



**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES**  
**(Technical Support Unit – CRVS)**

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**Hiring of Short Term Consultant for Development of Standard Package of CRVS Counters to  
Implement Vital Events Registration Reforms**

The Government of Pakistan, Ministry of Planning, Development and Special Initiatives invites applications from eligible individual consultants/firms for a short term consultancy to support development of standard package of CRVS counters to implement vital events registration reforms. Duration of assignment would be three months from the date of signing of contract.

Detailed Terms of Reference indicating scopes of work, eligibility criteria & remuneration / fee of the assignment are available on the website of the Planning Commission [www.pc.gov.pk](http://www.pc.gov.pk). The applications containing all information as per scope of work may be submitted at the following address within 15 days of the publication of this advertisement.

**(Project Director-CRVS)**  
**Technical Support Unit-CRVS, PPMI Complex H-8/1 Islamabad.**  
**Tel: 051-9269783/051-9269785**



## Development of National Investment Case for Strengthening Civil Registration and Vital Statistics System

### Terms of Reference for Short Term Consultant

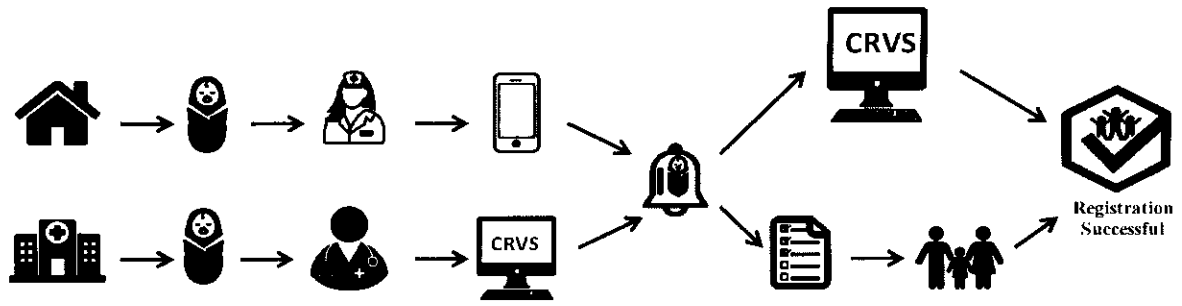
<b>Activity/ Assignment</b>	Development of Standard Package of CRVS Counters to Implement Vital Events Registration Reforms
<b>Type of Contract</b>	Short Term Assignment / Hiring of Services
<b>Reporting Language</b>	English
<b>Time Frame / Duration</b>	3 Months from the date of signing the contract
<b>Background information</b>	<p>Civil registration is the important act of recording and documenting of vital events in a person's life (including birth, death, marriage, divorce, adoption etc.) and is therefore a fundamental function of governments. A strong Civil Registration and Vital Statistics (CRVS) system is fundamental requirement for, and a sign of, a strong and developed economy. Given the significance and relationship that an efficient Civil Registration and Vital Statistics (CRVS) has towards the development of a country, Government of Pakistan is making serious efforts and Planning Commission has gained momentum to strengthen and revamp its CRVS system in the country in the context of adjusting to new realities and challenges. The CRVS reforms package has been prepared in a collaborative paradigm with involvement of all the relevant stakeholders. It is also driven by the need for reliable and timely data needed for tracking progress on Sustainable Development Goals (SDGs).</p> <p>The pivotal action of this reforms package will be shifting the responsibility of registration from parent/beneficiary to the state. Health sector would be strengthened to take front line position in recording and registering vital events (birth, death, cause of death). The process of notification and registration of vital events will be optimized by introducing appropriate digital interventions and use of information technology (Process Flows annexed). The package also suggests interventions and investment in CRVS infrastructure and innovations. It envisages horizontal and vertical linkages between civil registries, health information systems, identity management, and statistical production for data sharing and flow of information and will be linked and streamlined at district, provincial and national level.</p> <p>Planning for this scale of services exacts a baseline survey and feasibility study for development of physical and cost standards to aid in implementation of reformed mechanisms/system. This exercise will help each of the geographic area (province and special areas) to ascertain exact material, human resource and civil works needs and estimated costs required. As a result, Planning &amp; Development Departments would be able</p>

