

IN-HOUSE CONSULTANT REQUIRED

Consultant Database Support

National Business Development Program for SMEs (NBDP) is a project of SMEDA, Ministry of Industries and Production Government of Pakistan, funded through Public Sector Development Program of Government of Pakistan. The NBDP envisages provision of handholding support / business development services to SMEs to promote business startup, improvement of efficiencies in existing SME value chains to make them globally competitive and provide conducive business environment through evidence-based policy-assistance to the Government of Pakistan.

NBDP Intends to hire the services of Consultant database support as per details mentioned below.

Sr #	Assignment Title	Location
1	Consultant PHP Core (Database Support)	Lahore

Terms of Engagement:

- The individual having NTN and on Active Tax payer list of FBR will be hired on contract for a period of 04 months with one possible extension as per mutual agreement.
- Remuneration will be paid on monthly basis.
- The Consultant will work at a duty station assigned to him / her.

Evaluation Criteria for “Consultant Database Support”

Age: Should not be more than 35 years.

Experience: Should have minimum 4 years’ experience in Database Development, working on SQL, M.SQL, PHP Web development, HRMIS and Graphic Designing.

Education: BS in Software Engineering / BS-CS or other equivalent degree from a reputable HEC recognized Institution/ University

Interested individuals fulfilling above criteria may download “Terms of Reference” and submit the online application at <http://apply-online.com.pk> along with scanned copies of requisite documents regarding education, experience etc. accordingly. Online Applications from interested candidates will be accepted latest by 24th Nov 2023. NBDP is an equal opportunity employer.

Project Director
National Business Development Program
for SMEs (NBDP)

3rd Floor, Building No 3, Aiwan-e- Iqbal Complex, Egerton road, Lahore
Ph: 042-111-111-456, Fax: 042-3634926, Email: pd@nbdp.org.pk

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Terms of Reference

Consultant Database Support

- Sufficient knowledge of SQL, M. SQL, Database server, Oracle tools and IT Infrastructure
- To Identify and Initiate process improvements as and when required.
- Participate in Detail design and product test execution as required.
- Working on Microsoft SQL Server technologies
- Should be proficient in SQL server database administration, data modeling, T -SQL and XML.
- Candidate must have good development skills in SQL, MIS Support System and Database Management.
- Development & Management of all relevant reports on weekly / monthly basis
- Any other responsibility / function assigned by NBDP Management from time to time.
- On selection, the Consultant will be posted at Head Office (i.e. Lahore - Punjab).
- The persons should have excellent coordination abilities, written and oral communication skills and well-developed work ethics.
- Dashboard creation in MIS
- Designing and execution of Social media campaigns and sharing on Social Media platforms.
- The candidate must have proven skills of using computer applications such as word, excel, power point etc. other than core Technical skills as required.
- The candidate needs to have his / her own laptop for the necessary work to be carried out.
- The assignment requires working in close coordination with diversified stakeholders in the private and public sectors in the context of development of small and medium businesses. Knowledge of local businesses, sectors and clusters is highly recommended.

Contract Value / Remuneration

NBDP shall pay to the Consultant remuneration in respect of the services performed during the term of engagement calculated at the rate of Rs. 91,000 per month for the Consultant. Such remuneration shall, unless otherwise agreed, be paid upon submission by the consultant at the end of each calendar month of a statement showing, inter alia, the time the consultant spent during the relevant period performing the services.

Reporting Requirements

The consultant will report to the Program Director NBDP, or any person nominated by the Project Director NBDP.

Evaluation Criteria

The applicant will be evaluated as per following and based on the total marks obtained **Top Five (05)** shortlisted individuals will be invited for further evaluation / interview.

i. Qualification (Max 60 Marks):

30 marks for grades and 30 marks for the Institute

- | | |
|--|----------|
| • CGPA 3 and above (percentage 73.33 or above) | 30 Marks |
| • CGPA <3 (percentage <73.33%) | 20 Marks |
| • HEC Total Score of Institute 60 or above | 30 Marks |
| • HEC Total Score of Institute 40~59 | 15 Marks |
| • HEC Total Score of Institute <40 | 10 Marks |
| • Institute not included in HEC Ranking | 5 Marks |

ii. Experience (Max 40 marks):

- | | |
|-----------------------------|----------|
| • Good Relevant Experience: | 40 Marks |
| • Less Relevant Experience: | 20 Marks |

Experience (Max 40 marks):

- | | |
|-----------------------------|----------|
| • Good Relevant Experience: | 40 Marks |
| • Less relevant experience: | 20 Marks |

Signing of Contract

The successful candidate shall be required to execute contract agreement in the forma as (annex-1) with NBDP.

