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Workers Welfare Fund Islamabad

GENERAL DESCRIPTION OF THE SERVICES REQUIRED

1. INTRODUCTION

Workers Welfare Fund (WWF), a statutory body of the Federal Government established under the Workers Welfare Fund Ordinance, 1971 is working under the administrative control of Ministry of Overseas Pakistanis & Human Resource Development. The affairs of the Fund are being supervised by a Tri-partite Governing Body comprising of 18 members having representation from the Federal Government and three provinces i.e. Punjab, Baluchistan and Khyber Pakhtun Khawa (KP). The representatives of workers and employers i.e. industry from Islamabad and the three provinces are also members of the Governing Body. The policy directions of the Governing body are being executed through the WWF and Provincial Workers Welfare Boards (PWWBs) through their managements headed by their respective Secretaries. The Fund is responsible for providing residential accommodation and other welfare facilities (scholarships, marriage grants and death grants) to workers of Pakistan in accordance with law / rules framed by the Federal Government and the policies/procedures approved by the Governing Body.

2. BACKGROUND

After Passage of the 18th Constitutional Amendment, the subject of Workers Welfare Fund is devolved to the provinces and the mandate of WWF has shrunk and limited in scope whereas the mandate / scope of PWWBs have been expanded in terms of collection and generation of revenue. After the 18th amendment Sindh Workers Welfare board got passed its legislation from the Sindh Provincial Assembly for establishment of Workers Welfare Fund, Sindh and got devolved. Punjab Government also promulgated their own legislation and have started their collection from Industrial Establishments through their respective revenue authorities. However, no such legislation was enacted by the Government of Baluchistan and KP provinces and there Boards are still performing the functions under Workers Welfare Fund Ordinance, 1971. Once the process is completed, the Board would independently operate and manage their affair. Keeping in view the limited Industrial base, low level collection and substantial yearly expenditure requirement especially of Khyber Pakhtun Khawa and Baluchistan, it is apprehended that the workers would suffer considerably. Therefore, a need for a study arises for WWF (ICT) and all the three PWWBs in order to ascertain sustainability to its operation with regards to provision of welfare facilities to workers of the Industrial Establishment and realize the possible means to achieve the desired results.

For the purpose, experts / professionals are required to undertake a comprehensive study and suggest the way forward for WWF and the three PWWBs of Punjab, Baluchistan and Khyber Pakhtun Khawa.

3. OBJECTIVE

The objective of the study is to work out the long-term sustainability of WWF and PWWBs viz-a-viz their receipts and utilization of funds, their future roles and to identify gap(s) in the present system and recommend solutions.

4. SCOPE OF WORK

In order to carry out this comprehensive study, WWF plans to hire the services of a well reputed consultant / firm / consortium / association of persons (AOP) having legal, financial and technical expertise for long term planning of sustainability and operationalization of WWF and the three PWWBs. The consultant should possess strong knowledge of the change management strategies and sustainability skills / techniques regarding long term planning for organization, sustainable development and recommend the most suitable future scenario on the below focused areas:

i. Organization:

Review the processes of WWF and PWWBs in 360 degree perspective by thoroughly studying the internal and external environment and its inputs to get the desired long-term outputs from the internal environment after managing the change process (es).

ii. External Environment

To review the whole external environment of WWF and PWWBs by studying each organization and its relations with external stake-holders i.e. the Government Institutions (Concerned Ministry / Departments, Tax Revenue authorities, WBCs etc.), Industrial Establishments and the Workers.

iii. Inputs & Outputs

All the inputs in terms of its economic value, material resources, human resources and welfare schemes may be analyzed to offer effective and efficient solutions.

iv. Strategic Planning

Help WWF and PWWBs with their strategic long-term planning of 10 to 20 years.

v. IT Based Solutions

Review the existing system processes being used and suggest suitable technology requirements in terms of:

- a. Off the shelf Enterprise Resource Planning (ERP) solutions.

- b. Automation and IT-based solutions for developing online database and receipt collection from the industrial establishments.
- c. Business Process Management.

vi. Actuarial Study

The Consultant is also expected to conduct an actuarial study on the basis of WWF and PWWB's receipts and its utilization to see where the organizations will be after 15 years. The study will come up with findings based on empirical evidence whether the WWF and the PWWBs on their own will be able to sustain the expenditure of their welfare schemes in future or not and how they could manage to achieve them.

vii. New Revenue Streams

To conduct a detailed study on existing revenue streams and highlight / point out loopholes to suggest improvement in the current collection system and also recommend new revenue streams for long term financial stability and sustainability.

5. CONSULTANT PROFILE

The Consultant is expected to possess the skills and competencies in the field of organizational sustainable development. The Consultant is expected to include experts, if required, to cover the technical aspects of the assignment. The Consultant must have the technical competence i.e. University degree from a HEC recognized institution.

The Consultant shall have overall experience of fifteen (15) years or more (National and International) for providing such like services in similar projects and possess requisite qualification (firm as well as assigned staff)

The Consultant shall provide details of qualifications, experience and assignments undertaken (completed and/or) demonstrating capability /capacity of the consultant to complete the assignment.

6. SHORTLISTING CRITERIA FOR THE CONSULATNCY SERVICES:

Selection will be based on verifiable and demonstrable experience (similar assignments) and qualification (firm as well as assigned staff) and will include the following:

- a. Competence & Qualification of the Consultant including key personnel to be assigned.
- b. General experience of the Consultant.
- c. Specific experience of the Consultant:
 - i. National (5 years or more)
 - ii. International (5 years or more)
- d. Similar assignments completed / past performance.

7. APPLICABLE BIDDING PROCEDURE

The procurement will be done as per Quality and Cost Based Selection (QCBS) Method under Rule 3(B) of Procurement of Consultancy Services Regulations, 2010.

8. EXPRESSION OF INTEREST DEADLINE AND OPENING

The Consultant shall submit Expression of Interest (EOI) (3 copies) with all supporting documents (not more than 35 pages) on its letterhead in an envelope marked as “**Sustainability of WWF & PWWBs**” and deliver it at the venue and date / time as mentioned in advertisement.

EOI will be opened on the same day at 1500 hours. The Consultant may choose to attend the opening of proposals. Only one person per proposal shall be allowed to attend the proceedings against a written authorization from the Consultant. Proposal received after closing date / time will not be considered. Incomplete and conditional proposals will be rejected for being non-responsive.

9. CONTACT PERSON DETAILS

For further information, queries and / or submission of EOI please contact

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