

Request for Proposals (RFP)

Hiring Universities, Research Institutions, Consultancy Firms, and Individual Consultants to Conduct “An Action Research: Examining Community preparedness to Prevent and Respond to Technology-Facilitated Gender-Based Violence (TFGBV) – in a Peri urban setting in Islamabad.”

Background introduction:

Rozan is a national non-governmental organization working to promote emotional and psychological well-being, gender equality, and protection from violence. Established in 1998, Rozan works with individuals, communities, institutions, and government stakeholders to address issues related to gender-based violence, child sexual abuse, positive masculinities, and psychosocial support.

Through its programs and partnerships, Rozan aims to create safer, more inclusive communities by strengthening individual capacities, challenging harmful social norms, and promoting positive attitudes and behaviors around gender, relationships, and violence.

In partnership with Norwegian Church Aid (NCA), Rozan is implementing a project titled “*Strengthening Unity Through Inclusive Action and Local Harmony SULAH*”. The project is being carried out in Alipur, Islamabad and Mirpurkhas, Sindh. The overall objective of the project is to strengthen social cohesion and peaceful coexistence by engaging individuals and communities in dialogue, collective action, and positive transformation, while challenging harmful gender norms and promoting positive masculinities and inclusive community relationships.

Rozan is seeking eligible universities, research institutions, consultancy firms, and qualified individual consultants to conduct “An Action Research: Examining Community preparedness to Prevent and Respond to Technology-Facilitated Gender-Based Violence (TFGBV) – in a Peri urban setting in Islamabad.” The Terms of Reference (TORs) are provided below.

Logistics arrangements for consultants:

Rozan will pay the agreed lump-sum consultancy fee in three instalments. Payments will be linked to agreed and approved deliverables. Details are mentioned in the payment schedule.

The selected universities, research institutions, consultancy firms, and individual consultants will be responsible for covering all expenses related to the assignment, including travel, accommodation, boarding/lodging, and any equipment or other resources required for the successful completion of the research.

Require documents to be submitted along with proposal

- **Technical Proposal:** A detailed proposal explaining the applicant’s understanding of the assignment and how it plans to conduct the research. It should cover the proposed approach, methodology, activities, and expected outputs.
- **Organizational/Consultant Profile:** A brief profile of the applying university, research institution, consultancy firm, or individual consultant, including its/their mandate, areas of expertise, relevant experience, and research capacity.
- **Understanding of the Assignment:** A clear description of the applicant’s understanding of the research objectives, scope, key questions, and expected outcomes.

- **Work Plan and Timeline:** A clear activity-wise schedule showing key tasks, deliverables, timelines, and responsible team members throughout the assignment.
- **Team Composition:** Details of the proposed research team, where applicable, including team members' roles, qualifications, expertise, and responsibilities for the assignment. Individual consultants may apply independently and should provide their CV/profile and demonstrate their capacity to undertake all aspects of the assignment.
- **Relevant Experience:** Evidence of previous experience conducting similar research, particularly in gender, masculinities, TFGBV, and GBV.
- **Two Samples of Similar Research:** Applicants should provide two completed research reports or studies demonstrating their experience and capacity to undertake research of a similar nature. For consultancy firms and research institutions, the samples may include assignments conducted by the organization or by proposed team members. Individual consultants should provide samples of research assignments personally undertaken or substantially contributed to.

Applicants should provide a summary of previous assignments using the following information:

Name/title of assignment	Year of assignment	Name of client	Brief description of the assignment	Role of the applicant/team	Geographic area	Key deliverables

Financial proposal:

The financial proposals must be stated in Pakistani Rupees (PKR), including both unit rates and total amounts. Proposals in any currency other than PKR will not be considered during the evaluation and awarding process. All quoted rates must be inclusive of all applicable government taxes, including but not limited to income tax, sales tax, and any other taxes or charges that may apply during the contract period. The quoted rates should also cover all costs associated with the assignment, including travel, accommodation, and logistics.