Annex -1

Form of Contract Agreement

This AGREEMENT is made on this XX day of XX, 2023 between “National Business Development Program for SMEs (NBDP)” a project of Small and Medium Enterprises Development Authority (hereinafter referred to as “NBDP”) and Mr. ABC (hereinafter called “the Consultant”) resident of ABC, (hereinafter called “the usual place of residence”).

WHEREAS NBDP intends to engage services of the Consultant upon the terms and conditions hereinafter set forth for the purposes as defined in Terms of Reference (TORs) of Consultant (**Appendix-A** hereto) and

WEREAS the Consultant has accepted the offer of NBDP to work as consultant upon such terms and conditions as defined in this agreement.

NOW THEREFORE the parties hereto hereby agreed as follows:

1. Duties of the Consultant

The Consultant shall perform the duties as prescribed in the **Appendix-A** and such other functions as are assigned to him / her by NBDP management from time to time (hereinafter called “the Services”). The Services will be performed principally at _____ in the Province of _____ or such other place(s) as are assigned by the NBDP from time to time (hereinafter called “the Duty Station”).

2. Commencement of Engagement

The Consultant shall join the Duty Station on or before XXXXXX to commence the Services.

3. Term of Engagement

- I. Unless terminated earlier in accordance with Appendix B, the period during which the Consultant shall be engaged (hereinafter called “the Term of Engagement”) shall not, except as the parties may otherwise agree, exceed 04 months (four Months) from the date of commencement extendable as per mutual agreement.

4. Remuneration

NBDP shall pay to the consultant remuneration in respect of the services performed during the term of engagement calculated at the rate of Rs. 91,000/- per month. Such remuneration shall, unless otherwise agreed, be paid in the manner as provided in Appendix B hereto and upon submission by the consultant at the end of each calendar month of a statement showing, inter alia, the time the consultant spent on each of the activity during the relevant period while performing the services.

5. Traveling Expenses

The Consultant shall be entitled to claim travelling allowance and expenses in case of traveling outside from duty station shall be as per **Appendix B**.

6. Reports

The consultant shall submit to the NBDP management, the typewritten report as required by the NBDP management from time to time

7. Effectiveness

The Agreement shall become effective once the parties hereto sign it.

8. Leave and Holidays

The Consultant shall be entitled to all the gazette holidays and such leaves as are provided in the Appendix B hereof.

8. Notices

In case of any communication to be addressed to the parties, the same shall be addressed through courier or email to the parties in the manner and to the place as mentioned in Appendix B hereof.

**Raja Hassanien Javed
PD NBDP**

Acceptance

I, Mr. XYZ, hereby declare that I fully accept the terms and conditions of this contract /agreement, of which is true copy.

Signature

Appendix- B

STANDARD CONDITIONS OF CONTRACT Section

1. Definitions

- (a) In these Conditions and in the Contract unless a contrary intention appears: - "NBDP" means the National Business Development Program for SMEs (NBDP).

"Consultant" means the person referred to as "the Consultant" in the Memorandum of Agreement.

"Form of Agreement" means the agreement executed by and between the NBDP and the Consultant in which these conditions have been incorporated by reference.

"Contract" means the Form of Agreement together with these conditions and all other documents expressly annexed thereto or incorporated therein and intended to form part of the contractual relationship between the parties.

"Services" means the duties of the Consultant designated as "the Services" in the Memorandum of Agreement.

"Usual Place of Residence" means the place residence of the Consultant designated in the Memorandum of Agreement.

"Terms of Reference" means the schedule of duties referred to as "the Terms of Reference" in the Memorandum of Agreement.

"Duty Station" means the place of designated as "the Duty Station" in the Memorandum of Agreement.

- (b) Where the context so permits words importing the singular only shall be deemed to include the plural and vice versa.
- (c) Heading shall not modify or affect the meaning of these conditions.