	to develop investment case, implementation plans and allocate resources for deployment of reformed system of vital events registration and International development partners would be able to know the demand and supply gap to plug the needs, as per requirements.
<b>Overall Objectives</b>	<p>Specific objectives include;</p> <ul style="list-style-type: none"> <li>▪ <i>To critically review, analyze and interpret the existing resources (physical, human and financial) for current CRVS system and the needs/gaps to implement CRVS reforms (both at federal &amp; provincial levels).</i></li> <li>▪ <i>To develop physical and cost standards for birth and death notification counters at health facilities and registration counters at the registering entity (Municipal committee or union council etc.)</i></li> <li>▪ <i>To aid in development of national CRVS Investment case and provincial implementation plans/projects.</i></li> </ul>
<b>Scope of Work</b>	<p>The consultant will work in close coordination with Technical Support Unit – CRVS, Ministry of Planning, Development, and Special Initiatives and United Nations Population Fund (UNFPA) relating to the “Development of National CRVS Investment Case for Strengthening CRVS system in Pakistan”.</p> <p><i>The main responsibilities would include:</i></p> <ul style="list-style-type: none"> <li>▪ Critically review and understand the baseline work/assessments done in context of CRVS and consolidate the findings.</li> <li>▪ Develop the data collection tool/template in collaboration with stakeholders for need assessment of resources and feasibility survey.</li> <li>▪ Liaise and coordinate with the relevant stakeholders and departments to understand the existing resources (physical, human and financial) for CRVS system along with current registration practices, <u>barriers faced by people, the gaps/inadequacies in the system overall.</u></li> <li>▪ Conduct a need assessment and feasibility study covering technical, financial, operational and human resource aspects to implement CRVS reforms both at federal and provincial levels.</li> <li>▪ Develop a consolidated situation analysis report depicting existing scenario in terms of resources <u>with clear needs/requirements, also identifying existing institutions collecting similar data for synergies, economies of scope and sustainability of the CRVS process in general.</u></li> <li>▪ Liaise and coordinate with relevant stakeholders to identify anticipated future needs of the potential data to be collected, in order to organize and streamline the collection approach and storing methodology from the onset (e.g. use of same ID for future possible health filing system etc., simultaneous reporting to provincial MNCH departments for timely vaccinations and related notifications etc, reporting to legislative bodies and state bank and national fiduciary bodies for notification of deaths etc.) to enable data that speaks to one another and strengthens the overall national data ecosystem)</li> <li>▪ Provide physical and cost standards for development of birth and death notification counters in health facilities and registration counters at the registering entity i.e. Municipal committee or union councils</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To provide item-wise capital cost estimates broken down between local and foreign exchange, if applicable</li> <li>▪ Participate in various CRVS consultative meetings and workshops to share findings of assessment and standards to establish CRVS counters.</li> <li>▪ Finalize the standard package for development of CRVS counters at health facilities and MCs/UCs to be a part of National CRVS Investment case.</li> </ul>								
<b>Desired Educational Background and Experience</b>	Should have at least Advanced University level degree in the Development Studies, Social Sciences or Management (equivalent to at least 16 years of education). The consultant should possess demonstrated knowledge and expertise in existing government working mechanisms and organizing feasibility studies. Good communication and writing skills are desirable. Documented relevant experience with government or UN organizations or working experience in the areas of civil registration and vital statistics will be an added advantage.								
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>▪ Integrated Inception Report describing the methodology of work, data collection tools with a timeline of activities.</li> <li>▪ Field Visit Reports</li> <li>▪ Consolidated Situation Analysis and Feasibility Report.</li> <li>▪ Standard Package (including Physical, human and financial resources desired for development of CRVS counters)</li> </ul>								
<b>Reporting &amp; Coordination</b>	<u>Technical Supervision and Coordination</u> Technical Support Unit (TSU-CRVS) – MOPD&SI- Islamabad.  <u>Administrative Clearance</u> Technical Support Unit (TSU-CRVS), based on recommendations of Chief Health/Project Director-CRVS								
<b>Re-numerations</b>	Total Cost(Fee) PKR = <u>763,200/-</u> (All inclusive) <table style="margin-left: 40px; border: none;"> <tr> <td>• Issuance of contract and signature</td> <td style="text-align: right;">0%</td> </tr> <tr> <td>• Inception Report (1 Wk)</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>• Situation Analysis &amp; Feasibility Report</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>• Standard Package for CRVS counters</td> <td style="text-align: right;">50%</td> </tr> </table> <p><u>Lump-sum without any Tax Deduction, any tax (if applicable) will be the responsibility of the consultant</u></p>	• Issuance of contract and signature	0%	• Inception Report (1 Wk)	25%	• Situation Analysis & Feasibility Report	25%	• Standard Package for CRVS counters	50%
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<b>Travel / Field Visit</b>	Maximum up to 200,000 PKR based on prior approval and field visit plan.								

