

MULTAN WASTE MANAGEMENT COMPANY

REQUEST FOR PROPOSAL

Procurement No. 27

**HIRING OF CONSULTANCY FIRM FOR REVISION
OF FINANCE, PROCUREMENT & HR MANUAL OF
MWMC.**

Including draft Contract

LEAST COST BASED SELECTION (LCBS)

In line with PPRA Rules 2014

Issued on: April 15, 2022.

Manager Procurement & Contracts

Multan Waste Management Company (MWMC),

Property No.275/RB, Ward No.X-EX, Shams Abad Colony, Near Chungi No,09/Water
Filtration Plant, Multan.

Tel: 061-9330175

Email:

MULTANWASTE MANAGEMENT COMPANY

To

SUBJECT: REQUEST FOR PROPOSAL (CONSULTING SERVICES-FIRMS SELECTION)

Multan Waste Management Company (MWMC) is established under Section 42 of companies Act 2017, with a vision to modernize Solid Waste Management System in the city of Multan. MWMC provides cleaning services to Multan city with customized and economical solutions using appropriate technology and workforce. The ultimate goal of MWMC is to give a clean and green environment to citizens of Multan

Multan Waste Management Company (MWMC) invites eligible Consulting Firms to indicate their interest in providing the similar Consulting Services. Interested Consultancy Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The detailed Terms of Reference are attached as **Annex-A**. The shortlisting criteria is attached as **Annexure-B**. The Financial Bid Performa is attached at **Annex-C**. The estimated cost is **Rs. 1,500,000/- (Rs. 500,000/- for each manual)**

The detailed FRP document may be obtained from the office of MWMC after written submission of application in the name of Manager Procurement, MWMC at the cost of Rs. 1,000/- (Non-Refundable) to be deposited in “The Bank of Punjab (Any Branch)” in the Account titled “Multan Waste Management Company”, A/c # **A/c # 6580103321400019** during office hours or can be accessed online at www.ppra.punjab.gov.pk, www.MWMC.com.pk. Late bids will be rejected. Bids of only those bidders will be entertained who purchased the RFP document.

The bid must be accompanied with Bid Security of Rs. **30,000/-** (Approx. 2%) to be attached with Technical Bid in the form of Bank Guarantee/Demand Draft/CDR/Pay Order, in favor of Multan Waste Management Company. The Bid Security is as per PPRA Rule # 27 which states that “The procuring agency may require the bidders to furnish a bid security not exceeding five percent of the estimated price”. The Bids, without Bid Security, shall be rejected being non-responsive. **The Bid Security of successful bidder will be converted into performance security and shall be released on successful completion of assignment.**

Consultants may associate with other firms in the form of joint venture or a sub-consultancy to enhance their qualification. Consultant will be selected in accordance with the **Least Cost based Selection (LCBS)** as per PPRA Rules, 2014. Further information can be obtained at address below during office hours

Request for Proposal must be delivered in a written form to the address below (in person/courier) during office on or before May 10, 2022 till 11:30 hours. Technical proposal will be opened on the same date at 12: 00 hours.

Manager Procurement & Contracts

Multan Waste Management Company (MWMC),

Property No.275/RB, Ward No.X-EX, Shams Abad Colony, Near Chungi No,09/Water Filtration Plant, Multan.

Tel: 061-9330175

Email: info.procurement@mwmc.com.pk

MULTANWASTE MANAGEMENT COMPANY

ANNEX-A

(PROCUREMENT MANUAL)

TERMS OF REFERENCES (TOR's)

BACKGORUND

Multan Waste Management Company established under section 42 of Companies Act 2017, with a specific purpose of Collection of waste through door to door collection, collection and removal of waste to the approved disposal sites, mechanical/manual sweeping of roads, streets and squares with vacuumed vehicles and Ensure Health & Safety measures & Standards by introducing modern techniques with the help of state of the art equipment to bring about distinctive and revolutionary change in the waste collection and cleanliness of Multan city.

Every firm/company has standard operating procedures (SOPs) which they have to follow in order to smooth running and better understanding of the processes. Currently the MWMC has its own procurement manual under which all the procurements are made. The BOD MWMC desired to upgrade the current procurement manual to meet the public procurement standards resulted as day-to-day advance practices and procedures. The upgradation of procurement manual will have definitely a positive impact on the organization and will helpful to utilize the public money in more efficient and transparent manual. Everything related to procurement will be properly defined and standardized. Therefore, a consultancy firm having expertise in the field of developing public procurement standards is required for Multan Waste Management Company.

SCOPE OF WORK

The specific assignment of the consultancy firm will be upgradation of the following:

1. Understand the current operations and processes of procurement department (for all types of procurement of Goods, Services, Works and Consultancy) and also the role of other departments in this process.
2. Study and discussion of procurement manuals of other Govt./semi government organizations with management. (Comparative analysis).
3. Develop new SOP's for Contracting and Payments to the contractor in light of PPR 2014 and Contract Act 1872.
4. Drafting of flow charts for all SOP's
5. Re-structure hierarchy of procurement department along with job description of each employee as per proposed procurement manual.
6. Revise all the standard documents (Procurement requisition form, Tender documents, Purchase order, Procurement Checklist etc.) as per updated procurement manual.
7. Delegation of financial powers.
8. Any other allied task to improve the organization's efficiency.
9. The consultant shall provide the soft copy of the Procurement Manual in editable format. (Word File)

Note: All the amendments in the Procurement Manual shall be subjected to PPR 2014, Contract Act 1872, Stamp Paper Act 1899, Finance Act 1995 and other applicable laws.

TIME DURATION

The time duration of consultancy shall not exceed two months from the date of signing of contract.

MULTANWASTE MANAGEMENT COMPANY

DELIVERABLES & PAYMENT MECHANISM

The MWMC shall make the payments against following deliverables

Sr#	Deliverable	Time Schedule
1	Report & Presentation on current procurement processes at MWMC Outline approval.	Within 2 weeks of signing of contract
2	Draft procurement manual & SOP's	Within 6 weeks of signing of contract
3	Final submission of Procurement Manual along with presentation	Within 8 weeks of signing of contract

MULTANWASTE MANAGEMENT COMPANY

FINANCE & ACCOUNTS MANUAL

1. INTRODUCTION & OBJECTIVE:

MULTAN Waste Management Company (MWMC) is a public sector organization, established under section 42 of Companies Act 2017 on July 12, 2013.

Objectives:

- a. To identify the area of improvement in the current manual.
- b. To make the manual more specific to task rather than function.
- c. Make necessary changes in the Manual for better control.

2. SCOPE OF THE WORK:

- a. Section wise detailed review of each Process of the Finance Department as per existing available accounting and Finance Manual.
- b. Section wise identification of the Task of each department for the identified Process.
- c. Segregate each function into the following headings in Proper Sequence.
 - i. Objectives
 - ii. Policy
 - iii. Responsibility.
 - iv. Process.
 - v. Documentation.
 - vi. Controls & Procedures.
- d. Incorporate the area of improvements for better control at Task Level.
- e. Incorporate the latest amendments in the manual as per discussion and instructions of Management.
- f. Confirmation and acceptance of the SOPs from Finance and Internal Audit Department. (Excluding the Operation Department).

3. METHOD OF THE ASSIGNMENTS

- a. Interview and discussion with the finance and Internal Audit Department.
- b. Review of the sample documents. (One Document for each process)

4. DELIVERABLE:

- a. Revised amended Accounting & Financial Reporting Manual.

Note: The Consultant will provide a detailed work plan for the whole period of consultancy within first week of signing of the contract. The consultant will conduct review of existing MWMC Accounting & Financial Reporting Manual. After the review, the consultant will update the manual and provide First Draft to the MWMC management for review and inputs. After incorporation of management inputs, the consultant will present the Second Draft to MWMC

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management again. Upon satisfaction, the consultant will also be responsible to present summary of second draft to Audit Committee of Board for committee members review, input and approval. Final draft of the Accounting & Financial Reporting Manual will be presented to Board of Directors, MWMC by the consultant after incorporating the input/ feedback of Board Audit committee & obtain approval by the Board for execution & implementation.

