

**Points requiring clarifications in relation to the TORs**

S#	Clarification/ Information Required	Comments
1	Could you please provide approximate range of salaries for the positions and JDs, if you have any. Thanks	The range of salaries is not defined however the NBFI will pay as per the market. The consultant is expected to quote as per their own understanding of the market pay range
2	<p>1. I understand from the RFP that the headhunting firm will not be involved in the assessment/interviews of candidates-this will be done by Karandaaz? Is this assumption correct?</p> <p>2. Can you pls explain 'on-boarding' as mentioned in clause VIII of 'scope of work'. In the context of HR it is typically the process of integrating the employee into the company culture, creating awareness about its various businesses, vision and values and setting up the infrastructure (email IDs, employee ID, laptop etc). Is that also part of the deliverables?</p>	<p>1. The final evaluation of the shortlisted candidate will be done by a panel nominated by KRN &amp; NBFC management however the initial assessment of the resumes and sharing of the shortlisted profiles will be done by the headhunting firm. If the consultant wants to conduct preliminary interviews to assess the eligibility of the candidate, they can do so but only for shortlisting the right candidates and sharing with the KRN Management</p> <p>2. The language used in the TORs is "<i>up to onboarding of the candidate</i>". The onboarding will be done by Karandaaz/NBFC management. There is no expectation from the consultant to orient the candidate and integrate the employee into the company culture, create awareness about its various businesses, vision and values and setting up the infrastructure. The consultant just has to make sure that the final offer is accepted and the candidate confirms a date of joining</p>
3	With reference to the TOR for Engagement of a Headhunting Firm for NBFC, I would request clarity over the comments (2,4,7,8) mentioned in the attached TOR.	<p><b>2. Who will advertise the position and through which medium?</b>  The consultant may be asked to advertise the position and if so the cost of the advertisement will be paid separately by KRN</p> <p><b>Who will receive the applications against the positions?</b> The headhunter will receive the applications on a specified email address created by KRN but the consultant will go through the pool of candidates and do the initial shortlisting</p>

**4. Please clarify what support will be required from vendor in the Assessment Process?** The expectation is from the consultant to assess the candidates and do the initial shortlisting only

**7. Vendor may only perform Previous Employer Background check, Educational degree verification and CNIC verification. Please clear if any other check will be required.** We will require a criminal check of the candidate as well

**Complete documentation- Please clear the documents required.** The list of required documents is as follows:

- Copy of the candidates CNIC
- Passport size photograph
- Contact details of three professional references (names, official email addresses and phone numbers - Atleast 1 of the references should be the candidates current or ex-supervisor)
- Copy of educational degree/s
- Copy of last employment salary slip and agreement (in case of consultancies, agreement copies of the consultancies conducted in the last 2 yrs)
- Updated Resume
- Contact details of the HR Person at the candidate's current organization
- Filled and Signed Disclosure Form & Declaration (will be provided by KRN)

**8. Please clarify the regulatory approvals.**

For key positions of the NBFI certain fit and proper approvals may be required from SECP. The consultant will be expected to assist KRN in completing such requirements

**End of Document**