

TERMS OF REFERENCE

FOR

HIRING OF A CONSULTANCY FIRM FOR RESTRUCTURING OF THE OFFICE OF DG PHA AND FRAMING OF SERVICE RULES

A. Services Required

1. Review of the existing Service Rules for the employees of Provincial Housing Authority in light of PHA Act 2005.
2. Identify and remove deficiencies, contradictions & conflicts in the existing Service Rules of Provincial Housing Authority. Align these with the requirements.
3. Remove conflict in PHA Act 2005 and PHA Regulation 2008 and amendments therein.
4. Produce comparison of structure and service Rules of sister Organizations in Khyber Pakhtunkhwa such as PDA, SIDB, FDA, and WWB as well as comparable federal organizations. Aligned with the present and future needs.
5. Devise Organogram with functions and work load of the different wings of Organization.
6. Recommend service Rules, by prescribing Post wise qualification, age, experience, professional qualification and mode of appointment/Recruitment in consonance with Esta-Code and KP-Civil Servants Rules 1973 as modified from time to time.
7. Prescribe Job Description for each category of post.
8. Harmonize the rules with Government policy.

B. Time Duration.

The job will be completed in 60 days from the date of award of contract. Separate Draft report will be submitted within 30 days.

C. Cost

Lump-sum cost including taxes and incidentals may be quoted.

D. Terms of Payment.

1. 30% on draft reports.
2. 70% on final report.

E. Legal framework/Governing Law

The KPPRA Rules 2014 will be followed.

F. Technical team

Mention the names of team to be assigned, which will not be changed during the currency of the project.

G. Deliverables.

1. 5 copies of the approved Report, addressing all the aspects given Section A above.
2. Softcopy of the report.
3. Recommendations for reforms.