Duration of contract:

Total duration of the assignment is 80 days the tentative activity wise timeline of the assignment is given in the TORs which will be finalized with mutual consultation when the applicant is onboard:

Payment schedule:

Payment will be made in three instalments, linked to the satisfactory completion and approval of the agreed deliverables:

First Instalment – 30%: Upon approval of the inception report, research framework, methodology, and data collection tools.

Second Instalment – 40%: Upon completion of the data collection phase and submission and approval of the draft research report.

Third Instalment – 30%: Upon submission and approval of the final research report and all agreed final outputs.

The detailed payment schedule and deliverables will be finalized and incorporated into the contract between the selected applicant and Rozan.

Shortlisting and Selection criteria:

Rozan will evaluate all proposals through a technical and financial review. Only technically qualified university, research institution, consultancy firm, or individual consultant will proceed to financial evaluation. Rozan reserves the right to accept or reject any proposal without assigning any reason.

Procedure of consultant selection:

- a. In the first stage, after the opening of proposals, Rozan will conduct a preliminary review and shortlist eligible universities, research institutions, consultancy firms, and individual consultants based on the eligibility criteria and submitted proposals. See the eligibility criteria.
- b. In the second stage, shortlisted applicants may be invited for an interview or clarification meeting with Rozan. Meetings may be conducted in person or virtually, as appropriate.
- c. The selection panel will assess the applicant's relevant research experience, understanding of the subject matter, proposed research methodology, qualifications and expertise of the proposed research team or consultant, previous relevant assignments, and overall capacity to successfully complete the assignment and deliver quality research outputs.
- d. For consultancy firms and research institutions, the evaluation will consider both the organizational experience and the qualifications and experience of the proposed research team.
- e. For individual consultants, the evaluation will consider the consultant's academic qualifications, relevant research experience, thematic expertise, previous assignments, proposed methodology, and capacity to complete the assignment within the required timeframe.

Eligibility Criteria

Interested universities, research institutions, consultancy firms, and individual consultants should demonstrate:

- Universities and academic institutions are registered with Higher Education Commission (HEC) of Pakistan.
- Research institutions and organizations legally registered in Pakistan.
- Consultancy firms legally registered and authorized to provide research/consultancy services in Pakistan.
- Individual consultants with appropriate professional status and relevant qualifications, as applicable under Pakistani laws and regulations.
- Applicants must have a minimum of 10 years of relevant experience in social science research or related fields.
- Applicants must have the legal and professional capacity to enter into a contract and undertake the assignment.
- For individual consultants: relevant academic qualifications, professional experience, research portfolio, and demonstrated expertise in the subject matter.
- Experience working in Pakistan and familiarity with the relevant geographic and social context will be considered an advantage.

- Applicants must be able to complete the assignment within the specified timeframe and deliver all required outputs to the required quality standards.
- Experience researching digital technologies, online behaviors, digital spaces, or technology-facilitated forms of violence will be an advantage.

Duration of Assignment

The assignment is expected to be completed within 80 day from the signing of the agreement.

Description of assignments	Days	Deadlines
Inception meeting & inception report	7 days	Sept. 16-22
Literature review & development of research framework	14 days	Sept. 23 to oct 6
Research methodology & data collection tools	9 days	Oct. 7-15
Data collection / fieldwork	25 days	Oct. 16 to Nov 9
Data cleaning, coding & analysis	10 days	Nov 10- 20
Draft research report	6 days	Nov. 21–25
Review, validation & incorporation of feedback	5 days	Nov. 26- Nov 30
Final research report & executive summary	4 days	Dec 1- 4,2026

Template for financial proposal/Quotation form

Please submit the financial proposal using the template provided below. The quoted fee must be inclusive of all applicable taxes and associated costs related to the assignment. The fee should be provided as a lump sum and not split into separate rates.

Rozaan's Procurement Committee reserves the right to reject any proposal that does not follow the prescribed financial proposal template.

