

Assignment Title:

“Call For Partnership for a Testing Agency for Recruitment of Emergency Services Staff”

The Provincial Disaster Management Authority (PDMA) Sindh, Govt. of Sindh, has received credit from World Bank for “Sindh Resilience Project” for four years tenure. The SRP aims to establish Sindh Emergency Rescue Service (1122) to timely respond on emergencies & disasters in a professional manner.

Scope of Work:

1. Advertisement & Submission of applications of emergency services posts (2 weeks).
2. Conduct of written & psychometric/ psychological examinations (1 week).
3. Conduct of physical & medical screenings as per required Service standards (1 week).
4. Conduct of technical skills tests for required posts as per required standards of the Service (1 week).
5. Call letters for interviews to the successful candidates by the testing service (1 week).
6. Holding of interviews and final selection of candidates by the testing service (1 week).

Eligibility Criteria:

1. Firm must have relevant experience of atleast 05 years.
2. Legal status of the organization including registration in Income Tax/ GST/ SRB/ SECP.
3. Firm must have valid ISO certification.
4. Execution plan of services by testing recruitment service as required by the SRP (PDMA-component)
5. Detail of experience in similar type of assignments keeping in view the sensitivity of the matter; wherein Firm/ agency must have experience of conducting atleast 100 recruitment drives for federal Government/ Public Sector/ Semi Government/ Autonomous/ Provincial/ local/ organizations.
6. The firm must have atleast 05 recruitment drives wherein Physical test may be conducted of same scale and standing during last 3 years out of which atleast 3 recruitment drives must be those wherein atleast the firm should have handled/ processed more than 50,000 applications
7. Availability of qualified human resource including manager and field staff proficient in relevant field.
8. Affidavit of being not blacklisted by any Government/ Public organization, not defaulter of any scheduled commercial bank and non-involvement in any litigations.

Technical Evaluation (criteria /Marks)

Sr #	Minimum Eligibility/ Qualification Criteria	Means of verification	Breakup of Marks
1. Company Profile (Section-1)			
1.1	Company Experience in No. of Years Marks: 15	Attached SECP certificate	a. more than 5 Years (15 points) b. between 4-5 Years (10 points) c. between 3-4 Years (05 points) d. less than 03 Years (00 points)
1.2	Firm / agency must have test centers in major district and in each division of Sindh.	Provide sufficient documentary	a. more than 25 (10 points) b. 25 (05 points) c. less than (00 points)

	Marks: 10	evidences	
1.3	Agency / firm profile (location of offices / infrastructure set up across the Sindh province. Marks: 10	Provide sufficient documentary evidences in the form of rent agreement.	Physical verification of list of clients and presence of response teams at number of locations. a. Nationwide i.e. all 4 provinces of Pakistan including Federal. (10 points) b. only in Sindh Province (05 points) c. Not present in Sindh (00 points)
1.4	Firm / Agency must have minimum financial turnover of Rs. 50 (fifty) million per annum – Evidence required in the form of Last 12 months' Bank Statement / Bank Certificate indicating Rs. 50 million turnover or above duly stamped from concerned Bank. Marks: 10	Attach certificate	a. Annual Audit report b. registration evidence c. annual turnover -above 50 Million (10 Points) -between 40-50 Million (07 Points) -between 30-40 Million (04 Points) -Less than 30 Million (00 Points)
2. Experience (Section-2)			
2.1	Firm / agency must have experience of conducting at-least 100 recruitment drives for Government/Public Sector/ Semi Government/Autonomous/ provincial/local/ organizations. Marks: 20	Attach copies of Contract / P.Os / Sufficient proof for cross-checking	A: General Recruitments: More than 100 recruitments (20 Points) a. between 70-100 recruitments (15 Points) a. between 40-70 recruitments (10 Points) c. between 50-70 recruitments (05 Points) e. below 25 (0 points)
2.2	The firm must have at-least 05 recruitment drives wherein Physical test may be conducted of same scale and standing during last 3 years out of which at-least 3 recruitment drives must be those wherein at-least the firm should have handled /processed 50,000 or more applications. Marks: 40	Attach copies of Contract / P.Os / Sufficient proof for cross-checking	B: Recruitments wherein Physical test conducted. a. up-to 10 (40 points) b. up-to 08 (30 points) c. up-to 05 (20 points) c. less than 05 (0 points)

