

Power Information Technology Company (PITC)
Ministry of Energy (Power Division), Government of Pakistan

EXPRESSION OF INTEREST (EOI)
FOR ENGAGEMENT OF HEADHUNTING FIRMS
FOR HIRING ON PITC'S KEY POSITIONS

Power Information Technology Company (PITC), is a State-Owned Enterprise (SOE), operating under the administrative control of the Ministry of Energy (Power Division), Government of Pakistan, is responsible for the development, operation, and maintenance of critical information technology systems, digital platforms, and enterprise applications for the power sector. PITC intends to engage reputed and experienced Headhunting / Executive Search Firms for hiring on its C-Level and accordingly invites eligible firms to express their interest in providing headhunting and executive search services to PITC.

PITC intends to engage headhunting firms for hiring on C-Level and invites esteemed firms to express interest in providing headhunting services to PITC. In line with the SOE (C-Level Appointments) Guidelines 2024, PITC intends to maintain a pool of headhunting firms evaluated based on relevant marking as per qualification requirements mentioned below. The framework agreement shall be signed with the shortlisted firms, which shall subsequently be invited to submit proposals on a case-to-case basis. The firms so selected shall be engaged to identify and recruit suitable candidates for C-level positions in the top layers of the management hierarchy.

Required Information

To consider firms for this opportunity, the following information is required from interested firms:

- a. **Company Profile:** Brief overview of the firm's history, mission, and values.
- b. **Size of the Company:** Number of employees, office locations, and operational infrastructure.
- c. **Industry Knowledge:** Demonstrated expertise in executive search, particularly in IT, power, energy, infrastructure, or related sectors
- d. **Relevant Experience:** List of previous clients in the government/public sector, or large corporate organizations, including success stories.
- e. **Overall Experience:** Total years of experience in providing headhunting services.
- f. **Specific Experience:** Total years of experience in providing headhunting services, with demonstrated expertise in C-level hiring within the energy sector, particularly the power sector, both in Pakistan and internationally.
- g. **Reputable Clients:** Names of notable firms in Pakistan that the firm has served.
- h. **Track Record/Reputation:** Any relevant awards, certifications, or recognition.
- i. **Responsibilities/Services:** Description of services offered as a headhunter.
- j. **Audited Financial Statements:** For the last 5 years, substantiating financial health (must be positive).

- k. **Undertaking:** Declaring the firm is not engaged in illegal practices and is neither bankrupt nor blacklisted.
- l. **Confidentiality Undertaking:** The firm shall maintain confidentiality of assigned projects.

Scope of Work

The firms will be responsible for:

- a. Identifying potential candidates through various channels.
- b. Conducting thorough evaluations and assessments of applications.
- c. Presenting longlist/shortlist of qualified candidates to PITC's Board of Directors (BOD)/ Management with relevant documents and justifications.
- d. Ensuring compliance with SOE (C-Level Appointments) Guidelines 2024.

Evaluation Criteria

Relevant grading of the firms will be done on the basis of below given evaluation criteria and there will be proportionate marking in each variable with incremental marks to be assigned with increasing valuation by the firm.

- a. Total Experience (no. of years) in Headhunting services. (Minimum qualifying Experience of 05 years with 02 marks for each additional year up to Maximum 30 Marks)
- b. Industry Related Expertise and Experience: IT Sector, Energy sector, specifically Power Sector experience (Minimum qualifying Experience of 02 years with 02 marks for each additional year up to Maximum 10 Marks).
- c. Reputable Clients that the firm has served. (30 Marks)
 - i. Number of client organizations abroad (01 number for each organization up to Maximum 10 Marks)
 - ii. Number of public sector client organizations in Pakistan (01 number for each organization up to Maximum 10 Marks)
 - iii. Number of private client organizations in Pakistan (01 number for each organization up to Maximum 10 Marks)
- d. Number of Top 3-layer positions against which headhunting services have previously been provided with documentary evidence (01 number for each position up to Maximum 30 Marks).
- e. A minimum of 70 score (overall) will be the qualifying score for engagement of a firm.

Conditions for not Considering Firms for Shortlisting:

- a. A firm having less than minimum required total experience of 05 years.
- b. Blacklisted and Bankrupt Firm.
- c. Firm involved in illegal practice.

Submission of EOIs

Interested firms may submit detail proposal, complete in all respects, within 15 days from the date of publication, at the address mentioned below.

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