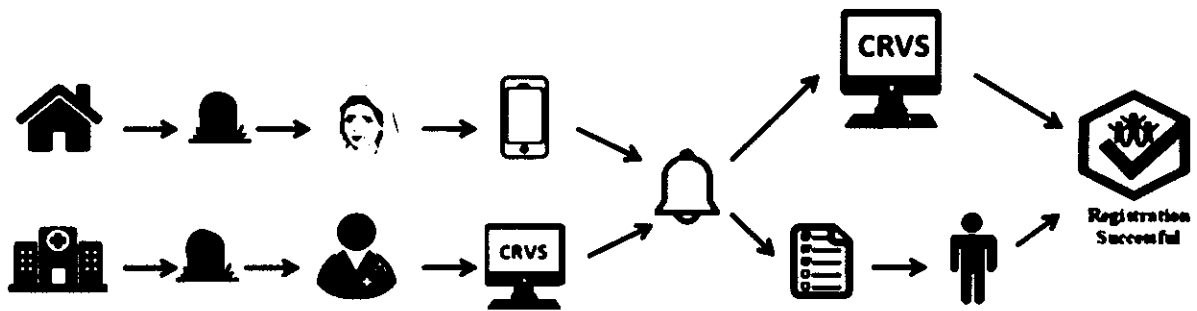
**Annexure: CRVS Reforms Package-Process Flows**

**1) Birth Registration**



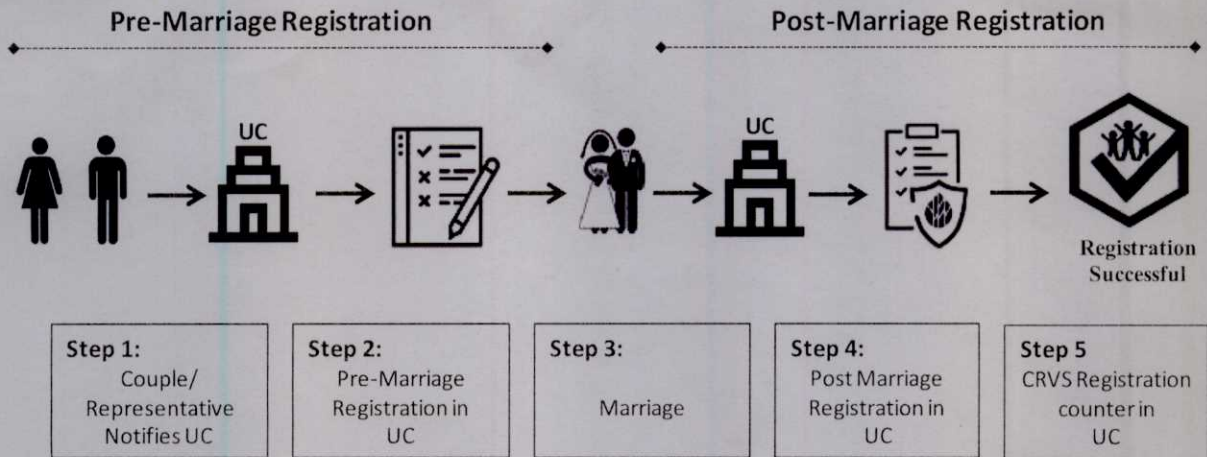
- Step 1:**  
 Specific Counters  
 in THC and UC
- Step 2:**  
 Vital Event (Birth)  
 Community/  
 Gynecology Dept.
- Step 3:**  
 Vital Data  
 Collection by  
 Doctor/ Midwife
- Step 4:**  
 Birth Notification  
 Centre in  
 THC
- Step 5**  
 CRVS Registration  
 Centre in  
 UC/THC

2) Death Registration



- Step 1:**  
 Specific Counters  
 in THC and UC
- Step 2:**  
 Vital Event (Death)  
 Community/  
 Hospital
- Step 3:**  
 Vital Data Collection  
 by doctor/LHWS
- Step 4:**  
 Death  
 Notification  
 Centre in THC
- Step 5**  
 CRVS Registration  
 Centre in  
 UC/THC

### 3) Marriage Registration



### 4) Divorce Registration

