

Scope of Work

The HR consultancy firm will undertake the following key tasks:

1. HR Diagnostic & Assessment

- Conduct a comprehensive HR audit of IPO-Pakistan (covering existing policies, systems, and practices);
- Identify gaps in organizational structure, staffing, and workforce planning;
- Assess existing recruitment, promotion, and transfer mechanisms;
- Review and recommend necessary changes to the IPO-Pakistan Service & Financial (S&F) Rules 2022.
- Conduct rightsizing assessment of the organization/entity in line with Federal Government rightsizing policy and reform objectives.
- Submit actionable rightsizing recommendations along with implementation roadmap, timelines and estimated financial/administrative impact.

2. Policy & Framework Development

- Develop or revise HR policies, including detailed KPIs, in accordance with public sector norms and international best practices;
- Recommend and design an effective organizational restructuring model;
- Develop succession planning strategies and employee retention policies.

3. Career and Performance Management

- Propose mechanisms for fair, transparent, and merit-based career progression across all IPO registries and offices;
- Develop a robust performance appraisal system;
- Introduce and integrate KPIs aligned with IPO-Pakistan's functional and strategic goals;
- Recommend welfare measures to enhance employee engagement and performance.
- Identify training and capacity building needs and recommend sustainable learning and development programs

4. Change Management & Implementation Support

- Facilitate the implementation of revised HR systems and policies;
- Provide advisory and capacity-building support to ensure smooth adoption and sustainability;
- Recommend digital HR solutions, such as HRMIS, e-recruitment systems, and other automation tools.
- Reform Impact on the sustainability of the Organization.

4. Deliverables

The selected firm will be responsible for submitting the following deliverables:

1. Inception Report outlining methodology, work plan, and timelines;
2. HR Diagnostic & Audit Report identifying key issues and opportunities;
3. Draft HR Policy Manual, SOPs, and organizational SWOT analysis;
4. Performance Management Framework, including KPIs and appraisal tools;
5. Change Management & Implementation Plan, including training recommendations;
6. Final Report summarizing findings, interventions, and sustainability strategy.
7. Submit actionable rightsizing recommendations along with implementation roadmap, timelines and estimated financial/administrative impact.