



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN



Expression of Interest for HR Consultancy Firm

State Life Insurance Corporation of Pakistan is seeking to hire HR Consultancy Firm to develop/improve Key Performance Indicators (KPIs) for each Section, Department and Division of the Corporation in order to effectively measure, monitor and manage performance, and envision tactical actions aimed at bringing improvement in the service of the Corporation.

Application Procedure / Guidelines:

The Proposals are invited in accordance with PPRA rules, under a Two-Stage Two-Envelope Procedure, from interested HR Consultancy Firms on or before 18-09-2015 at 10:30 am (PST) on the address mentioned below.

- Firms are required to submit their proposals in a sealed envelope clearly marked "EXPRESSION OF INTEREST FOR HR CONSULTANCY FIRM".

All the proposals will be opened in the office of the General Manager (P&GS) State Life, Principal Office, 2nd Floor, State Life Building No. 9, Dr. Ziauddin Ahmed Road, Karachi on the date mentioned above at 11:00 am, in presence of bidders who wish to attend. The qualifying Firms will be invited for presentation before Management.

- The Terms of Reference (TOR) as per PPRA requirements is available on the State Life and PPRA websites; **www.statelife.com** and **www.ppra.org.pk**.
- State Life reserves the right to accept / reject or annul the whole process in line with PPRA rules.

General Manager

Personnel & General Services Division,
State Life Insurance
Corporation of Pakistan,
2nd Floor, State Life Building No. 9,
Dr. Ziauddin Ahmed Road, Karachi.
Phone: 021-99204591
Fax: 021-99204580



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

PID (K-741/15)

State Life Insurance Corporation of Pakistan

Expression of Interest for HR Consultancy Firm

Terms of Reference (TOR)

Date of Issue : **4th September, 2015**

Last Date & Time of Submission : **18th September, 2015 (10:30 am)**

TERMS OF REFERENCE

SPECIFIC TASKS TO BE ACCOMPLISHED

- Study and examine key result areas of each section/department/division
- Examine alignment of key result areas of each section/department/division with individual as well as organizational goals
- Identify performance gaps and develop the training modules
- Review the existing Scheme of Performance Based Bonus with regard to point scoring
- Preparation of KPIs for each business unit including each section / department / division of the corporation in consultation with respective Division along with manpower requirements to achieve the goal.
- Developing jobs description for each job in all Divisions, Sections and Departments.

TERMS & CONDITIONS:

- 25% consultancy fee will be paid after presentation to Management for completion of study of each Division
- 40% consultancy fee will be paid after preparation of KPIs as per ToR and its presentation to Management for approval / recommendations.
- Remaining 35% consultancy fee will be paid after approval of the proposal by the BoD
- Assignment should be completed within six months
- A work station / office will be made available for the HR Consultant by the Corporation.
- Performance will be reviewed every month by the Management Executive Committee and upon un-satisfactory pace of work; the matter will be reported to Chairman / Chairperson for action

Documents Required:

The Firms have to submit applications with all necessary documents:

- a) Registration with Income Tax / Services Tax Department (Mandatory)
- b) Company profile (Human Resource details, Financial Health)
- c) Client portfolio- National & International
- d) Summary of all pending litigation by or against the company or any of its Directors or key Executives. Undertaking to be submitted dully signed by Chief Executive
- e) Minimum 10 years of (local & foreign) experience of HR Consultancy in reputable multinational organization (local & foreign)
- f) Experience of handling public sector organization preferably in Human Resource Management.
- g) Names of Sr. Executives and lead Consultants
- h) Must have affiliation with a renowned national/international HR Consortium/Body.
- i) Should have proven tracks record and experience of HR Consultancy.
- j) A dedicated and experienced team under the company's lead consultant to undertake Project/Assignment.
- k) The requisite technical and professional expertise reflected in the qualifications and experience of the personnel who would be dedicated / available to State Life Insurance Corporation of Pakistan.

Evaluation Criteria (Total Marks:100)

Qualification Marks: 70

Firms / Participants will be evaluated as per criteria defined below:

1. Company Profile & Experience

(Marks Allocated 10)

Experience (Years)	Marks
15	10
10	05
05	03

*Experience certificate signed by CEO/Senior Executive with supporting documents.

2. Client Portfolio/Experience of No. of HR Assignment/Projects successfully completed

(Marks allocated 30)

Marks	Client Details
30	10+well recognized clients preferably in Public/Private Sector Enterprise at national/international level
20	6 – 9 well recognized clients preferably Public/Private Sector Enterprise at national/international level
10	5 well recognized clients preferably Public/Private Public Sector Enterprise at national/international level

*Participant will provide the list of clients

3. Qualification and Competence of the Key Staff detailed

(Marks allocated 20)

A dedicated team of full time personnel who have adequate exposure to undertake the project, as well as substantial knowledge of national issues and the domestic scenario.

Personnel constituting the team would comprise of Senior Professionals & Lead Consultant.

Qualification	Marks
Team Leader	10
Sr. Associates	10



4. **Adequacy of the proposed Work Plan and Methodology in responding to TORs**

(Marks allocated 30)

Qualification	Marks
Organizational Structure illustrating the composition and reporting relationship of the team	10
Methodology and approach for tasks indentified in TORs	10
Work giving comprehensive description of the work activities and time schedule etc	10

5. **Affiliation**

(Marks allocated 10)

Qualification	Marks
Affiliation with International consortium	10