Description of assignments	Unit	Total cost (in PKR)
HR cost consultancy fee	.umpsum	
Boarding and lodging	.umpsum	
Travel	.umpsum	
Grand total		

1: Validity period of the quoted rates not less than 3 months: _____

2: Name of consultant : _____

3: Name of applicant: _____

4: Complete postal Address: _____

5: Official contact numbers landline: _____

6: Official contact number cell: _____

7: NTN/GSTN. _____

8: Functional Email for official correspondence: _____

10: Signature of applicant: _____

11: Date proposal submission: _____

Roles and Responsibilities

NCA

- Provide overall strategic guidance and oversight of the research.
- Review and provide feedback on the research design, tools, and key deliverables.
- Support the use of findings for programme learning, advocacy, and future interventions.

Rozan

- Lead the overall research process and provide technical guidance.
- Coordinate with the researcher/consultant and relevant stakeholders.
- Facilitate access to communities, programme sites, and relevant stakeholders where appropriate.
- Review and approve the research methodology, tools, and deliverables.
- Lead dissemination and ensure findings inform programming on masculinities and TFGBV.

Steering Committee

The Steering Committee will provide overall strategic and technical oversight of the research and ensure that the study remains aligned with its objectives and the priorities of Rozan, NCA, and CSSP. Its key responsibilities will include:

- Review and provide guidance on the research design, methodology, and key research questions.
- Review and provide feedback on the inception report, research tools, and draft findings.
- Ensure the research remains relevant to the local context and programme priorities.
- Support coordination between Rozan, NCA and the research team where required.
- Review and validate key findings and recommendations before finalization.
- Ensure that the research findings are practical and can inform future programming, advocacy, capacity building, and engagement with men.
- Facilitate a validation/dissemination process and support the uptake of findings by relevant stakeholders.

Researcher/Research Team

- Develop the research methodology, sampling strategy, and data collection tools in consultation with Rozan.
- Conduct data collection, analysis, and interpretation ethically and independently.
- Prepare and present the inception, draft, and final research reports.
- Incorporate feedback from Rozan, NCA, and relevant stakeholders into the final deliverables.

Annexure-A

Terms of Reference (TOR) for the research on

An Action Research: Examining Community preparedness to Prevent and Respond to Technology-Facilitated Gender-Based Violence (TFGBV) – in a Peri urban setting in Islamabad.

Background

Gender-based violence (GBV) remains a significant public health and human rights concern worldwide, with one in three women and girls experiencing physical or sexual violence during their lifetime. As digital technologies have become central to communication, learning, and social interaction, violence has increasingly extended into online spaces, giving rise to Technology-Facilitated Gender-Based Violence (TFGBV), including online harassment, exploitation, stalking, image-based abuse, and other forms of digital harm.

In Pakistan, rapid digital expansion has increased opportunities for connectivity while also exposing users, particularly women and girls, to greater online risks. Evidence suggests that TFGBV is widespread, yet significantly underreported. Young people are especially vulnerable, and incidents frequently occur within existing social and peer networks rather than through anonymous actors alone. The impact of TFGBV is further compounded by conservative gender norms, limited awareness of digital rights and safety measures, unequal access to digital skills, and weak utilization of reporting and support mechanisms.

Alipur Farash, a peri-urban settlement of Islamabad, reflects many of these risk factors. While access to smartphones, social media, and internet services is expanding, awareness of TFGBV, available protections, and response pathways remains limited. Moreover, little evidence exists on how women, men, girls, and boys in such communities perceive TFGBV, assess their own preparedness, or respond when incidents occur. Understanding these factors is critical for designing effective prevention and response interventions that are contextually relevant and community-driven.

This action research seeks to address this evidence gap by examining community preparedness to prevent and respond to TFGBV in Alipur Farash, Islamabad. The study will explore the knowledge, attitudes, skills, confidence, support systems, and institutional mechanisms that influence preparedness among women and men in two age groups (15–29 years and 30–45 years). Findings will generate practical evidence to inform community-based strategies, awareness initiatives, and response mechanisms aimed at reducing TFGBV and strengthening digital safety.

Research Purpose

The purpose of the research is to assess the preparedness of boys, girls, men and women in Alipur to recognize, prevent, respond to and seek support for Technology-Facilitated Gender-Based Violence, and to identify factors that influence community capacities for prevention and response.

The study will identify key knowledge, attitude, skills, confidence, support, and systemic gaps that affect their ability to recognize, prevent, report, and respond to TFGBV, and will generate recommendations to strengthen community-based prevention and response mechanisms.

