

**Terms of Reference (ToRs) For**  
**Hiring of Training/Event Management Firm**  
**Under**  
**National Immunization Support Project (NISP)**

**I. Project Context:**

Pakistan is the world's sixth most populous country with a population of more than 180 million and with per capita income of US\$ 1,410 in 2014 - a lower middle-income country. Pakistan's cycles of high growth have been interrupted by shocks and crises - followed by relative stagnation. The continuing insecurity and slow economic reform pose critical challenges. The economic and political instability of the 1990s was followed by improved economic performance in the first half of the 2000s, with an average growth of real GDP of around 5%, and decreasing levels of poverty from 34.5% in 2001/02 to 17.2% in 2007/08. The country's recovery from the 2008-09 global financial crisis has been the weakest in South Asia, with GDP growth averaging 2.9% in the FY09-13, recovering to 4.7% in year 2014.

2. The Core EPI Program activities include provision of immunization services, management and operational support, the purchase and supply of vaccines, maintenance of an effective vaccine supply chain, surveillance for outbreaks of vaccine-preventable diseases and demand generation. EPI services are provided almost exclusively through the public health delivery network through fixed centers, outreach and mobile services. The centers for EPI manned by vaccinators have been established in health facilities supported by facility staff and service delivery by lady health workers (LHWs) undertake outreach services along with the vaccinators.
3. The Federal and Provincial governments have prepared and endorsed the 2014-18 National Comprehensive Multi-Year Plan (cMYP) for the Pakistan National EPI Program, which outlines a new resolve to improve program performance and rebuild the system. The cMYP envisages a) Enhancing equitable coverage of immunization services, b) Strengthening routine immunization and c) introducing a systems strengthening approach.
4. The World Bank upon government of Pakistan's request conducted a comprehensive assessment of the Expanded Programme on Immunization (EPI) to find out the programme gaps and bottlenecks along with the recommendations for the improvement in Routine immunization coverage. As a result National Immunization Support Project (NISP) was envisioned and developed in consensus with the Federal, Provincial Governments and all the stake holders for five year. The project aims to support the Pakistan National EPI to immunize all children below 23 months against nine vaccine preventable diseases. The children under two years of age in Pakistan are to be the primary beneficiaries of NISP – particularly children in the lowest wealth quintiles in which immunization coverage is lowest. In addition, children aged under 5 years are targeted during Pakistan's supplementary immunization activities (SIAs) for polio and under 10 years for measles. The success of these activities depends substantially on the presence of a strong routine immunization system. The children aged under 10 years are thus secondary beneficiaries under the project. Pakistan is one of the last two countries globally in which polio is endemic. This project aims to strengthen EPI in Pakistan at the critical endgame stage of polio eradication.
5. National Immunization Support Project (NISP) employs Disbursement Linked Indicators (DLIs) as an incentive to achieve project results by disbursing a portion of the total project financing upon achievement of key results related to the implementation of the project components. The DLI targets are critical for advancing the EPI reform process and achieving the PDO. DLIs include key intermediate results, implementation performance targets, and milestones for strengthening management, governance and stewardship functions. The progress by each province will be monitored with the province-specific targets

for each indicator, according to the province context and capacity. These Terms of Reference cover the activities of an independent, third party firm which will audit and validate the achievement of DLI targets

## **II. Project Development Objective**

The development objective of the project is to increase equitable coverage of routine immunization against vaccine preventable diseases (VPD), including poliomyelitis, for children between 0 and 23 months in Pakistan.

## **III. Project Description:**

### **A. Project Components**

This project will provide an integrated 5 year co-financing platform for routine immunization in Pakistan. It will coordinate government and development partner support within a results-based structure with an emphasis on strengthening provincial capacity by:

- (i) Providing a single financing platform to coordinate sources of international support for Routine Immunization;
- (ii) Using standard government budgetary and accounting mechanisms to deliver the majority of funds directly to the federal Ministry of Finance and provincial Departments of Finance;
- (iii) Introducing a performance-based financing structure to incentivize outcomes; and,
- (iv) Channeling catalytic finance and technical assistance to address specific health system bottlenecks and building management and reporting systems to enhance accountability.

## **DUARTION OF THE CONTRACT**

- I. Framework Contract will be given for one Year for time to time Event Management schedule of the EPI Offices. Therefor Unit rates of the Items required should be quoted once and quantity may be increase or decrease as per the number of the Events Participations. Therefore Contract Work Award will be issued as per the Event Plan with original number of participants during the whole year and price /unit rate would be constant only quantities or number of participants would be increase /decrease on the basis of the Work /contract price order will be issued to the Firm. Subsequently payment would be made accordingly. Therefore Packages of Trainings are constituted on each package of training /event by each area the Contract will be awarded on the basis of unit rates.
- II. Each Area may take more than one Month so depending upon the situation and time frame at the time of the award. Tentatively 4-6 Months total duration is to complete trainings in all districts under all areas. Transportation and Applicable Taxes as per government Rules .Facilitators will be provided by the Federal EPI, Areas Offices; TA/DA to the participants/facilitators will be provided by the firm as per prevailing Government Rules vis –a vis their entitlement. Copy of Invoices /Receiving from all participants' cheque /bills will be produced to federal EPI while claiming reimbursement along with training report on each areas.
- III. Final List /Number of Participants and duration in days in each district will be provided at the time of Award of Contract, Currently tentative estimated number of Participants /Vaccinators given to train. Therefor Number /quantities of vaccinators can be increased or decreased. CDA and ICT also included but their number will be identified later on.

