ANNEX-B

SCOPE OF WORK

Deliverables and reporting

The Successful bidder will provide the advisory services (non-Discretionary) including the following but not limited to:

a. Initial evaluation of the investment portfolios of the above-mentioned funds in light of the existing applicable laws, rules, regulations & policies, SOPs announced by the Federal Govt, by any other relevant department and by NADRA & its Trusts. The AMC will issue a report containing advise, recommendations & suggestions enabling these funds to be 100% compliant to all the relevant laws within 30 days from the issuance of PO. Further the AMC will also give its timely advise/recommendations to these funds in case of change in the relevant laws rules & regulations.

b. AMC will be responsible to assist/facilitate NADRA & its Trusts and co-ordinate with third parties like bank's treasury etc. to implement the decisions taken by the committees in light of the suggestions and recommendations of AMC.

c. A monthly advisory report with specific recommendations for investment of NADRA and its Trusts.

d. Investment advisory with specific recommendations for investment of NADRA and its Trusts as and when required by NADRA & its Trusts.

e. Investment advisory with specific recommendations for investment of NADRA and its Trusts as and when deemed appropriate by the AMC.

f. AMC will ensure the presence of CFA qualified repetitive in all the investment meetings of investment committee and the meetings of the Trustees and on request by NADRA & its Trusts in any other meeting in respect of investment.

g. The AMC will provide the deliverables as per requirements of NADRA & its Trusts considering the following areas but not limited to:

- ❖ Develop risk and reward parameters, i.e. investment policy guidelines.
- ❖ Periodic review, updates, and recommendations concerning the investment policy and strategy.
- ❖ Specific recommendations and policy guidance concerning the total investment goal, benchmark indices or other performance measurements for investments. Investment advice based on market dynamics and economic fundamentals.
- ❖ Quarterly evaluation of investment including comparison of the results with reference to benchmarks index (es).

- Responsible to report any change/development in any entity or sector especially in the entity/instruments where in NADRA and NADRA's Trusts have a stake.
- Based on investment analysis, render advice on investment and divestment opportunities, investment constraints and risk factor keeping within the applicable regulations either specified by the GOP and investment parameters approved by the Authority.
- Help in asset allocation and identifying attractive instruments
- Provide research and risk analysis on instruments
- Connect to other capital market participants (brokers, investment banks and CDC etc.) to streamline investment process
- Periodic interaction with trustees by dedicated fund manager.
- Access to unique, high conviction ideas.

Note:

"NADRA is a body corporate established under the National Database and Registration Authority Ordinance 2000. Currently considering appointment of an Asset Management Company (AMC) for advisory services (non-discretionary) for the investments of NADRA Fund and Funds of its Pension and Gratuity Trusts. Invitation to Bid is invited for services from Active sales tax and Income tax AMCs having valid License issued by SECP."