



Advertisement

GOVERNMENT OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT

No.E&A(FD)7-21/2014

Dated Peshawar the 30<sup>th</sup> May 2014

To

The Director Information,  
Government of Khyber Pakhtunkhwa,  
Peshawar.

Subject: - **ADVERTISEMENT FOR HIRING THE SERVICES OF  
CATEGORY 'A' HEAD HUNTING FIRM TO SHORT LIST THE  
MOST SUITABLE CANDIDATES FOR THE POST OF  
MANAGING DIRECTOR BANK OF KHYBER**

I am directed to refer the subject noted above and to enclose herewith eight (8) copies of the advertisement for hiring the services of category 'A' Head Hunting Firm to short list the most suitable candidates for the post of Managing Director, Bank of Khyber with the request to publish the same in the following leading national and international Urdu/English Newspapers:

1. The Dawn, Karachi.
2. The News, Islamabad/Karachi.
3. The Business Recorder, Karachi.
4. The Jung Lahore.
5. Bank Web Site.

2 Sufficient budget is available to meet the advertisement expenditure.

*sd/-*  
(RIZWANULLAH)  
SECTION OFFICER (ADMN)  
FINANCE DEPARTMENT

Endsot: of even No. & Date.

Copy forwarded to:

- ✓ 1. Director, FMIU, Finance Department with the request to upload the tender and Request for Proposal (RFP) on Finance Department Web site.
2. Managing Director, Bank of Khyber, 24-The Mall Peshawar Cantt.
3. Budget Officer (Funds/Loans), Finance Department.
4. PS to Secretary Finance, Khyber Pakhtunkhwa.
5. PA to AFS (PFC), Finance Department.
6. PA to AFS (Reg), Finance Department.
7. PA to Deputy Secretary (Admn), Finance Department.

*Rizwan*  
SECTION OFFICER (ADMN)  
FINANCE DEPARTMENT

5  
2014  
FD.

## **REQUEST FOR PROPOSAL FOR HIRING OF HEAD HUNTING FIRM**

Government of Khyber Pakhtunkhwa intends to fill in the position of Managing Director, Bank of Khyber.

To shortlist the most suitable candidates the services of category "A" Head Hunting Firm, listed with State Bank of Pakistan are required.

TORs of the assignment may be obtained from the undersigned or official website of the Finance Department, Khyber Pakhtunkhwa [www.financekpp.gov.pk](http://www.financekpp.gov.pk).

Selection of the firm will be made in accordance with the procedure of Quality and Cost Based Selection (QCBS) for consultants as given under the Khyber Pakhtunkhwa Public Procurement Rules, 2014. The following conditions will apply in the case:

- The competing firm should be listed with Sales Tax and Income Tax authorities.
- Technical & financial proposals should reach the undersigned by 1200 hours on 16<sup>th</sup> June 2014.
- Bids will be opened the same day at 1230 hours, in the presence of representatives present on the occasion.
- A bid security amounting Rs.40,000/- shall be attached with the bid in the form of a call deposit/demand draft.
- The assigned activity shall be completed within 20 days or earlier after the award of contract.

For any further queries, please contact:

**Additional Secretary (Regulation)  
Government of Khyber Pakhtunkhwa,  
Finance Department.  
Phone No.091-9213453.**

**Request for Proposal  
for Head Hunting Firm to Select Managing Director, Bank of Khyber**

The Government of Khyber Pakhtunkhwa invites proposals from competent, resourceful, experienced, well reputed and category "A" Headhunting Firm registered with State Bank of Pakistan/Government of Pakistan for the above purpose.

The relevant details plus terms and conditions may be obtained in person or through the website: [www.financekpp.gov.pk](http://www.financekpp.gov.pk).

The proposals must reach the undersigned through courier before 1200 Hrs, on June 16, 2014. Separate sealed envelopes for technical and financial bids along a call deposit of Rs.40,000/- should reach us by the deadline. The bids will be opened the same day at 1230 hours in the presence of representatives of the firms who may wish to participate

**Additional Secretary (Regulation)  
Government of Khyber Pakhtunkhwa,  
Finance Department.  
Phone No.091-9213453.**

**EXPRESSION OF INTEREST**  
**Terms of Reference**  
**HEADHUNTING/EXECUTIVE SEARCH FIRMS**

This Request for Proposal solicits proposals to establish contract with a Head Hunting Firm of category "A" to assist the Government of Khyber Pakhtunkhwa in selecting Managing Director, Bank of Khyber. The successful firm will be awarded contract in accordance with the KPPPRA Rules, 2014.

**Background**

The Bank of Khyber was established under Bank of Khyber Act, 1991. In term of Section-12 of the Act, the Managing Director shall be appointed by the Government for a period not less than 3 years and not more than 5 years on such terms and conditions of service as Government may determine.

The Government of Khyber Pakhtunkhwa, Finance Department is desirous to hire a professional, qualified and experienced headhunting firm/executive search firm on its panel to assist the Government of Khyber Pakhtunkhwa in fulfilling its hiring requirements for Managing Director, Bank of Khyber.

The purpose of selecting a firm is to ensure the transparency and fairness in the appointment process of Managing Director, Bank of Khyber so that all the process is done on merit and without any undue pressure/interference.

The firms shall represent and warrant that they have the requisite expertise and adequate skills to provide the services as required by the Government of Khyber Pakhtunkhwa. However, despite having selected/pre-qualified firm for providing headhunting/executive search services, it will not bar the Government of Khyber Pakhtunkhwa from using the sources other than the selected / pre-qualified firm.

The firms shall provide the following information:

**A. General Information:**

- 1) Name of the organization with addresses, phone & fax numbers, details of head office location, main branch offices in the country, on their letter head.
- 2) Legal status i.e. partnership/public or private limited company/consortium with the name and addresses of proprietor/partner(s)/director(s).
- 3) An affidavit that the company is not blacklisted by any organization must be presented with the application.
- 4) Affiliation with International agency/ institution (if any).
- 5) Audited financial statements for the last three years.
- 6) Sales tax Registration & National Tax Number and copies of certificates.

- 7) Information regarding major acclaimed previous/ current client with proof about quality of satisfactory services provided
- 8) History of litigations (if any)
- 9) Any Additional information that will support in justifying the firm meeting the set criteria(if any)

**B. Specific Information (for evaluation of expressions of interest)**

- 1) Past relevant experience of providing head hunting/executive search services to:
  - a) large, reputable and professional organization of similar nature including autonomous bodies, public sector, financial institutions, corporate sector etc.,
  - b) Number of positions filled, level (senior, middle and lower management) for which full recruitment cycle has been completed during the last 5 years.
- 2) CVs/Resumes of qualified professional staff dedicated for this project on full time basis.
- 3) Brief methodology/steps to be followed while performing the desired role for the Government of Khyber Pakhtunkhwa
- 4) Name and brief detail of (if any) the specialized and licensed Software support involved in the screening, short listing, selection process of the candidates to be forwarded to Government of Khyber Pakhtunkhwa for further evaluation.
- 5) Financial Standing supported by reference/documents.
- 6) Fee to be charged (Sealed Financial Bid).

**C. Criteria for Pre-Qualification:**

- 1) Firm will be shortlisted on the basis of above mentioned required information.
- 2) Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the prospective firm who submitted the proposals or to other persons not officially concerned with the process, until the successful firm has been notified that it has been awarded the contract.
- 3) Any efforts by the applicants to influence the Government of Khyber Pakhtunkhwa, in the proposal evaluation, comparison or contract award process including false and misleading required information submitted with the proposal or in any clarification shall result in automatic disqualification.
- 4) Pre-qualified firm will have to sign a legal agreement with the Government of Khyber Pakhtunkhwa for the period mutually agreed. All the services shall be in accordance with the agreement signed between the parties' i.e. Government of Khyber Pakhtunkhwa and the firm.

**D. Weightage of Evaluation Parameters (QCBS 70 : 30)**

- 1) Relevant experience of the firms (40%)
- 2) Qualification and relevant experience of core/permanent staff (10%)
- 3) Methodology (10%)
- 4) Financial stability (10%)
- 5) Fee to be charged (30%)

**E. Minimum Pre-Qualification Criteria:**

Minimum pre-qualifying threshold is aggregate of 70% in above mentioned areas.

F. Proposals received after the due date and time will not be entertained.

**G. Deliverables:**

- 1) The Selected firm shall be bound to advertize the post of Managing Director, Bank of Khyber in three leading newspapers on their own expenses. Specimen of advertisement is annexed.
- 2) The selected firm shall forward a final list of the best eligible seven (07) candidates alongwith list of CVs and relevant documents for consideration against the post of Managing Director, Bank of Khyber, to the Government of Khyber Pakhtunkhwa, as per approved criteria within 20 days of signing of the agreement.
- 3) The firm shall be responsible to invite the eligible candidates for the interview(s) as per schedule to be provided by the Finance Department.

**H. Payment:**

Mobilization Advance on signing of the agreement	20%
2 <sup>nd</sup> installment payment upon completion of the assignment	40%
Final payment upon selection of MD by the Competent Authority	40%

**I. Clarification if any requirement may be obtained from:**

**Additional Secretary (Regulation)**  
**Government of Khyber Pakhtunkhwa,**  
**Finance Department.**  
**Phone No.091-9213453.**

## APPOINTMENT AS MANAGING DIRECTOR, THE BANK OF KHYBER

The Bank of Khyber is seeking strong/exceptional candidates for the position of Managing Director responsible for the overall direction and administration of the Bank in line with the Policy directives of the Board of Directors; ensuring the Bank's success and gearing all aspects of the Bank's activities towards deriving maximum value in the best interest of shareholders, customers, employees and the public

### (i) Eligibility Criteria

The candidate for appointment as Managing Director, Bank of Khyber:-

- a. must be a carrier banker having experience of at least 20 years including minimum of 5 years at senior level as EVP/SEVP or equivalent i.e. Group Head of Financial/Business Line in a bank and possess expertise and skill set to undertake responsibilities of the position effectively and prudently;
- b. Should be between 40 to 70 years of age;
- c. Should have minimum qualification of graduation or equivalent in the discipline of banking, finance, economics, business administration and related fields. Experience in Islamic Banking and finance at a senior position will be considered an added advantage;
- d. Professional qualification such as Fellowship of the Institute of Bankers of Pakistan and courses attended related to core banking Credit/Treasury/Operation will be given proper weightage; and
- e. Appointment against the post shall be made by Government for a period not less than three years and not more than five years on such terms and conditions of service as Government may determine;

### (ii) The remuneration packages (per annum) would be as under:-

• Managerial remuneration	Rs.12,000,000/-
• Rent &House Maintenance	Rs. 1,200,000/-
• Utilities	Rs. 600,000/-
• Medical	Rs. 100,000/-
• Conveyance	Rs. 900,000/-
• Other Allowances	<u>Rs. 2,000,000/-</u>
<b>Total</b>	<b><u>Rs.16,800,000/-</u></b>
• Bonus on performance basis	

### (iii) Terms for Appointment

The post is Peshawar based and the candidates will have to be positioned in the Bank of Khyber, Head Office in Peshawar. It will be a contract appointment for a period of 3 years, extendable with mutual agreement.