

Request for Proposals

Human Dynamics Behavioral Indicator (HDBI) Assessment and Facilitation Services

Organization: Ipas

Program: Pakistan Node

Engagement Type: Remote Consultancy

Performance Period: [Click to Select Date] to [Click to Select Date]

1. Background

Founded in 1973, Ipas is a global non-governmental organization dedicated to ending preventable deaths and disabilities from unsafe abortion through local, national, and global partnerships. Ipas works to ensure that women can obtain safe, respectful and comprehensive abortion care. The Pakistan country node has a relatively new senior leadership team. To strengthen teamwork, cohesion, and effectiveness among this new team, Ipas Pakistan is seeking to utilize the Human Dynamics Behavioral Indicator (HDBI) assessment as a foundational team-building tool.

The team aims to create a strong foundation for collaboration and mutual understanding within the senior leadership team during this period of organizational change.

2. Objective

To engage a certified HDBI facilitator to administer assessments, provide individual coaching sessions, and produce a team report that will help the Pakistan senior leadership team better understand individual and collective working styles, communication preferences, and team dynamics.

3. Scope of Services

The consultant will provide the following services:

3.1 HDBI Assessment Administration

- Administer the HDBI assessment to **five (5) staff members** of the Pakistan senior leadership team
- Ensure all participants receive clear instructions and support for completing the assessment
- Process and analyze individual assessment results

3.2 Individual Coaching Sessions

- Conduct **five (5) one-on-one sessions** (one per staff member) to:
 - Review and interpret individual HDBI reports
 - Discuss personal behavioral indicators and working style preferences

- Explore practical applications of insights for professional development
- Answer questions and provide clarification on assessment results
- Each session should be approximately 60-90 minutes in duration

3.3 Team Report Development

- Integrate results from the five newly assessed staff members PLUS one (1) additional staff member who has previously completed the HDBI assessment (total of 6 team members)
- Develop a comprehensive team report that includes:
 - Overview of team composition and dynamics
 - Distribution of behavioral indicators across the team
 - Insights on team strengths and potential areas for development
 - Communication preferences and potential friction points
 - Recommendations for leveraging diverse working styles and the results of this assessment on an ongoing basis.
- Deliver the team report in written format suitable for review by the Country Director and team.

3.4 Delivery Modality

- All services will be delivered **remotely** via Microsoft Teams calls.
- Consultant must be able to accommodate Pakistan time zone (PKT, UTC+5) for scheduling sessions. The Pakistan team has some flexibility in working hours; preference is for calls as close to working hours as possible.
- All materials and reports to be delivered electronically

4. Deliverables

Deliverable	Description	Quantity	Timeline
HDBI Assessments	Administered to the Pakistan team members	5	Week 1-2
Individual HDBI Reports	Personalized assessment reports	5	Week 2-3
Individual Coaching Sessions	One-on-one debrief sessions (60-90 min each)	5	Week 3-4
Comprehensive Team Report	Integrated analysis of 6 team members	1	Week 4-5

5. Consultant Qualifications

The consultant must possess:

- **Required:**
 - Current certification as an HDBI facilitator

- Minimum 3 years of experience administering HDBI assessments
 - Proven experience conducting remote coaching and facilitation
 - Excellent written and verbal communication skills in English
 - Ability to work across cultures, other diversity markers, and with international teams.
 - Ability to carry out the assignment remotely.
 - Demonstrated experience creating team reports and synthesizing group dynamics insights
- **Preferred:**
 - Experience working with nonprofit organizations or international development sector
 - Familiarity with reproductive health/rights organizations or mission-driven teams
 - Experience supporting teams through organizational transitions or change
 - Knowledge of South Asian cultural contexts

6. Timeline

Total Duration: Approximately 4 weeks from contract signing, ideally completed deliverables within October 2025.

- **Week 1-2:** Country Director provides background context to consultants. Assessment administration and completion for 5 staff by the Consultant.
- **Week 2-3:** Consultant conducts individual briefing sessions with each staff to help them understand and interpret their HDBI assessments.

Consolidated team report delivered to Country Director (aggregating 6 staff's assessments).
- **Week 4:** Open as needed for follow-up.

Specific dates to be mutually agreed upon between Ipas and the selected consultant.

7. Ipas Responsibilities

Ipas will:

- Provide the consultant with contact information of all six team members
- Communicate with team members about the purpose and process of the HDBI assessment
- Ensure team member availability for scheduled individual sessions
- Provide access to previous HDBI results for the one staff member who has already completed the assessment
- Designate a point of contact for coordination and communication
- Facilitate technical arrangements for MS Teams calls

8. Budget and Payment Terms

Consultants should propose a total fee covering:



- HDBI assessment materials and processing (5 assessments)
- Individual coaching sessions (5 sessions)
- Team report development (integrating 6 team members)
- All preparation, analysis, and administrative time

Payment schedule to be negotiated; typical structure includes:

- 20% upon contract signing
- 40% upon completion of individual coaching sessions
- 40% upon delivery and acceptance of final team report

9. Proposal Requirements

Interested consultants should submit:

1. **Cover letter** expressing interest and relevant experience
2. **Current CV/Resume** highlighting HDBI certification and relevant experience
3. **Proof of HDBI certification**
4. **Proposed budget** with itemized breakdown
5. **Proposed timeline** with availability
6. **References** (minimum 2) from recent similar engagements

10. Evaluation Criteria

Proposals will be evaluated based on:

- HDBI certification and qualifications (30%)
- Relevant experience and quality of past work (25%)
- Proposed approach and methodology (20%)
- Cost competitiveness (15%)
- Availability and timeline fit (10%)

11. How to submit proposal

Submission Deadline: 28 October 2025

Submit proposals to: Ipas Procurement Portal

Questions: mushtaqt@ipas.org

Ipas is an equal opportunity organization committed to diversity, equity, and inclusion. We encourage applications from consultants of all backgrounds.