5. RESOURCES FOR BASIS OF THE IMPROVEMENT OF THE MANUAL:

- a. Existing Accounting and Finance Manual.
- b. Minutes of the meeting of Board and Finance Department.
- c. Corporate Governance Rules –Public Sector Companies.
- d. The Punjab Delegation of Financial Powers Rules 2016.
- e. Existing Process and Sample review of the Documents and record of the company in support of the Manual

6. TIMELINE:

- a. The Expected Duration for the Services is 03 Months from the effective date of Contract

7. REPORTING ARRANGEMENTS:

- a. The consulting firm shall report to the Chief Executive Officer, MWMC. The focal person for this assignment will be Chief Financial Officer, MWMC

8. DELIVERABLE DOESN'T INCLUDE

- a. Training of the employees about the Manual.
- b. Subsequent Compliance of the Manual with current and future practices.
- c. Designing of the new policy or process other than given in the Manual.
- d. Subsequent review and alignment of the Manual with international Practices and framework-COSO or International Standard Organization.
- e. Subsequent improvement or enhancement of the Manual with the observations identified in the subsequent compliance of the manual.

9. GENERAL CONDITIONS:

- a. All documentation, reports shall be submitted in the English Language.
- b. All the data, documents and reports produced by the consulting firm for the said services shall be the property of MWMC. The consulting firm shall not share and use these data, document and reports for any other purpose / job without the explicit written approval of Chief Executive Officer, MWMC.
- c. In case the consulting firm fails to fulfill the contractual obligations and violate the contract agreement, the contract agreement shall be terminated and consulting firm shall not be entitled to make any pending claims.

MULTANWASTE MANAGEMENT COMPANY

REVIEW AND RECOMMENDATION FOR APPROVAL OF TORS OF HUMAN RESOURCE MANUAL OF COMPANY

Mr. Aqeel Ahmad, Manager HR & Admin briefed the Committee that the Board directors passed the directions to the management of the company in its 49th Board Meeting held on 23-02-2021 for preparations of HR Manual TORs with timelines and in its 51st Board Meeting held on 23rd June 2021 to present TORs in HR committee for final approval. TORs have been prepared as per below mentioned:

1. INTRODUCTION & OBJECTIVE

MULTAN Waste Management Company (MWMC) is a public sector organization, established under section 42 of Companies Act 2017 on July 12, 2013. MULTAN Waste Management Company (MWMC) is looking for a HR Consultancy Firm/Company to accomplish the below mentioned tasks:

1. Carry out a review existing HR Policies, Procedures, Systems & Processes
2. Update/Develop the organizational structure and required schedule of establishment.
3. Update/Develop all the policies for running the MWMC affairs.
4. Update/Develop the job description, role and responsibility for each level of employee/position.
5. Update/Develop a transparent Result Based Performance Management system which ensures a thorough monitoring and assessment of achievements of targets.
6. Update/Develop KPI's of all employees of MWMC with the complete monitoring systems/parameters.
7. Update/Develop policies especially career development process, a suitable promotion policy with career ladders, compensation and reward system, & etc to ensure high performance and increased retention rate keeping in view the best market practice under Public Sector Companies/organizations.
8. Update/Develop recommendations on improvement in employee well-being systems to promote dedication, commitment, and optimum output.
9. Update/Develop disciplinary regime and grievance redress system.
10. Update/Develop & introduce new policies applicable on Public Sector Companies (PSCs)/ in line with Government Rule.
11. Update/Develop procedures and workflow for various activities to be undertaken by HR department for effective and efficient implementation of HR Strategy.
12. Creating an organizational culture in line with the vision and values of the organization
13. Balance Score card
14. Any other task assigned by MWMC regarding updating of HR Manual.