Specific Objectives

1. To assess the level of knowledge, awareness, attitudes, skills, confidence, and practices of boys, girls, men, and women regarding the prevention and response to TFGBV.
2. To examine the roles that women and men currently play, or believe they should play, in preventing TFGBV and supporting survivors within their families and communities.
3. To identify the family, community, socio-cultural and gender norms that enable or hinder effective prevention of and response to TFGBV in Alipur Farash.
4. To assess the accessibility and perceived effectiveness of formal and informal support systems, reporting pathways, and institutional mechanisms available for addressing TFGBV.
5. To identify opportunities and interventions that could strengthen community preparedness and resilience against TFGBV in Alipur Frash, Islamabad.

Key Areas of Inquiry

The study should explore the following areas against each specific objective:

Research Objective	Minimum Expected Inquiry
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Objective 1	The consultant should assess participants' understanding of different forms of Technology-Facilitated Gender-Based Violence, awareness of associated risks and consequences, attitude towards victims/survivors and perpetrators, confidence in identifying and responding to incidents, digital safety and protection practices, and the extent to which individuals possess the knowledge and skills required to prevent, mitigate, and respond to TFGBV.
Objective 2	The consultant should investigate the perceived and actual roles of boys, girls, men and women in preventing TFGBV, supporting survivors, promoting safe online behaviours, and influencing community responses. Particular attention should be given to gendered expectations, decision making dynamics, responsibilities within households, and perceptions regarding who should take action when TFGBV occurs.
Objective 3	The consultant should examine how social norms, cultural beliefs, gender roles, power relations, family dynamics, and community attitudes influence vulnerability to TFGBV, reporting behaviours, help seeking practices, and community responses. The study should identify both protective factors and barriers that affect prevention and response efforts.
Objective 4	The consultant should assess community awareness, accessibility, utilization, and perceived effectiveness of available support mechanism, including family and peer support networks, community structures, educational institutions, government services, legal and cybercrime reporting mechanisms, and referral pathways. The assessment should identify barriers that prevent survivors or affected individuals from seeking support or reporting incidents.
Objective 5	Building on study findings, the consultant should identify practical and context specific recommendations to strengthen individual, family, community, and institutional capacity for TFGBV prevention and response. The study should highlight potential awareness raising, capacity building, community engagement, services strengthening, and gender transformative interventions that can enhance overall preparedness and resilience.

Study Population and Age Groups:

The study will examine the preparedness for TFGBV prevention and response across two age cohorts (15-29 years and 30-45 years) with attention to differences and similarities between women and men within and across these groups. The study should generate evidence on how age, gender, family roles, digital engagement, community norms, and access to support mechanism influence individual and community preparedness to prevent and respond to TFGB.

Proposed Methodology

Applicants are expected to propose and justify a rigorous, context-appropriate methodology aligned with the study objectives and research questions. The proposal should present a clear conceptual or analytical framework to assess the preparedness of communities to prevent and respond to Technology-Facilitated Gender-Based Violence (TFGBV) and associated dimensions. Applicants should describe the research design, sampling approach, participant groups, data collection and analysis methods, triangulation, quality assurance measures, anticipated limitations, and how findings will be disaggregated and compared across relevant social groups. The proposed approach should be participatory, gender-responsive, faith-sensitive, and attentive to intersectionality and power dynamics, while applying do-no-harm principles and appropriate measures for informed consent, confidentiality, safeguarding, referrals, and the ethical investigation of potentially sensitive GBV related issues.

Expected Outcomes

This research will generate localized evidence on community preparedness to prevent and respond to Technology-Facilitated Gender-Based Violence (TFGBV) in Alipur Farash. The findings will enhance stakeholders' understanding of the knowledge, skills, attitudes, support, and systemic gaps affecting women, men, girls, and boys, enabling the design of more targeted and context-specific interventions.

The study is expected to inform community-based strategies that strengthen the capacity of women and men to recognize, prevent, report, and respond to TFGBV, while promoting the active engagement of men and boys as partners in prevention. It will also support greater awareness and utilization of available reporting, referral, and support mechanisms, contribute to the growing evidence base on TFGBV in Pakistan, and provide insights to inform policy and programming initiatives addressing digital safety and online violence.

