

REQUEST FOR EXPRESSION OF INTEREST

1. Background

Power Division is one of the vital Divisions of the Federal Government, responsible for formulating and implementing policies related to the country's electricity sector. With a role including overseeing power generation, transmission and distribution throughout the country while ensuring reliable, affordable and sustainable electricity supply nationwide.

Among various organizations functioning under this Division is the Private Power and Infrastructure Board (PPIB) which is a statutory organization established under the Private Power and Infrastructure Board Act, 2012 and functions under the administrative control of Power Division. PPIB's role includes facilitating private power projects, coordinating with relevant government agencies and supporting investors in developing power generation infrastructure to enhance energy security and electricity supply in the country.

1.1 Objective

Power Division invites Proposals/ Expression of Interest (EOI) from well reputed, competent and experienced Human Resource Management/ Management Consultancy Firms registered with Income Tax and Sales Tax Departments and are on Active Tax Payers List (ATL) of FBR for "Recruitment of Managing Director (MD) PPIB and Heads of other statutory organizations/ State Owned Entities (SOEs)".

1.2 Budget

The activity shall be finance from the regular budget of the entity / SOE for which the exercise is being carried out.

1.3 Eligibility

- i. In order to be eligible, the firm(s) should be registered with Securities & Exchange Commission of Pakistan (SECP)/ Registrar of firms and submit copy of valid Registration or Incorporation Certificate.
- ii. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are eligible to provide the Consultancy services.

- iii. In addition, the applicant shall submit 'Self Declaration' mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing Human Resource Management/ Management Consultancy or any other business including any kind of debarment by any Governmental or national or international organizations.
- iv. Applicant is required to submit details about the litigation history (if any).

1.4 General Instructions

Interested firms requiring any clarification on this REOI document may seek clarification through by contacting Power Division during working hours three days prior to the submission deadline at the address mentioned below:

Section Officer (Admn)
Power Division
2nd Floor, A-Block, Pak Secretariat, Islamabad.
Tel +92-51- 9205232
E-mail: soadmn.power@gmail.com

1.5.1 Screening of Applications as per Eligibility Parameters

The basic eligibility parameters are as follows:

S. No.	Eligibility Parameters
1.	Certified copy of valid Incorporation Certificate, registered with Securities & Exchange Commission of Pakistan/ Registrar of Firms
2.	Proof of ATL status and a copy of valid NTN/STRN or VAT Registration Certificate(s) whichever is applicable.
3.	Audit report / Audited financial statements/ Bank Certificates of last three (03) consecutive fiscal years.
4.	Submission of:- ➤ Self-Declaration mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing business including any kind of debarment by any Governmental or national or international organizations and ➤ Litigation History if any.

1.5.2 Evaluation of EOI Document of Eligible Firms

Only eligible firms (i.e. after meeting eligibility parameters) shall be evaluated against score based evaluation criteria. The criteria for the evaluation of EOI documents are tabulated on the following page:

Sr.	CRITERIA	MARKS (Max)
A.	FINANCIAL CAPABILITY	20
1.	Turnover of the firm during the last three consecutive Fiscal years • 50.0-100.0 million Pak Rupees (6 marks) • 100.01-200.0 million Pak Rupees (12 marks) • Above 200.0 million Pak Rupees (20 marks)	20

B.	GENERAL WORK EXPERIENCE	20
1.	Duration of Incorporation: The applicant firm shall be registered or incorporated as a Human Resource Management/ Management Consultancy Firm and shall have a minimum of 5 years' experience. ➤ One (01) mark shall be granted for each additional year after the initial service of 5 years.	08
2.	Past Experience: Past Experience of the applicant firm in various spheres of Human Resource Management. Two (02) marks shall be awarded for each project.	12
C.	SPECIFIC WORK EXPERIENCE (excluding that of Part-B above)	30
1.	Headhunting: Past Experience of the applicant firm in undertaking projects relating to Headhunting of Executives in the Public Sector Organizations/ UN Agencies/ international organizations . Following marks shall be awarded for each completed project of the Public Sector Organizations/ UN Agencies/ international organizations, having a strength of :- ➤ 5-10 employees = 2 marks ➤ 10-20 employees = 4 marks ➤ more than 20 employees = 6 marks	20
2.	Past Experience of the applicant firm in undertaking projects relating to Headhunting of Executives in the Private Sector entities Following marks shall be awarded for each completed project of privatesector organizations having a strength of :- • 50-100 employees = 1 mark • 101-200 employees = 2 marks • more than 200 employees = 3 marks	10
D.	HUMAN RESOURCES CAPABILITY	30
1.	Qualification and Experience of Key personnel of the firm Number of Key personnel having qualification of Masters in the following fields, with relevant experience of at least 10 years:- • Energy/ Petroleum • Law / HRM • IT & Telecom/ Data Analytics • Economics & Finance • Science & Technology • Project Management Note: In case of one step higher qualification, the same may be considered as substitute of two (2) years of experience.	30
	Grand Total	100
	Minimum Score required for Pre-qualification	70

1.5.3 Screening of the EOI applications

Each applicant must secure minimum 70% marks to qualify for the next stage. i.e. RFP stage. Any applicant not complying or fulfilling with above-mentioned evaluation criteria will be disqualified and will not be considered for further process.