2.3	The firm must have experience of conducting tests related emergency and “ rescue services or disaster management ”. At-least 05 recruitment drives of same scale and standing during last 3 years out of which at-least 3 recruitment drives must be those wherein at-least the firm should have handled /processed 20,000 or more applications. Marks: 40	Attach copies of Contract / P.Os / Sufficient proof for cross-checking	B: Recruitment of Emergency / Rescue services / Disaster Management: a. up-to 10 (40 points) b. up-to 08 (30 points) c. up-to 05 (20 points) c. less than 05 (0 points)
2.4	Company experience in terms of final selected candidates handled by company. Marks: 15	Attach copies of Contract / P.Os / Sufficient proof for cross-checking	a. over 2000- (15 points) b. Over 1000- (10 points) c. over 500 (05 points) d. below 500 (0 points)
3. Professional Staff / Expertise (Section-3)			
3.1	Demonstrate the strong management system of test development, administration and assessment, demonstrate staffing and arrangements to mobilize professional resources. Should have appropriate logistic base across the country preferably in Sindh Province. Marks: 15	Provide sufficient documentary evidences	a. Team Leader, one Senior Manager with masters 10 years of experience. (06 points) b. one Assistant Manager with masters and 05 years of relevant experience (06 points) c. Three Junior Officers with graduate and having relevant experience of 3-4 years. (03 points)
3.2	Adequacy of the proposed methodology and work plan responding to the terms of references. Marks: 15	Provide sufficient documentary evidences	Technical approach and methodology (05 points) b. work plan (05 points) organization and staffing points (05 points)

Note:

- i. Score of eighty percent (**80%**) “aggregate of all sections (**1 to 3**) combines of **Table-B**” (critical requirements) is required for Qualification of Technical Proposal.
- ii. However; it is mandatory for each firm to fulfil/comply all pre-requisite (mandatory) eligibility requirements mentioned in **Table-A** to proceed for further technical evaluation.
- iii. To qualify each section **50% score** is required in each sub-section of **Table-B**.

**FINANCIAL PROPOSAL FORM
(On letterhead of firm)**

	Hiring of Independent Testing Agency for Conducting Physical / written / psychometric / skill or trade tests in Sindh Emergency Rescue Service (SRP).	(A) Rate per Applicant for (uniformed posts)			Total Per - Candidates charges for
		For Advertisement of the posts	For Written & Psychometric	For Physical / Skill	
1	Per Candidates charges				
TOTAL PRICE (A+B)			In Figures:		
			In Words:		

Note:

- The sum of lowest responsive proposal in **Table-A** shall be considered for Signing of MoU for the partnership with a testing agency for recruitment of Sindh Emergency Rescue Service-1122.
- The proposal is submitted on other than the prescribed form or is incomplete or conditional shall be treated as cancelled.
- SRP has right to reject any/all proposals without informing reason to the firm(s).

Agency Name & signature with stamp:

AGENCY/FIRM INFORMATION

S.No.	Required information	Detail
1.	Legal Name of the Agency	
2.	Year of Establishment	
3.	National Tax Number	
4.	Sale Tax Registration Number	
5.	Name & Designation of Head of Organization	
6.	Address of Agency:	
7.	Phone/s:	
8.	Fax:	
9.	Email:	
10.	Website address:	
11.	Name & Designation of "Contact Focal Person":	
12.	Phone/s, Fax and Mobile No: E-mail of Focal Person	

AFFIDAVIT

We, [Name & address of the Agency], do hereby declare on solemn affirmation that:

1. We have not been blacklisted from any Government Department/agency.
2. We acknowledge that we have read, understood and accepted TORs for partnership.
3. We understand that the SRP (PDMA Component) shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of EOI, from any or all the contractor(s).