

PUNJAB POPULATION INNOVATION FUND

DOCUMENT

Short Term Individual Consultant Monitoring, Evaluation and Research (MER)

July, 2021



Submission Date for Sealed Bids: 27th July, 2021 (11:30 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 Monitoring & Evaluation 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:

A master's degree in public health or 16 years of education in Social Sciences, Statistics, Economics or equivalent from any HEC recognized institutions

Experience:

- At least 8 years of experience in administering studies, collecting data and producing quality mixed-methods researchers focused study reports.
- Demonstrated experience in designing baseline and end line studies including mix method approaches (quantitative and qualitative), tool development etc.
- Demonstrated experience in quantitative data and statistical analysis, using software such as SPSS.
- Demonstrated experience in database development for social project, data management, including designing and managing data of activities, including designing and managing gender-and age disaggregated data and information systems.
- Experience in programs addressing health needs of vulnerable, underserved and/ or remote populations.

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.s
- 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 26th July, 2021. For any other related information please contact the undersigned.

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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 11:30 AM on 27th July, 2021. Technical proposals will be publically opened on the same day i.e. 27th July, 2021 at 12:00 PM 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 Develop and implement evaluation plans for all development projects as a whole and Monitor, evaluate and report on ongoing/completed projects.

The consultant will work to deliver the following TORs

Role in project M&E designing and implementation

- i. Support in development M&E system for upcoming projects and tools to enable all projects to collect, aggregate and support analysis of data.
- ii. Monitoring, evaluating and reporting on ongoing/completed PPIF projects; measuring and analyzing results, outcomes and impacts of the PPIF projects.
- iii. Advise and support project managers on choice of indicators and development of monitoring plans.
- iv. Database developed for on-going projects to capture maximum qualitative and quantitative indicators.
- v. Develop and coordinate an overall framework and calendar (including guidelines and procedures) for project and program monitoring and evaluation.

Role in researches (Baseline/Mid-term/ Endline)

- i. Gathering knowledge through research, analysis of performance data, participation in think tanks meetings and workshops and keeping updated on the published literature on monitoring and evaluation of projects.
- ii. Manage evaluation processes, including liaising with PPIF external stakeholders and service providers, creating terms of reference and evaluation guidelines, and ensure that baseline/endline studies are conducted for all projects and that information is stored for future use.
- iii. Providing the PPIF with adequate information to initially review the studies. Providing the PPIF with documents for ongoing reviews/ researches.
- iv. Oversee timely planning, implementation of evaluations carried out in collaboration with PPIF team and implementing partners.
- v. Contribute technical inputs to project evaluations qualitative and quantitative data collection tools and identify, documents, and disseminate lessons learned and best practices of projects.
- vi. Share evaluation results with all relevant teams and ensure that lessons from evaluations are incorporated into the development of all the new projects of PPIF.
- vii. Any other duty/task assigned by the Manager Monitoring and Evaluation.

Key performance indicators (KPI)

- i. % reports completed on time
- ii. Number of M&E systems available for partners along with data collection tools and analysis performed.
- iii. Database available for capturing of required project indicators.
- iv. % of M&E reports produced that reflects analysis on inputs, activities carried out and success or lesson learnt of ongoing projects.
- v. Partners' staff training need assessment carried out and prepared training plan
- vi. % coverage of monitoring plan
- vii. % of monitoring plans completed within agreed time
- viii. Number of abstracts produced of ongoing researches.
- ix. Database developed for on-going projects to capture maximum qualitative and quantitative indicators.
- x. % of improvements done from outcome of monitoring activities
- xi. % coverage of review of documents to check appropriateness
- xii. Effectiveness of monitoring activity
- xiii. Number of complaint due to quality of services

Knowledge, skills & abilities

- i. Knowledge of the operational and technical problems.
- ii. Developing, and administering M&E plans.
- iii. Good knowledge about research methodologies, qualitative and quantitative data gathering tools.
- iv. Good writing skills of research papers, abstracts etc
- v. Knowledge of reporting methods and techniques.
- vi. Good knowledge of legal, government, and other laws.
- vii. Project Management skills.
- viii. 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	25
2	Database development to capture project indicators related to Health 1-2 databases 5 3-7 databases 10 8 and above 15	15
3	Independently or part of researches conducted related to Health 1-2 (researches) 5 3-7 (researches) 15 8 and above 20	20
4	Abstracts and research papers published related to Health 1-2 (Abstracts or research paper) 5 3 and above (Abstracts or research paper) 10	10
5	Project M&E system established or partner of M&E systems development 1-2 (M&E system developed) 5	15

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	3-7 (M&E system developed)	10	
	8 and above (M&E system developed)	15	
6	Professional experience		15
	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 Social sciences/ MPH, or equant to maters to any other relevant field.		
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

Annexure C: TOTAL COST OF PROPOSAL

Item	Pak Rupees
Remuneration	
Applicable Taxes	
Total Costs of Financial Proposal	