and finalized by the applicant in consultation with PPIF, project partners for process monitoring, quarterly evaluations, analytical reviews and financial and procurement record review. Draft monitoring toolkit for further refinement and customization is placed at PPIF website that can be downloaded from the PPIF website.

**p. Estimated Cost**

The estimated cost is amounting to **PKR 456 million (Inclusive of all taxes & Costs)**.

### **3- INSTRUCTIONS TO APPLICANTS**

This document contains all information pertinent to our solicitation, and must govern the preparation and submission of proposals. 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 financial stability of the firms.

*After the Pre-qualification, the Request for Proposals will be shared with the qualified firms to submit district wise proposals for all 10 districts as specified above. Any pre-qualified applicant can apply for more than one district. This pre-qualification will be valid for three years since the date of pre-qualification.*

The selection of firms/companies will base on Prequalification process of PPRA Rule – 16 & 17.

The proposal shall be a single envelope, containing prequalification proposal. The envelope shall be marked as “Prequalification Proposal for Family Planning Projects”. 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 firm, 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:
  - i. The organization has not been blacklisted by any government department, agency or any donor agency.
  - ii. 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.
  - iii. 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. (Original required)
- v. Must 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. (Copy of last three years audited accounts)
- vi. Must have minimum three (3) years' experience

## **5- SPECIAL INSTRUCTIONS TO THE APPLICANT**

- 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 Bids (RFB).
- c) The shortlist firms may be called for bidders meeting and Call for Request for Bids (RFB) documents will be handed over to submit Technical and Financial Bids.
- 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 pre-qualification document shall be borne by the applicants.
- g) Documents shall be submitted in separate sealed envelopes marked as "Prequalification of Firms for Third Party Monitoring" 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 applications at any time prior to the finalization of prequalification of applicants. The procuring agency shall upon request communicate to any applicant, the grounds for its rejection of all applications, 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 For any other related information please contact the undersigned.

Associate Procurement  
Punjab Population Innovation Fund  
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## 6- PREQUALIFICATION EVALUATION CRITERIA

This document is governed by the procedure approved by PPIF management.

- a) Qualifications;
- b) Relevant experience and past performance;
- c) Capabilities with respect to personnel and appropriate managerial capability;
- d) Financial position;

The prequalification proposal of eligible organizations will be evaluated using the scoring guide attached as annexure – C. Bidder with at least 65 marks will qualify.

## 7- TYPE OF CONTRACT

Initially, PPIF will offer a contract of three (03) years initially in result of this prequalification to the successful contractor 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.

## 8- 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	

## **9- SUBMISSION OF PREQUALIFICATION PROPOSAL**

Complete proposal containing technical details; all required information and documentary evidences may be submitted before 11:00 AM on May 23, 2024. The proposal should be submitted in sealed envelope clearly mentioned “Prequalification of Firms for Third Party Monitoring”.

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.

**Cover Letter for the Submission of Prequalification / Technical Proposal**

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned above]

**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 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	
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.	

**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 organization
2	Mention National Tax Number (NTN) or 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

And all other requirements mentioned in eligibility criteria

**ANNEX – C - PREQUALIFICATION EVALUATION CRITERIA**

<b>A1</b>	<b>Firm Experience</b>	<b>Points</b>
a)	Number of Projects (General)*	<b>10</b>
	<ul style="list-style-type: none"> <li>i. Duration of services provided by the firm in the general assignments <ul style="list-style-type: none"> <li>3 to 5 projects 65%</li> <li>6 to 10 projects 85%</li> <li>More than 10 projects 100%</li> </ul> </li> </ul>	10
b)	Number of Projects (Relevant)**	<b>70</b>
	<ul style="list-style-type: none"> <li>i. Scope of relevant Projects <ul style="list-style-type: none"> <li>Social Development project/s, 2 marks for each project (10 marks)</li> <li>b. Family Planning/Reproductive Health Project/s, 4 marks for each project (20 marks)</li> <li>c. Project in underserved areas/marginalized communities, 1 mark for each project (5 marks)</li> <li>f. Digital health, 1 mark for each project (5 marks)</li> <li>g. Voucher Management, 2 marks for each project (10 marks)</li> </ul> </li> </ul>	50
	<ul style="list-style-type: none"> <li>ii. Duration of services provided by the firm in relevant Projects as defined above (5 projects will be taken) <ul style="list-style-type: none"> <li>a) 12 to less than 18 Months 65%</li> <li>b) 18 to less than 24 Months 85%</li> <li>c) 24 Months &amp; above 100%</li> </ul> </li> </ul>	20
c)	Firm Profile	<b>20</b>
	<ul style="list-style-type: none"> <li>i. Organizational Structure and logistics management <ul style="list-style-type: none"> <li>a) Organizational organogram with defined roles and hierarchy. (2 mark)</li> <li>b) Finance team (1 marks)</li> <li>c) Adequate facilities and equipment to support program activities i.e office, vehicle. (1 mark)</li> <li>d) Inventory and Risk management strategy ( 1 mark)</li> </ul> </li> </ul>	5
	<ul style="list-style-type: none"> <li>a) Data Quality Assurance mechanism integral part</li> </ul>	5
	<ul style="list-style-type: none"> <li>ii. List of Permanent Staff <ul style="list-style-type: none"> <li>a) 5 to 10 employees 2.5 mark</li> <li>b) More than 10 employees 5 marks</li> </ul> </li> </ul>	5
	<ul style="list-style-type: none"> <li>i Quality control system <ul style="list-style-type: none"> <li>a) Atleast 2 reports of last 5 year audits (2 marks)</li> <li>b) quality control system of the Org. (3 marks)</li> </ul> </li> </ul>	
	<b>Total A1</b>	<b>100</b>
<b>A2</b>	<b>Human Resource Capacity****</b>	<b>Points</b>
a)	Reproductive Health <ul style="list-style-type: none"> <li>i. Presence of qualified personnel with appropriate educational backgrounds and certifications in reproductive health-related fields (e.g., medicine,</li> </ul>	30

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	<ul style="list-style-type: none"> <li>ii. nursing, public health) (10 marks)</li> <li>ii. Expertise in specific areas such as family planning, maternal health, STI prevention, and adolescent reproductive health. (10 marks)</li> <li>iii. Training programs for staff members to enhance their knowledge, skills, and competencies in reproductive health. Report of recent capacity building training (10 marks)</li> </ul>										
b)	<p>Monitoring &amp; Evaluation</p> <ul style="list-style-type: none"> <li>i. M &amp; E organizational policy. (10 marks)</li> <li>ii. Expertise in various M&amp;E methodologies relevant to reproductive health (reference copy of any previous project) (5 marks)</li> <li>iii. Expertise in conducting evaluations and impact assessments in reproductive health specially IT Based. (reference copy of any previous project) (5 marks)</li> </ul>	20									
c)	<p>Quality Assurance</p> <ul style="list-style-type: none"> <li>i. Quality Assurance organizational policy/Procedures (05) <ul style="list-style-type: none"> <li>a) Professional qualified and expert in specific areas such as family planning. (10 marks)</li> </ul> </li> </ul>	15									
d)	<p>Finance &amp; Admin</p> <ul style="list-style-type: none"> <li>i. Finance &amp; Admin organizational policy (10 marks)</li> <li>ii. Last 3 years financial audit reports (5 mars)</li> </ul>	15									
e)	<p>Data analysist</p> <ul style="list-style-type: none"> <li>i. Presence of qualified personnel with appropriate educational backgrounds and certifications in data analysis (e.g., Statistics, Economics, Mathamatics, Bio-statistics, public health) (5)</li> <li>ii. Atleast 3 years of experience in data analysis (5)</li> </ul>	10									
g)	<p>Field Supervisor</p> <ul style="list-style-type: none"> <li>i. Program management policy (5 marks)</li> <li>ii. Current qualified and expert staff in Reproductive Health and Family planning <ul style="list-style-type: none"> <li>a) 1 to 3 employees (02 mark)</li> <li>b) More than 3 employees (05 marks)</li> </ul> </li> </ul>	10									
	<b>Total A2</b>	<b>100</b>									
<b>A3</b>	<b>Financial Capacity</b>	<b>Points</b>									
a)	Cost of Projects	<b>75</b>									
	<ul style="list-style-type: none"> <li>i. Cost of the general Projects TPM/research (inPKR)***** <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">3 to less than 5 Million</td> <td style="width: 20%;">65%</td> <td style="width: 20%; text-align: center;">10</td> </tr> <tr> <td>5 to less than 7 Million</td> <td>85%</td> <td></td> </tr> <tr> <td>7 Million &amp; above</td> <td>100%</td> <td></td> </tr> </table> </li> </ul>	3 to less than 5 Million	65%	10	5 to less than 7 Million	85%		7 Million & above	100%		
3 to less than 5 Million	65%	10									
5 to less than 7 Million	85%										
7 Million & above	100%										
	<ul style="list-style-type: none"> <li>ii. Cost of the relevant Projects (inPKR)***** <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">3 to less than 5 Million</td> <td style="width: 20%;">65%</td> <td style="width: 20%; text-align: center;">65</td> </tr> </table> </li> </ul>	3 to less than 5 Million	65%	65							
3 to less than 5 Million	65%	65									



PUNJAB POPULATION INNOVATION FUND

	5 to less than 7Million 7 Million & above	85% 100%
b)	Annual Average Turn Over for last 3 years (in PKR)***** 1 Million – 50 Million Above 50 upto 100 Million More than 100 Million	65% 85% 100%
<b>Total A3</b>		<b>100</b>

**Score = A1[50%] + A2[30%] + A3[20%]**

The minimum score required to be shortlisted is: **65 Points**

\* 05 general assignments' TPM/research completed in the past 20 years to be provided. Assignments provided beyond the limit of 05 will be given no weightage. 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.

\*\* 05 most relevant assignments' TPM/research completed in the past 20 years to be provided. Assignments provided beyond the limit of 05 will be given no weightage. 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.

\*\*\* Quality Management System has to be supported by Quality Management System of the firm.

\*\*\*\* 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.

\*\*\*\*\* Cost of general assignments shall be calculated from the cost of projects submitted against 05 general assignments TPM/research **Annex – E-1.**

\*\*\*\*\* Cost of relevant assignments' TPM/research shall be calculated from the cost of projects submitted against 05 most relevant assignments **Annex – E-2.** The scoring will be awarded as under:

If firm A provided; Project 1 Cost = 2 million, Project 2= 3 million, Project 3=5 million,:

Total Score for 5 relevant projects=65

Per project score= 13

Project 1 score= 2 million falls in first slab so  $13 \times 65\% = 8.45$  score will be awarded for first project

Project 2 score= 3 million falls in 2<sup>nd</sup> slab so  $13 \times 85\% = 11.05$  score will be awarded for 2<sup>nd</sup> project

Project 3 score= 5 million falls in 3<sup>rd</sup> slab so  $13 \times 100\% = 13$  score will be awarded for 3<sup>rd</sup> project

Total Score for 3 projects will be =  $8.45 + 11.05 + 13 = 32.5$

This is assumed that firm A provided 3 relevant projects. If any firm provided 5 then the score for remaining projects will be calculated in the same way. The same criteria will be applied for general assignment.

\*\*\*\*\* 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 years as per **Annex – E-3.**

**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.

2. 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.

Required HR Qualification & Experience

<b>Sr. No.</b>	<b>Proposed Position</b>	<b>Qualification</b>	<b>Experience</b>
1.	Reproductive Health	M.Sc./MS/M.Phil. in Health Sciences/Social Sciences from HEC recognized university or equivalent.	Min 10 years of experience in the relevant field
2.	Monitoring & Evaluation	M.Sc./MS/M.Phil. in Social Sciences/Management Sciences from HEC recognized university	Min 8 years of experience in the relevant field
3.	Quality Assurance	MBBS or equivalent	Min 5 years of experience in the relevant field
4.	Finance & Admin	CA/ACCA/ACMA or MBA/Master's Degree in Finance/Accounting or relevant field from a HEC recognized institute	Min 5 years of experience in the relevant field

5.	Data analyst	Master (sixteen years education) in Computer Sciences/IT/ Biostatistics/ Statistics/ Economics or equivalent from HEC recognized institute.	Min 5 years of experience in data analysis, designing and data base maintenance
7.	Field Supervisor	M-c./MS/M.Phil. in Project Management/ Social Sciences or equivalent	Min 7 years of experience in the relevant field.

**Note:**

1. Experience after professional qualification shall be considered.

## Annex-D Firm Experience (General)

General											
S. No	Name of Project	Location (Country/ Province/ Division)	Client	Project Description	Implementation of Project		Total Cost of Project	Period of services provided by the Consultant		Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					Start date	Completion date		Start date	Completion date		
1											
2											
3											
4											
5											

1. Provide list of five (05) number of projects/assignments performed in the past 15 years.
2. 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.
3. 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.

### Annex-E Firm Experience (Relevant)

Relevant											
S. No	Name of Project	Location (Country/Province /Division)	Client	Project Description	Implementation of Project		Total Cost of Project	Period of services provided by the Consultant		Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					Start date	Completion date		Start date	Comple tion date		
1											
2											
3											
4											
5											

1. Maximum number of (5) most relevant assignments to be submitted
2. Assignments provided beyond the limit of 5 will be given no weightage.
3. 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.
4. Projects completed in last 15 years will be given weightage.
5. Assignment mentioned under general assignment should not be repeated under relevant assignment. Similarly, assignment mentioned under relevant assignment shall not be considered for general assignment.

### Annex-F (List of Key Personnel)

S. No.	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities

1. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
2. 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.
3. Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.
4. It is mandatory for each proposed resource to fulfill minimum eligibility criteria mentioned under section 4(iii) of this PQD to be qualified for score assignment.



## Annex-G (CVs of Key Personnel)

### 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:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

**Financial Capabilities:**

**Annex-E-1 (Cost of General Assignment)**

S. No	Name of Project	Location (Country/Province/Division)	Client	Project Description	Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
1							
2							
3							
4							
5							

**Note:** Provide cost of five (5) assignments mentioned under **Annex-D** Firm Experience (General)

**Annex-E-2 (Cost of Relevant Assignment)**

S. No	Name of Project	Location (Country/Province/Division)	Client	Project Description	Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
1							
2							
3							
4							
5							

**Note:** Provide cost of five (5) assignments mentioned under **Annex-E** Firm Experience (Relevant)

**Annex-E-3 (Annual Turnover)**

<b>Year</b>	<b>Annual turnover</b>
<b>2020-2021</b>	
<b>2021-2022</b>	
<b>2022-2023</b>	

1. Data provided under the head of financial capabilities must be supported by the Authenticated Audited Annual Financial Statements.
2. Annual turnover shall be calculated from the Average annual turnover of past 03 years.