## **Key Contents of Training**

There could be three types of training (I) Training to vaccinators (II) Trainings to Mid-Level professionals (III) Trainings to MIS Staff in all districts of (AJK,ICT,CDA,FATA,GB) implies that all the difference considered together while Immunization decisions must consider the effects of each use on the others.

The decisions must take account of overall social and economic goals, including the achievement of sustainable Immunization Practices. `

The training Contents may include the following among others:

### **1. Introduction to Immunization**

- What is Need of Immunization
- Why Immunization is important
- Key issues in Immunization
- Immunization principles
- use, impacts and benefits

### **2. Implementing Immunization Practices.**

- Planning process
- Why planning?
- What do we expect to achieve?
- Strategic approach

### **3. The Planning Cycle**

- Initiating the planning process
- What are the expected outputs?
- Initiation

- Developing the work plan
- What are the expected outputs?

#### **4. Mobilisation**

- Political commitment
- Stakeholder participation
- Capacity building

#### **5. Establish the Strategic Vision**

- What are the expected outputs?
- Why is a Immunization vision important?
- Steps in development

#### **6. Situation analysis**

- What are the expected outputs?
- What needs to be achieved
- Steps in development of the situation analysis at gross level
- Issues of concern for the stakeholders

#### **7. Immunization Strategy Options Identified**

- What are the expected outputs?
- Where to Start
- The scope of the strategy decisions
- The framework for making strategy decisions
- change areas

#### **8. Implementation as per plan prepared and approved**

- What is the expected output?
- Four Questions
  - The content of the plan;
  - Political and public participation;
  - Timeframe for completion of the plan, and
  - Who writes the plan.

**Assessment and selection of the proposal:**

Both technical and financial proposals must be presented in English. The proposals, technical and financial, will be evaluated by a group of professionally qualified reviewers and the criteria for selection are:

i. Firm's qualifying with best **Technical proposal must** scores 70 out of 100 as Total score, scores distributed by specific criteria are:

a. Clarity, comprehensiveness and coherence in presentation of technical Proposal ..... 5

b. Previous experiences of the agency/ organization concerned on the tasks specified .....45

c. Quality and credentials of team members .....5

d. Logistics capacity for handling such event .....45

ii. **The financial proposal** will be opened only for those firms scoring 70 or more for the technical proposal. Total scores for the financial proposal is 30 and this will be awarded on the lowest cost basis but with following criteria:

a. Cost proposal submitted cites specific rates by each major items; and

b. Relevance and consistency with technical proposal.

# Trickle Down Trainings Plan /Schedule

Item	Training Budget Sheet AJK			Training Budget Sheet GB				Training Budget Sheet FATA					Total Cost of AJK, GB and FATA
	Persons (Participants + Facilitators)	Estimated Unit Rate	Total Cost (including 17% Tax)	Duration Days	Persons (Participants + Facilitators)	Estimated Unit Rate	Total Cost	Duration Days	Persons (Participants + Facilitators)	Estimated Unit Rate	Total Cost (including Tax)		
Refreshment/lunch/person/day	75			2	300			3	550				
Refreshment/lunch/person/day (Vaccinator of all 10 ten districts)	499							3	510				
Accommodation Charges for no of persons @ Rs /day/person	72												
Accommodation Charges for no of persons @ Rs /day/person	499			2	300			3	40				
Training Allowance for Participants @ Rs. 7680/day/person	63							190	510				
Resource Person @Rs 4000/ per hour for 8 hours per day	60				10			4	40				
Flexes @ Rs 2000	20				13								
Standies @ Rs 1500	40				26								



## MIS –TRAININGS/ESMP /ANY OTHER TRAINING:

	Facilitators /MIS AJK			
S. No.	Item	Persons	Unit Rate	Amount
1	Refreshment/lunch for 3 Days for 75 persons per day			
2	Honoraria of the Resource Person			
3	Training Coordinator Honoraria for 6 days			
4	Standeers			
5	Rent of Facility Per Day			
6	Bags			
7	Video Recording of Event for 6 Days			
8	Field Visits			
9	Training material			
10	Stationary			
11	Overheads	LS		
	Sub-Total			
	Income Tax @ 25 %		LS	
	<b>Total Cost Including Tax</b>			

<b>Facilitators /MIS GB</b>				
<b>S. No.</b>	<b>Item</b>	<b>Persons</b>	<b>Unit Rate</b>	<b>Amount</b>
1	Refreshment/lunch for 3 Days for 50 persons per day			
2	Honoraria of the Resource Person			
3	Training Coordinator Honoraria for 6 days			
4	Standeeds			
5	Rent of Facility Per Day			
6	Bags			
7	Video Recording of Event for 6 Days			
8	Field Visits			
9	Training material			
10	Stationary			
11	Overheads	LS		
	Sub-Total			
	Income Tax @ 25 %		LS	
	<b>Total Cost Including Tax</b>			

<b>Facilitators /MIS FATA</b>				
<b>S. No.</b>	<b>Item</b>	<b>Persons</b>	<b>Unit Rate</b>	<b>Amount</b>
1	Refreshment/lunch for 3 Days for 50 persons per day			
2	Honoraria of the Resource Person			
3	Training Coordinator Honoraria for 6 days			
4	Standeeds			
5	Rent of Facility Per Day			
6	Bags			
7	Video Recording of Event for 6 Days			
8	Field Visits			
9	Training material			
10	Stationary			
11	Overheads	LS		
	Sub-Total			
	Income Tax @ 25 %		LS	
	<b>Total Cost Including Tax</b>			