

**Request for Proposal (RFP)**  
**RFP No. PK-RQ – 0656**  
**Telehealth interventions for Expanding Access to PAC-FP**

Release Date: April 24, 2025

**Instructions to Offerors**

1. **Offer Deadline:** Offers must be received no later than **5:00 PM** on **May 2<sup>nd</sup>, 2025**, by applying through Ipas Procurement Portal mentioning office contact details (office address, landline number and email address, and office/company website if any).
2. **Scope of Work:** Section 9 contains the scope of work.
3. **Negotiations:** Best- proposals are requested. It is anticipated that awards will be made solely on the basis of these original proposals; however, Ipas reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
4. **Evaluation and Award:** The award will be made to a responsible offers whose offer follows the RFP instructions, meets the technical specifications and requirements, and is judged to be the most advantageous in terms of lowest cost.
5. **Terms and Conditions:** Issuance of this RFP does not in any way obligate Ipas-Pakistan to award a contract order, nor does it commit Ipas – Pakistan to pay for costs incurred in the preparation and submission of a proposal. Any resultant award or lease will be governed by these terms and conditions.
6. **Partner Eligibility Criteria:**

Pakistan-based Civil Society Organizations (CSO) /Companies/Firms are eligible to apply if they satisfy the mandatory requirements stated below. .

7. **Technical Specifications:** The technical application should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this proposal. Therefore, it should be specific, complete and presented concisely. The suggested outline for the technical application is:

- **a) Cover Page** A single page with the following details:

- i.** RFP number
- ii.** The name of the CSO/firm under which it is registered with Government of Pakistan, date of such registration and corporate website link, if any.
- iii.** Contact the person for the prime applicant, including an individual's name (both typed and his/her signature), title or position with the organization/firm, postal/ office address, landline and mobile telephone, fax numbers and e-mail address.
- iv.** Details of primary bank account with account number, bank name and branch number will also be required to establish banking experience.

**b) Institutional Capacity & Technical Approach** The technical approach must demonstrate an in depth understanding of expertise in in the required field of with the proof of successful past experiences, particularly in Pakistan. Applicants must demonstrate technical and managerial expertise that would directly benefit implementation and include the following:

1. Proposal stating understanding about the SOW, sharing relevant details including past relevant experience (summarized information is required)
2. CVs of the proposed key personnel who will be engaged for the assignment.

**c) Financial Proposal:** Financial proposal must be submitted as per the Statement of Work mentioned in Section 9.

**8. Evaluation Criteria for Scope of Work:** The various functional elements of the technical criteria are assigned weighted scores, so that the applicant will know which areas require emphasis in the preparation of applications. The relative importance of each criterion is indicated by the number of points assigned.

Overall evaluation shall be carried out based on weighted average methodology wherein technical evaluation will carry 70% and financial evaluation will carry 30% weightage.

#### **Mandatory Requirements:**

	<b>Mandatory Eligibility Criteria Checklist</b>	<b>Yes/No</b>
1	Proof of valid Certificate of Incorporation or Registration or equivalent with relevant authorities	
2	Proof of NTN Certificate	
3	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the applicant is not insolvent, bankrupt, and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization	
4	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the applicant is an active taxpayer and has submitted its tax return for the preceding fiscal year. The taxpayer list serial number (downloadable from FBR's website) is also to be mentioned.	
5	Copy of latest bank maintenance certificate	
6	Latest annual report and last 3 years Audited Financial Statement as separate documents	

#### **Technical Evaluation Criteria**

	<b>Technical Evaluation Criteria</b>	<b>Weight</b>
a	Proposed approach and methodology to achieve the scope of work	15
b	Governance and Leadership: <ul style="list-style-type: none"> <li>The organization has a clearly defined mission and goals that</li> </ul>	10

	reflect alignment with Ipas' mission and priorities. <ul style="list-style-type: none"> <li>The organization structure is well-aligned to its mission.</li> </ul>	
c	Human Resources: <ul style="list-style-type: none"> <li>Organization has sufficient staff resources and technical expertise to implement the proposed activities on SRH/FP.</li> <li>Profiles (CVs) of proposed key personnel for the assignment.</li> </ul>	15
d	Comparative Advantage: <ul style="list-style-type: none"> <li>The organization has a proven track record in providing SRH services including PAC (including MA) and FP to clients, providing evidence of its service delivery data.</li> <li>Demonstrated experience of telehealth services provision with trained providers on SRH.</li> <li>Existing quality assurance mechanism in place for meeting client Quality of Care commitments.</li> <li>Existing digital platform and infrastructure to track, analyze and report telehealth user analytics data regarding services.</li> </ul>	30
	<b>Financial Evaluation Criteria</b>	
	Total cost of the project and summary of total cost broken down in sections (itemized budget) in PKR.	30
	<b>Total</b>	<b>100</b>

## 9. STATEMENT OF WORK

### I. Introduction/Background:

Ipas is an international non-governmental organization (INGO) that works to assist the Government of Pakistan in achieving the country's commitment towards Sustainable Development Goal 3 (good health and well-being). It seeks to reduce maternal mortality and morbidity associated with complications due to unsafe practices. We collaborate with provincial governments (in Punjab, Sindh, and Khyber Pakhtunkhwa) and the ICT region to provide technical assistance and support for strengthening the public and private healthcare system. We improve the provision of maternal healthcare services based on nationally approved guidelines and recommended technologies such as uterine evacuation and healthy spacing methods. We support the public health authorities in humanitarian emergencies by upgrading health facilities, providing medical supplies, need-based equipment, infection prevention supplies, and clinical trainings to health care practitioners. In times of crises, we also serve the affected communities by provision of supportive supplies to cater to their health and hygiene needs.

### II. Scope of Work:

To improve access to and use of comprehensive reproductive health services for hard-to-reach women and girls in Pakistan, Ipas is undertaking a project focused on strengthening workforce capacity and health systems.

A key strategy involves leveraging the experience gained from a successful COVID-19 telehealth pilot. Ipas will collaborate with a local CSO/Firm having existing expertise in telehealth to train 60 doctors nationally in PAC, FP (including PAFP). Through this training Ipas aims to increase the use of quality PAC and PAFP in Punjab province particularly enhancing access to quality RH services. Data on training impact and the shift to safer practices will be regularly shared with Ipas.

Ipas plans to engage a local Civil Society Organization (CSO)/ Firm to design, develop, and implement a training program (technical support provided by Ipas i.e Training content, material and trainer) for midwives/doctors in Punjab province. The midwives/doctors trained will provide teleconsultation on PAC-FP.

**The Objective include:**

- Strengthening the capacity of midwives/doctors to provide teleconsultation on Postabortion Care (PAC) and contraception.

**Expected Results:**

- Trained 60 midwives/doctors to provide teleconsultation on PAC-FP

**Key Activities:**

1. Identify trainers/providers for telehealth services based on Ipas pre-defined eligibility criteria from Punjab province
2. Conduct three 2-day training for 60 midwives/doctors to provide teleconsultation on PAC-FP based on Ipas standardized materials and led by Ipas master trainer.
3. Develop training report with clear action plan for telehealth services in project intervention areas
4. Service delivery and user analytics data by trained midwives/doctors will be regularly shared with Ipas.

**Period of Performance:** May 15, 2025 to June 30, 2026

Note: First three activities (1-3) will be completed by 30<sup>th</sup> June 2025

**Place of Performance:** Punjab