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Note:

The finalized Consultant will provide a detailed work plan for the whole period of consultancy within first week of signing of the contract. The consultant will conduct review of existing MWMC Human Resource Manual. After the review, the consultant will update the manual and provide **First Draft** to the MWMC management for review and inputs. After incorporation of management inputs, the consultant will present the **Second Draft** MWMC management again. Upon satisfaction, the consultant will also be responsible to present summary of second draft to Human Resource Committee of board for committee members review, input and approval. **Final draft** of the HR manual will be presented to Board of Directors, MWMC by the consultant after incorporating the input/ feedback of Board HR Committee members & obtain approval by Board for execution & implementation

Any other allied services associated with applicable HR related matters

2. **TIMELINE**

The Expected Duration for the Services is 04 Months from the effective date of Contract. This timeline does not include delays at the end of MWMC.

3. **REPORTING ARRANGEMENTS**

The consulting firm shall report to the Chief Executive Officer, MWMC. The focal person for this assignment will be Manager HR & Admin, MWMC.

1. **GENERAL CONDITIONS**

- The assignment activities of the consulting firm will be supervised by the Manager HR & Admin, MWMC.
- All documentation, reports shall be submitted in the English Language.
- All the data, documents and reports produced by the consulting firm for the said services shall be the property of MWMC. The consulting firm shall not share or use the data, document and reports for any other purpose /job without the explicit written approval of Chief Executive Officer, MWMC.
- In case the consulting firm fails to fulfil the contractual obligations and violate the contract agreement, the contract agreement shall be terminated and consulting firm shall not be entitled to make any pending claims.

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ANNEXURE-B

EVALUATION CRITERIA					
Sr. No.	Technical Criteria	Maximum Marks	Description		
1.	Existence as a Legal Entity (Registration with ICAP)		Qualifying Criteria		
2.	Not Involved in any litigation or black listed by any public/Pvt./ national or international agency (To be provided on RS. 100 stamp paper).		Qualifying Criteria		
3.	Registration with Tax Authorities <ul style="list-style-type: none"> ▪ NTN ▪ STRN/PST/GST 		Qualifying Criteria		
4.	Satisfactory QCR rating of ICAP		Qualifying Criteria		
5.	Sate Bank category A or B		Qualifying Criteria		
6.	Annual turnover for ascertaining Financial Soundness of Consulting Firm. (Annual Audited financial Statements of last year FY 2019-20 to be provided)	10	Sub-Criteria	Nos/Quantity	Marks
			Annual Turnover	01 or above but below 03 Million	5
				03 or above but below 5 Million	7
				Above 5 Million	10
7.	Experience of minimum 05 related Assignments/ Engagements with Federal / Provincial Government / Semi	40	Sub-Criteria	Nos/Quantity	Marks
				5-7	10

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	Government / Autonomous Bodies or Section 42 Companies (Proof of Experience must be attached)		Assignments/ Engagements	For more than 07 assignments, 10 Marks for each additional Assignment will be given, the maximum grades will not exceed 40 Marks for this criteria.	
8.	Experience of minimum 02 related assignments for Private Sector Clients (Proof of Experience must be attached)	10	Assignments/ Engagements	Nos/Quantity	Marks
				02	5
				03	7
				More than 03	10
9.	Firms' Professional Team	20	Sub-Criteria	Nos/Quantity	Marks
			Specialists in Finance & Procurement	05-10	5
				11-15	7
				16-20	10
				21-25	15
				more than 25	20
10.	At least 03 Partner's/Specialist's with minimum 03 years' similar experience in Practice with the Firm	20	Sub-Criteria	Nos/Quantity	Marks
			No. of Years'	3-5 years	5
				6-9 Years	10
				10-13 Years	15
				More than 13	20
11.	Total Score	100	Minimum Passing Score required in order to Technically Qualify for the Assignment = 60 Marks Note: The firm must obtain minimum score against each of sub-criteria mentioned above)		

MULTANWASTE MANAGEMENT COMPANY

			Financial Proposals of only Technically Qualified Firm will be opened.
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MULTANWASTE MANAGEMENT COMPANY

