

PUNJAB POPULATION INNOVATION FUND

DOCUMENT

Short Term Individual Consultant Technical

June, 2021



Submission Date for Sealed Bids: 30th June, 2021 (11:00 AM)

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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

PPIF desire a sound professional individual consultant who can add a value in the Grants section of PPIF and relevant work as describe in scope of job (Annex-A).

3- Instructions to Applicants

PPIF will follow Punjab Procurement Regulatory Authority (PPRA) Rules 2014 for the hiring of short term individual consultant. Whole procurement process will be executed as per PPRA Rule No. 46 "Selection process of individual consultant".

The proposal shall be a single package with label of assignment title, and consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal". Technical proposal containing the filled form of evaluation criteria (provided in the document) with educational and experience documentary evidences.

Individual consultant is required to submit proposal as per evaluation criteria given in the document with all required supporting documents or proves in order to verify the offered education and experience. Individual consultant shall be selected based on the qualifications and experience for the assignment. Individual consultant shall be selected by comparing the qualifications and experience of at least three consultants among those who have expressed interest in the assignment or have been approached directly by PPIF. Individual consultant considered for the comparison of qualifications and experience shall meet the minimum relevant qualifications, and the one selected to be employed by PPIF shall be the best qualified and shall be fully capable of carrying out the assignment. During evaluation, Interviews may be set up, if required.

4- Conditions for Eligibility (Qualification Criteria)

The individual consultant full filling the following criteria will be eligible for evaluating his/her education and experience for short term consultancy;

General:

- i. Must have valid National Tax Number (NTN) and preferably registered with Punjab Revenue Authority (PRA) for Punjab Sales Tax (PST).
- ii. Must not black listed by any Government, Semi Government or autonomous body.

Education:

Minimum 16 years of education in Economics, Public Policy or related discipline from a university recognized by Higher Education Commission.

Experience:

- i. Minimum 5 years of experience of working in social sector projects.
- ii. Experience in sexual reproductive health and family planning.
- iii. Experience in the planning and execution of large scale projects, including budgeting and activities planning.
- iv. Candidate with monitoring experience in health related projects will be preferred.

5- Terms of Reference and Scope of Work

Detailed terms of reference are attached as annexure-A.

6- General Guidelines

- a) Consultant must not be providing any assistance to any other person/entity in conflict with 'PPIF' to avoid any sort of conflict of interest.
- b) All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
- c) Successful Consultant will sign a service contract and will provide the agreed services within the stipulated agreed time of signing of contract.
- d) Payment of consultancy services will be made as per the mutually agreed schedule of tranches.
- e) In case of any dispute regarding services; the decision of the PPIF shall be final & binding.
- f) All documents and information received by PPIF from applicants will be treated in strict confidence. Documents submitted to PPIF will not be returned.
- g) All expenses related to participation in this tender document shall be borne by the applicants.
- h) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PPIF reserves the right to verify any information provided by the applicants.
- j) 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.
- k) Prices quoted shall remain valid for a period of 120 days from the closing date of proposal.
- l) Questions about this technical proposal can be made only in writing, a letter or an e-mail by or before COB 28th June, 2021. For any other related information please contact the undersigned.

Manager Procurement

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7- Technical Proposal Evaluation Criteria

This tender 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.

8- Consultancy Period and Estimated Cost

PPRA requires short consultancy services of individual consultant for the period of 6 months only and estimated cost is PKR 165,000/- (inclusive of taxes) per month.

9- Financial Proposal

Please refer to the annexure titled “Financial Proposal”, attached as annexure – C. Financial bid shall be submitted in a separate sealed envelope and all applicable taxes like WHT/NTN, PST should be mentioned clearly. Any future tax will be adjusted as per tax law.

10- Financial Evaluation

The financial proposal of only technically top ranked consultant will be opened.

11- Type of Contract

Contract will be a time bound and task base contract that includes but not limited to the scope of job and terms of references. Contract will be valid for project duration of six (6) months from date of signing of contract.

12- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal, all required information and documentary evidences may be submitted before 11:00 AM on 30th June, 2021. Technical proposals will be publically opened on the same day i.e. 30th June, 2021 at 11:30 AM in the presence of bidder's representatives (through ZOOM) who wish to attend it. Technical and financial proposals received after bid close time will not be accepted.

Note: Please mark your cell number and e-mail address on top of envelope for contacting you for ZOOM meeting.

a- Cover Letter for the Submission of Technical Proposal and Financial Proposal

[letterhead]

[Date]

To
Chief Executive Officer
[Address mentioned above]

Re: Technical Proposal and Financial 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 invitation 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.

Yours sincerely,

Signature

Name and title of signatory:

Annexures

Annexure – A Terms of Reference and Scope of Work

Purpose of Consultancy:

To technically review all ongoing and new projects and provide technical input in strategizing, developing, and implementing interventions in line with the strategic objectives of the organization.

The consultant will work to deliver the following TORs

- i. Provide technical input to the formulation and implementation of program and project activities.
- ii. Enhance existing processes and intervention by documenting, analyzing and adopting innovative strategies, best practices and new approaches to local context.
- iii. Identify strategic areas for expansion and guide strategic planning or proposal development needed for future program development.
- iv. Ensuring that the grants are being utilized in accordance with the mission of the PPIF and the stated objectives of the project in the application for grant
- v. Providing inputs to develop a comprehensive report on the outcomes of the projects portfolio with recommendations for measures to address challenges and strengthen future projects.
- vi. Conduct quality assurance of projects.
- vii. Provides technical leadership in FP within specific FP activities and program-wide to ensure integration of FP services.
- viii. In collaboration with the grants team, reviews, analyzes, and evaluates the effectiveness of FP activities and provides recommendations for improvements.
- ix. With technical oversight, provides technical leadership in design, development, planning, implementation, and capacity- building of specific FP technical components of programs.
- x. Development of tools to support delivery of FP services.
- xi. Ensures that project implementation of the FP strategy adheres to the appropriate national strategies and remains technically sound.

Key performance indicators (KPI)

- i. Technical inputs to project activities provided
- ii. Provided guidance to strategic planning and proposal development
- iii. Reporting of the project outcomes
- iv. Quality assurance of project activities conducted
- v. Tools developed to support FP deliverables

Knowledge, skills & abilities

- i. Knowledge of the operational and technical problems.
- ii. Developing, and administering M&E plans.
- iii. Knowledge of reporting methods and techniques.
- iv. Good knowledge of legal, government, and other laws.
- v. Project Management skills.
- vi. Efficient workforce planning.

Annexure B - Consultant Profile

Required Information	Response
Name of Consultant	
Email	
Phone & mobile numbers	
Postal address for Correspondence	
National Tax Number	
Affidavit on Stamp paper for not black listing.	

Note: Attached detailed CV with all educational documents, certificates, experience certificates, training certificates and any other document mentioned in your CV.

Annex C - Evaluation Criteria:

Sr. No.	Evaluation Criteria	Marks
1	Academic Qualification / Professional Qualification / Certifications/ Accomplishments	50
2	Professional Experience	50
	Total Marks	100

Note: Fill the following tables and provide the required documents.

Academic Qualification

Degree	Name of Degree	Degree Awarding Institute
PhD		
MS/MPhil		
Masters / ACA/ ACMA / Other Recognized Body of Professional Accountants		
Bachelors / BBA / BS / B.Com		

Note: Copies of degrees must be attached

Professional Accomplishments**List of Certifications, Publications, Awards and Memberships**

Title	Year of Certification/ Publication/ Award/ Membership	Name of professional area

Note: Proof of above-mentioned accomplishment must be attached

Experience:

	Experience 1	Experience 2	Experience 3
Professional Area			
Name of Employer			
Job Title			
Start Date [DD/MM/YY]			
End Date [DD/MM/YY]			
Nature of Job (Brief Job Description)			
Attach Experience Certificate (Yes/No)			

Note: Proof of experience must be provided. For more than experiences, copy/paste the above table.

Annexure C: TOTAL COST OF PROPOSAL

Item	Pak Rupees
Remuneration	
Applicable Taxes	
Total Costs of Financial Proposal	