

Government of Pakistan
Benazir Income Support Programme

**Terms of Reference –Formulation of service regulation, Hiring of
Consultant.**

Background:

Benazir Income Support Program (BISP) is the largest National Social Safety Net Program. The objective of this program is to provide Income Support to the poorest families to cushion them from negative effects of the food crises and inflation. The Program provides cash transfer of Rs 4700/- per quarter to eligible families. The organizational structure comprises of HQ, Islamabad, 24 Divisional offices, and around 450 tehsil offices across the country with the sanctioned strength of 4000 employees of different pay scales. There are three layers of employees in the organization, i) BISP own employees recruited by the organization, ii) employees borrowed from other organizations on deputation basis and iii) consultants hired under TA of the respective financing agreements signed with different donors. The terms and conditions of each of the category are different; deputationist are regulated by the standard terms and conditions framed by the Federal Govt, while terms and conditions of the consultants are followed as per Donors guidelines. As regards BISP employees, their status and terms and conditions of service are yet to be determined through formal regulations. A first draft of service regulations was approved by the Board in 2012 but the document is lacking certain fundamental provisions related to the employees that necessitated having a re-look to make it more comprehensive and responsive to the requirements.

2. According to the Act, governance structure as defined under the BISP ACT 2010 there is a council which is yet to be constituted, BISP Board and the Management. Under the Act Board is competent to make regulations. In terms of relevant clause of the Act

employees service regulations were framed in 2012. In order to draft comprehensive Employees service regulations services of a consultant are required on time input basis.

Objective:-

The objective of the exercise is to formulate comprehensive Employees Service Regulations in line with the provisions of the Act.

Scope:-

- i) Review the BISP Act, 2010, BISP Board Regulations, BISP's Employees Services Regulations, decisions of the Board with regard to creations of posts, perks and privileges of employees granted by the Board.
- ii) To complete conceptual understanding of the program as a social safety net at country level after taking into the consideration all such programs/initiatives.
- iii) To review organizational structure comprising different tiers of governance, and examine terms and conditions of employees of different categories along with the source of funding i.e BISP employees, deputationist and the consultants/staff funded by the Donor agencies.
- iv) To review Job descriptions of each category of employees and their reporting lines in the context of operational requirements of the program conforming to the mandate of the organization.
- v) Prepare the performance standards & design and devise Key Performance Indicators (KPIs) (*with clearly defined KPIs of all the individuals at each level i.e. Headquarter, Regional, Divisional and Tehsil Level*), to improve service delivery.
- vi) To consult all concerned stakeholders within the organization for clarity on the proposed assignment.

Timeframe & Supervision:-

The services of the consultant will be hired for a period of 03 months and he will work under supervision of Director General (Admin & HR).

Time input for completion of the assignment; 45 days.

Qualification & Experience:-

- i) Master's degree in social sciences from recognized institution. Minimum 15 years experience of working with public/corporate sector organizations.
- ii) Excellent knowledge of relevant rules and regulations of government as well as corporate sector's organizations.

Deliverables

- (A) Draft regulations document : - Within 25-days after signing of the Contract covering following;
 - I. Recruitment, promotion and deputation.
 - II. Seniority, leave, posting/transfer.
 - III. Conduct and discipline,
 - IV. Perks and privileges.
 - V. Staff car rules.
 - VI. In service death compensation package.
 - VII. Post-retirement benefits of employees.
 - VIII. Performance Management and appraisal system.
 - IX. Any other matter relevant to the service matter.
 - (B) Revised document of Regulations after incorporating feedback of the concerned stakeholders; within 10 days after receiving input.
 - (C) Final document; within 10 days on approval of the Board after necessary changes if suggested by the Board or any Govt agency.
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