ANNEXURE-C

FINANCIAL BID PERFORMA

Sr. No.		Amount in PKR Inclusive of all taxes
A.	FINANCE & Accounts Manual Review/Revision.	
B.	Procurement Manual Review/Revision	
C.	HR Manual Revision	
	Total Consultancy Fee Inc of all applicable taxes in figures	
	Total Consultancy Fee Inc of all applicable taxes in words	

Note:

- I. The total Payable amount of Consultancy fee for MWMC shall not exceed the ‘Total Contractual Amount’ agreed between the Client and Consultancy Firm. The contract shall naturally come to end after reaching its maximum value.
- II. The total amount quoted should be inclusive of all kind of taxes (PRA, WHT, etc.) and must be quoted in figure as well as in words. The contract will be awarded at total lowest cost for all consultancies.
- III. The Company undertakes to pay valid invoice within thirty (30) days from receiving of invoice.

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AGREEMENT FOR CONSULTANCY SERVICES (DRAFT)

This agreement is made on _____ between the **Multan Waste Management Company (MWMC)**, Multan a public sector organization established under section 42 of the Companies Act 2017, located at **Property No. 275/RB, Ward No. X-EX, Shams Abad Colony, Near Chungi No,09/Water Filtration Plant, Multan.** (Hereinafter called client / 1st Party), as represented on the one part and M/s _____ located at _____ (Hereinafter referred as the 2nd Party.)

WHEREAS the parties hereto agree as under: -

1. Scope of Work

(PROCUREMENT MANUAL)

TERMS OF REFERENCES (TOR's)

BACKGROUND

Multan Waste Management Company established under section 42 of Companies Act 2017, with a specific purpose of Collection of waste through door to door collection, collection and removal of waste to the approved disposal sites, mechanical/manual sweeping of roads, streets and squares with vacuumed vehicles and Ensure Health & Safety measures & Standards by introducing modern techniques with the help of state of the art equipment to bring about distinctive and revolutionary change in the waste collection and cleanliness of Multan city.

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2. Study and discussion of procurement manuals of other Govt./semi government organizations with management. (Comparative analysis).

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3. Develop new SOP's for Contracting and Payments to the contractor in light of PPR 2014 and Contract Act 1872.
4. Drafting of flow charts for all SOP's
5. Re-structure hierarchy of procurement department along with job description of each employee as per proposed procurement manual.
6. Revise all the standard documents (Procurement requisition form, Tender documents, Purchase order, Procurement Checklist etc.) as per updated procurement manual.
7. Delegation of financial powers.
8. Any other allied task to improve the organization's efficiency.
9. The consultant shall provide the soft copy of the Procurement Manual in editable format. (Word File)

Note: All the amendments in the Procurement Manual shall be subjected to PPR 2014, Contract Act 1872, Stamp Paper Act 1899, Finance Act 1995 and other applicable laws.

TIME DURATION

The time duration of consultancy shall not exceed two months from the date of signing of contract.

DELIVERABLES & PAYMENT MECHANISM

The MWMC shall make the payments against following deliverables

Sr#	Deliverable	Time Schedule
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FINANCE & ACCOUNTS MANUAL

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Objectives:

- a. To identify the area of improvement in the current manual.
- b. To make the manual more specific to task rather than function.
- c. Make necessary changes in the Manual for better control

2. SCOPE OF THE WORK:

- a. Section wise detailed review of each Process of the Finance Department as per existing available accounting and Finance Manual.
- b. Section wise identification of the Task of each department for the identified Process.
- c. Segregate each function into the following headings in Proper Sequence.
 - i. **Objectives**
 - ii. **Policy**
 - iii. **Responsibility.**
 - iv. **Process.**
 - v. **Documentation.**
 - vi. **Controls & Procedures.**
- d. Incorporate the area of improvements for better control at Task Level.
- e. Incorporate the latest amendments in the manual as per discussion and instructions of Management.
- f. Confirmation and acceptance of the SOPs from Finance and Internal Audit Department (Excluding the Operation Department).