Section 2. Remuneration

SMEDA shall pay to the consultant remuneration in respect of the Services at the rate and in the currency specified in the Form of Agreement on the basis of time spent by the Consultant in performing the services. For the purpose of determining the amount of such remuneration:

- (a) Remuneration is expressed in terms of a monthly rate each month shall be deemed to be of thirty (30) days, and the time spent in performing the services shall include travel time, weekends and public holidays, and to the extent specified in Section 4 hereof shall also include periods of leave. Remuneration in respect of periods of less than one month shall be computed on a calendar day basis, and one calendar day shall be deemed equal to one thirtieth (1/30th) of one month.

- (b) Except as otherwise agreed between the NBDP and the consultant, no remuneration shall be paid in respect of work performed other than during the term of the engagement as specified in the contract.

Section 3. Expenses

In addition to the remuneration specified in section 2 and subject to the provisions of the Contract, NBDP shall pay to or reimburse the Consultant for the domestic travelling as per NBDP policy.

Section 4. Leave

- (1) The consultant shall be entitled to take annual leave and sick leave during the Term of Engagement upon the following basis:-

(a) Annual Leave

- (i) Entitlement to annual leave shall accrue at the rate of five working days for every full period of three months during which the consultant is performing the Services.
- (ii) Annual leave shall be taken during the Term of Engagement with the prior knowledge and approval of the reporting head of Consultant.
- (iii) Entitlement to annual leave shall not to be commuted into cash.

(b) Sick Leave

- (i) Entitlement to sick leave shall be conditional upon the inability of the consultant to perform the Services, and the consultant shall furnish to NBDP with all such medical and other evidence of his said inability as NBDP may reasonably require.
- (ii) Entitlement to sick leave shall occur at the rate three working days for every full period of three months during which the consultant is performing the Services.

- (2) The consultant shall not be entitled to casual leave provided, that the NBDP may, in its sole discretion whether for compassionate reasons or otherwise, permit the consultant to take leave without pay during the Term of Engagement.

Section 5. General Covenants

The Consultant covenants and agrees that: -

- (a)** During the term of engagement, he shall devote the whole of his time and attention to the performance of the Services and shall at all times act with due diligence and efficiency and in accordance with the Terms of Reference. He shall make or assist in making all such report and recommendations as may be contemplated by the Terms of Reference or as may be reasonably required by the NBDP, and shall at all times cooperate with the NBDP's Management, its employees and agents in the interests of the NBDP. After the termination of the engagement he shall continue to cooperate with the NBDP to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by him.
- (b)** At all times he shall act with appropriate propriety and discretion and in particular shall refrain from making any public statement concerning the Services without the prior approval of NBDP Management, and shall refrain from engaging in any political activity.

(c) He shall report immediately to NBDP any accident or injury any damage to the property of NBDP or to the property or person of any third parties occurring in or arising out of the performance of the Services and any act, matter or thing which within his knowledge may have caused such accident or injury. He shall also report immediately to NBDP any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the services, including circumstances and events relating to this transportation and accommodation.

(d) All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the Consultant while performing the Services shall be the property of NBDP and upon termination of the engagement shall be disposed of as NBDP shall direct. The consultant may retain copies such documents and data but shall not sue the same for purposes unrelated to the Services without the prior approval of NBDP.

Section 6. Termination of the contract by NBDP

This contract shall be subject to termination on one month notice or payment of one-month cash compensation in lieu of notice period thereof, by either side without assigning any reason.

NBDP may terminate this contract instantly in case of serious misconduct or serious negligence to perform duties.

Section 7. Relationship of the Parties

Nothing contained in these conditions or in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the NBDP and the Consultant.

Section 8. Contractual Ethics

No fees, gratuities, rebates, gifts, commissions, or other payments, other than those shown in the proposal or the contract, have been given or received in connection with the selection process or in the contract execution.

Section 9. Notices and Requests

Any notice or request required or permitted to be given or made under contract shall be on writing in the English language. Such notice or request shall be deemed to be dully given or made when it shall have been delivered by hand, mail or cable to the party to which it is required to be given or made at such party's address specified below:

For the NBDP:

3rd Floor, Building No.3, Aiwan-e-Iqbal Complex

Egerton Road, Lahore, Pakistan

Ph: (042)-111-111-456

Fax: (042)-36304926-7

For the Consultant:

