

**Galiyat Development Authority, Abbott Abad**

**Government of Khyber Pakhtunkhwa**

**Terms Of Reference (TORs) for the Consultancy**

The Consultant is expected to work within following two broader spheres of functions assigned under the contract with GDA by provision of enabling environment and requisite human resource so as to submit following deliverables to the Authority.

The Consultant is expected to submit following deliverables/reports during the period of engagement with GDA:

1. Desk Review & Analysis of GDA Act & Rules
2. Conduct interviews & analyze feedback/ recommendations put forth from the employees of the Authority for an efficient working environment
3. Study & Analyze the work load and recommend alignments in HR function of the Authority
4. Study & Analyze job description (JDs) and fit it into organizational organogram
5. Study & Analyze recruitment & Selection processes of the Authority and its approving tiers
6. Design & develop a better career path, promotion index and transfer & rotation policy matrix
7. Devise & develop an efficient performance management system based modern methods of public service under Autonomous bodies
8. Design & develop a mechanism for compensation and associated benefits for the employees
9. Design & develop training & development Rules for the Authority.
10. Design & develop Medical policy of the Authority
11. Analyze the existing documents used for procurement of Goods, Works & Services
12. Develop Standard Bidding Documents (SBDs) separately for procurement of Goods, Works & Services in line with KPPRA Act 2012 & Procurement Rules 2014

Working Mechanism: The Consultant will work with the Authority for a period of One year and will report to Managing Director through Director (Admin & Estab). The deliverables should be in the form of Manuals i.e. Human Resource Manual and Procurement Manual.

Payment Schedule: The consultant shall be paid his consulting fee @ Rs.\_\_\_\_\_ PM (Inclusive tax)

**DIRECTOR (ADMN: & ESTAB:)**

**GALIYAT DEVELOPMENT AUTHORITY,**

**ZTBL BUILDING, MANSEHRA ROAD, ABBOTTABAD**