**Terms of Reference**

**Organization:**

Pakistan Poverty Alleviation Fund (PPAF) is the lead apex institution for community-driven development in Pakistan. PPAF was registered in February 1997 under Section 42 of the Companies Ordinance 1984 (now Companies Act 2017) as a not-for profit company. PPAF’s mission is to transform lives of the poor to create a more equitable and prosperous Pakistan. It has outreach in 150 districts across all four provinces and regions of Pakistan, supporting communities to access improved infrastructure, energy, health, education, livelihoods, finance, and to foster resilience to disasters. It serves the poorest and most marginalised rural households and communities providing them with an array of financial and non-financial services. PPAF aims to ensure that its core values of social inclusion, participation, accountability, transparency, and stewardship are built into all processes and programmes. For a complete profile, please visit our website at <http://www.ppaf.org.pk>.

**Objectives of the Consultancies:**

Works required on daily basis:

* Dusting of tables/desks, computers, telephones, cabinets, photocopiers and other furniture/IT equipment in the office.
* Cleaning of waste paper baskets in the office and under all desks.
* Cleaning of floor with broom, wet mop, vacuum cleaner of all covered and non-covered premises of office.
* Wash bathroom floor and clean toilet bowl.
* Occasional setting/shifting of tables, cabinets, boxes etc.

Works required on weekly basis\*:

* Wash and disinfect toilet bowls and sink thoroughly.
* Cleaning of vertical blinds, Fans, fitting, and fixtures, pictures and paintings and doors
* Dusting of shelves thoroughly.
* Cleaning of all windows.

**\* Every alternate weekend through cleaning & upkeep is required**

Work required on monthly basis:

* All covered area floor wash and polish after every month.

**Scope of Work:**

The company will clean whole building including parking area, all floors, stores, roof, back side of the building, all building equipment and furniture etc.

**Methodology:**

* Total 15 Janitorial staff required
* **Islamabad:** One Supervisor, 07 Male cleaners and 03 Female Cleaners
* **Quetta:** Two (02) male cleaners
* **Karachi:** Two (02) male cleaners
* Uniform should be provided to all the Janitorial staff by the company along with employee cards.
* National Identity Card is mandatory for all staff provided to PPAF
* Substitute worker will be provided in absence of a staff member.
* Deduction will be applicable on monthly invoices according to shortcomings in services or janitorial staff.
* PPAF may call the staff on weekends for duty without paying any extra charges/cost.
* Office timings will be from 7:30 AM to 5:00 PM (Monday through Friday).

**Required experience of the firm:**

* The firm must be registered with government. NTN must be provided.
* The firm must have at least 5 years of relevant experience at renowned organization(s)
* The firm must have experience of working with development sector
* Preference will be given to ISO certified firm
* The firm must follow the federal minimum wages rules as per law
* The firm must have proper office setup. Office in Islamabad/Rawalpindi will be an advantage.
* The firm must have experience of working with at least 05 clients
* The staff of firm must be experienced and skilled to perform the job (provide brief profile of the staff to be engaged).

**Duration of assignment:**

Contract duration will be three (03) years. However, the contract will be initially entered into for one (01) year which may be renewed further up to maximum of 03 years, subject to satisfactory performance. In case of renewal, an increase of 10% in total cost may be granted.