Deliverables:

1. Research Inception Plan

At the beginning of the assignment, the applicant will submit an inception document that will include, understanding of the assignment and the proposed approach for undertaking the study. The document will outline the refined research design, conceptual and analytical frameworks, potential respondents along with justification and criteria for inclusion and exclusion, sampling approach, data collection process, ethical and safeguarding considerations, and approach to data analysis. The refined methodology must include a research matrix depicting data source, collection methods, and type of analysis corresponding to each research objective. Further, it should include strategies of data security, anonymization and safety and wellbeing of the respondents. It will also include a clear timeline showing the major stages and activities of the research.

2. Context-Specific Research tool

The applicant will develop appropriate data collection tool based on the approved research questions and methodology. These may include guides for key informant interviews, focus group discussions, in-depth interviews. Where a mixed-methods approach is proposed, relevant quantitative tools may also be developed. All research tools should be suitable for the local context and reflect gender sensitivity, age appropriateness, participant safety, privacy, and confidentiality, particularly considering the sensitive nature of TFGBV.

3. Field Research and Documentation

The applicant will lead the implementation of the research, including participant engagement, data collection, documentation, and quality assurance. The research process should explore community understanding and experiences of TFGBV, existing capacities and resources, prevention practices, available support and referral mechanisms, and challenges affecting effective prevention and response.

4. Community Preparedness Assessment

The applicant will conduct an analysis of the extent to which the selected peri-urban community is prepared to prevent and respond to Technology-Facilitated Gender-Based Violence. The assessment should identify existing knowledge, attitudes, skills, community structures, support systems, and institutional mechanisms, while highlighting key gaps and areas requiring strengthening.

5. Participatory Identification of Actions

In line with the action research approach, the applicant will facilitate engagement with relevant community members and stakeholders to identify realistic and locally appropriate actions for strengthening TFGBV prevention and response. The process should ensure that community perspectives contribute to identifying possible solutions and practical entry points for future interventions.

6. Facilitate validation workshop

The consultant will design and facilitate the stakeholder validation and interpretation workshop with relevant stakeholders. The workshop should present emerging findings in accessible language, explore contradictory or sensitive findings, validate context specific program entry points, distinguish stakeholder's preferences from conclusions supported by the evidence, document areas of agreement and disagreement. Validation should not be used to remove findings merely because those findings are sensitive or contested. Final interpretation should remain evidence based and should protect participant confidentiality. The consultant shall develop and submit a brief report, maximum three pages, describing the measures/changes incorporated because of workshop.

7. Draft Research Report

A draft report will be submitted presenting the research process and key findings. The report should provide a clear analysis of community preparedness, existing prevention and response mechanisms, challenges and gaps, community perspectives, and opportunities for strengthening responses to TFGBV.

8. Final Research Report

Following the incorporation of feedback from the commissioning organization, the applicant will submit the Final Report. The report will be considered final and formally accepted by the commissioning organization once all feedback and comments have been satisfactorily addressed and incorporated.

9. Research Records and Data Management

The applicant will ensure the secure handling and management of all research information throughout the assignment. Any data shared with the commissioning organization will be anonymized to protect participants' identities. Research materials and information collected during the study will remain the property of the commissioning organization and may not be shared, reproduced, or used for other purposes without prior written authorization.

The consultant will provide transcripts and analysis coding sheets of qualitative data, anonymized quantitative data, algorithm for sample selection, output and analysis code for quantitative inquiry. On completion of the assignment, the consultant must discard the data. The reuse and reproduction of data or any element of the research is impermissible without written consent of assignment commissioning organization.

Duration

The assignment is expected to be completed within 80 days from the date of signing the contract.

Deadline for Submission of Applications

Interested applicants must submit their complete applications by September 11, 2026, at 5:00 PM (Pakistan Standard Time).

No applications or proposals will be accepted or considered after the stated deadline.

How to Apply?

Kindly share your proposal (Technical and Financial) at job@rozan.org