3. METHOD OF THE ASSIGNMENTS:

- a. Interview and discussion with the finance and Internal Audit Department.
- b. Review of the sample documents. (One Document for each process)

4. DELIVERABLE:

- a. Revised amended Accounting & Financial Reporting Manual.

Note: The Consultant will provide a detailed work plan for the whole period of consultancy within first week of signing of the contract. The consultant will conduct review of existing MWMC Accounting & Financial Reporting Manual. After the review, the consultant will update the manual and provide First Draft to the MWMC management for review and inputs. After incorporation of management inputs, the consultant will present the Second Draft to MWMC management again.

MULTANWASTE MANAGEMENT COMPANY

Upon satisfaction, the consultant will also be responsible to present summary of second draft to Audit Committee of Board for committee members review, input and approval. Final draft of the Accounting & Financial Reporting Manual will be presented to Board of Directors, MWMC by the consultant after incorporating the input/ feedback of Board Audit committee & obtain approval by the Board for execution & implementation.

5. RESOURCES FOR BASIS OF THE IMPROVEMENT OF THE MANUAL:

- a. Existing Accounting and Finance Manual.
- b. Minutes of the meeting of Board and Finance Department.
- c. Corporate Governance Rules –Public Sector Companies.
- d. The Punjab Delegation of Financial Powers Rules 2016.
- e. Existing Process and Sample review of the Documents and record of the company in support of the Manual

6. TIME LINE:

- a. The Expected Duration for the Services is 03 Months from the effective date of Contract

7. REPORTING ARRANGEMENTS:

- a. The consulting firm shall report to the Chief Executive Officer, MWMC. The focal person for this assignment will be Chief Financial Officer, MWMC

8. DELIVERABLE DOESN'T INCLUDE:

- a. Training of the employees about the Manual.
- b. Subsequent Compliance of the Manual with current and future practices.
- c. Designing of the new policy or process other than given in the Manual.
- d. Subsequent review and alignment of the Manual with international Practices and framework-COSO or International Standard Organization.
- e. Subsequent improvement or enhancement of the Manual with the observations identified in the subsequent compliance of the manual.

9. GENERAL CONDITIONS:

- a. All documentation, reports shall be submitted in the English Language.
- b. All the data, documents and reports produced by the consulting firm for the said services shall be the property of MWMC. The consulting firm shall not share and use these data, document and reports for any other purpose / job without the explicit written approval of Chief Executive Officer, MWMC.
- c. In case the consulting firm fails to fulfill the contractual obligations and violate the contract agreement, the contract agreement shall be terminated and consulting firm shall not be entitled to make any pending claims.

MULTANWASTE MANAGEMENT COMPANY

REVIEW AND RECOMMENDATION FOR APPROVAL OF TORS OF HUMAN RESOURCE MANUAL OF COMPANY

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3. Update/Develop all the policies for running the MWMC affairs.
4. Update/Develop the job description, role and responsibility for each level of employee/position.
5. Update/Develop a transparent Result Based Performance Management system which ensures a thorough monitoring and assessment of achievements of targets.
6. Update/Develop KPI's of all employees of MWMC with the complete monitoring systems/parameters.
7. Update/Develop policies especially career development process, a suitable promotion policy with career ladders, compensation and reward system, & etc to ensure high performance and increased retention rate keeping in view the best market practice under Public Sector Companies/organizations.
8. Update/Develop recommendations on improvement in employee well-being systems to promote dedication, commitment, and optimum output.
9. Update/Develop disciplinary regime and grievance redress system.
10. Update/Develop & introduce new policies applicable on Public Sector Companies (PSCs)/ in line with Government Rule.
11. Update/Develop procedures and workflow for various activities to be undertaken by HR department for effective and efficient implementation of HR Strategy.
12. Creating an organizational culture in line with the vision and values of the organization
13. Balance Score card
14. Any other task assigned by MWMC regarding updating of HR Manual.