1.5.4 Clarification during Evaluation by the Division

During the evaluation, the Division may require the applicant for necessary clarifications or substantiation of the information furnished. The applicant shall furnish the necessary clarifications expeditiously by post/courier/e-mail or by any other means of communication to Division's address.

1.5.5 Rejection of EOI Document of Applicant

The Division reserves the right to reject all EOI applications. The Division shall (upon the written request) communicate to any applicant who submitted EOI application, the grounds for its rejection, but is not required to justify those grounds. The Division is not liable for any losses to applicants due to such rejection.

Making any misrepresentation or furnishing of any false or wrong information, document or evidence by any firm, may result in rejection of the EOI document of the firm. In addition, in such cases, legal action shall be taken as per prevailing law, in addition to debarment of the firm(s) to participate in any procurement in the jurisdiction of the Division, for the time determined by the Division on the basis of the gravity of misrepresentation or false or wrong information.

1.5.6 Announcement of Result of Evaluation

All applicants will be notified through announcement of Evaluation Report that shall be published on Power Division's as well as on PPRA website.

Subsequently, pre-qualified applicants will be invited to participate in the Request for Proposal process, where Quality and Cost Based Selection (QCBS) method will be used for evaluation of the proposals.

2. Terms of Reference (TORs) / SCOPE OF THE ASSIGNMENT

- a) Undertake the complete talent-hunt/executive-search and recruitment support exercise for the position of Managing Director, PPIB, NEECA or for other SOEs strictly in accordance with the Job Description/ Key Responsibilities, Eligibility Criteria & Candidate Profile and Terms & Conditions of Appointment prescribed.
- b) Familiarize itself with the statutory mandate, functions, organizational structure and strategic requirements of PPIB, NEECA or as the case be to develop an appropriate understanding of the leadership profile required for the position of Managing Director.

- c) Develop and submit, for approval of Power Division, a comprehensive Search and Recruitment Strategy/ Work Plan, setting out the proposed methodology, activities, resource deployment and a detailed activity/ deliverable schedule.
- d) Undertake appropriate market mapping to identify the relevant talent pool and suitably qualified and experienced professionals possessing the qualifications, experience, leadership competencies and other attributes relevant to the prescribed requirements of the position.
- e) Undertake a comprehensive search for suitable candidates through publication of advertisement(s) in appropriate media, as prescribed/ approved by Power Division, as well as through proactive executive search/headhunting, the Firm's existing database, professional networks, market contacts and other legitimate sourcing channels, and identify and encourage suitably qualified professionals to apply for the position through the prescribed recruitment process.
- f) Establish and maintain an appropriate mechanism for the receipt, registration, acknowledgement, compilation and secure management of all applications/CVs and supporting documents received for the position.
- g) Review and scrutinize all applications/CVs received and assess each applicant against the approved eligibility criteria and requirements of the position. Where necessary, seek clarification, completion or verification of information/documentation from applicants.
- h) Prepare a comprehensive and transparent Candidate Eligibility/Evaluation Matrix covering all applicants, setting out the Firm's assessment of each applicant's eligibility/ ineligibility against the prescribed criteria for consideration and final determination by Power Division.
- i) Prepare structured and comparative professional profiles/ assessment reports of eligible/suitable candidates, to facilitate consideration and shortlisting by the Power Division.
- j) Conduct preliminary professional assessments/interactions/interviews of eligible candidates, for consideration of this Division.
- k) Undertake verification of the qualifications, professional credentials, employment history, relevant experience and references of candidates.

- l) Make necessary arrangements relating to the recruitment exercise, including communication with candidates and coordination/scheduling of interviews and assessment sessions.
 - m) Provide professional assistance and requisite documentation to the Division during the shortlisting, interview and assessment process.
 - n) Maintain strict confidentiality, integrity and security of all applications/CVs, personal information, correspondence, assessments and proceedings.
 - o) Upon completion of the assignment, submit a comprehensive Final Assignment Report covering the search/headhunting and recruitment exercise undertaken.
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