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Note:

The finalized Consultant will provide a detailed work plan for the whole period of consultancy within first week of signing of the contract. The consultant will conduct review of existing MWMC Human Resource Manual. After the review, the consultant will update the manual and provide **First Draft** to the MWMC management for review and inputs. After incorporation of management inputs, the consultant will present the **Second Draft** MWMC management again. Upon satisfaction, the consultant will also be responsible to present summary of second draft to Human Resource Committee of board for committee members review, input and approval. **Final draft** of the HR manual will be presented to Board of Directors, MWMC by the consultant after incorporating the input/ feedback of Board HR Committee members & obtain approval by Board for execution & implementation

Any other allied services associated with applicable HR related matters

4. **TIMELINE**

The Expected Duration for the Services is 04 Months from the effective date of Contract. This timeline does not include delays at the end of MWMC.

3. **REPORTING ARRANGEMENTS**

The consulting firm shall report to the Chief Executive Officer, MWMC. The focal person for this assignment will be Manager HR & Admin, MWMC.

2. **GENERAL CONDITIONS**

- The assignment activities of the consulting firm will be supervised by the Manager HR & Admin, MWMC.
- All documentation, reports shall be submitted in the English Language.
- All the data, documents and reports produced by the consulting firm for the said services shall be the property of MWMC. The consulting firm shall not share or use the data, document and reports for any other purpose /job without the explicit written approval of Chief Executive Officer, MWMC.
- In case the consulting firm fails to fulfil the contractual obligations and violate the contract agreement, the contract agreement shall be terminated and consulting firm shall not be entitled to make any pending claims.

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10. Responsibility of 1st Party:

- a. The 1st Party shall provide all necessary information, data, documents, instruments/ forms or policies to be followed and reasonably required to enable us to perform the engagement.
- b. To the best of knowledge, all information provided by the 1st Party will be accurate and complete in all material respects.
- c. A dedicated resource of the 1st Party shall coordinate all communications / correspondence with on behalf of the 1st Party. The authorized representative of 2nd party shall be _____ (Engagement Partner), while _____ will be the coordinating official on behalf of 2nd Party.
- d. The 1st Party acknowledges and agrees that 2nd Party will not make decisions on part of the 1st Party's management, and that the 1st Party has the ultimate responsibility for all the management decisions.
- e. The 1st Party is responsible for the following:
 - i. The 1st Party will not restrict to provide information as required by 2nd Party, which are relevant to its Procurement & Finance affairs,
 - ii. The respective quarters of the 1st Party will be liable to respond to the queries raised by representatives of the 2nd Party.

11. Fees / Remuneration:

The 1st Party will pay to the Second Party professional as follows:

Sr. No.		Amount in PKR Inclusive of all taxes
A.	FINANCE & Accounts Manual Review/Revision.	
B.	Procurement Manual Review/Revision	
C.	HR Manual revision	
	Total Consultancy Fee Inc of all applicable taxes in figures	
	Total Consultancy Fee Inc of all applicable taxes in words	

12. Duration of the Assignment:

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The duration of the consultancy services will be as per above mentioned timelines. The Liquidity Damages on service delay will be charged Applicable rate: 0.1% of contract price/Purchase Order price per day or part thereof to a maximum deduction: 10 % of contract price/Purchase Order price

Contact Persons:

Notice to the Consultant (2 nd Party)	Name of Contact Person	Mailing Address
	Contractor Name	
Notice to the Authority (1st Party)	Multan Waste Management Company	

13. General Terms and Conditions:

As per our firm's policy, this assignment shall be subject to fulfillment of general terms and conditions, as stated in the annexure letter. We hope that you will return us the copy of this letter duly signed by you expressing your agreement / acceptance with the terms mentioned in this letter which will continue to enforce for the duration of the assignment and will be renewed with the mutual consent of both the parties.

IN WITNESS WHEREOF, the Parties have set their hands on the day and the year first above written.

FOR & ON BEHALF OF THE 1st PARTY

FOR & ON BEHALF OF THE 2nd PARTY

Signing Authority: -

Name:-

Designation:-

Signing Authority:-

Name:-

Designation:-

Witnesses:

Witnesses:

Name:

CNIC#

Name:

CNIC#