

TERMS OF REFERENCE (MANAGEMENT CONSULTANT)

1. Work and attend the office regularly as a full time consultant in the Khyber Medical University, Phase-IV, Hayatabad, Peshawar.
2. Analyze and review the following existing Statutes/Rules of the university, explain and propose amendments, modifications and changes in close consultation with the authorities in line with their requirements.

1.	Khyber Medical University Employees Service Statutes, 2008
2.	Khyber Medical University Recruitment Rules, Terms And Conditions For The Appointment Of Statutory Officers, 2008
3.	Khyber Medical University Administrative Setup, Powers And Duties Of The University Employees Under Khyber Medical University Act 2006 (N-W.F.P. Act No. i 2007).
4.	Khyber Medical University Employees Pay Scales Statutes, 2008
5.	Khyber Medical University Employees Pension Statutes, 2008
6.	Khyber Medical University General Provident Fund Statutes, 2008
7.	Khyber Medical University Financial Rules, 2008
8.	Khyber Medical University Fees and Other Charges Statutes, 2008
9.	Khyber Medical University Employees Efficiency And Discipline Rules, 2008
10.	Khyber Medical University Employees Leave Rules, 2008

3. Frame/develop under mentioned Statutes/Rules relating to the administrative & financial affairs of the university within the ambit of KMU Act till the final approval by the competent forum/statutory bodies. He shall ensure that the under mentioned rules are not inconsistent with prevailing Federal/Provincial Govt. of Khyber Pakhtunkhwa and other public sector universities in the Province of Khyber Pakhtunkhwa:

1.	Khyber Medical University General Provident Fund Statutes
2.	Khyber Medical University Employees Contributory Provident Fund Statutes/Rules
3.	Khyber Medical University Employees Group Insurance Statutes

4.	Khyber Medical University Employees Benevolent Fund Statutes
5.	Khyber Medical University Employees Endowment Fund Rules
6.	Khyber Medical University Employees Welfare Rules
7.	Khyber Medical University Employees TA/DA & Overtime Rules
8.	Khyber Medical University Employees Loan Rules
9.	Khyber Medical University Employees House Requisition/Subsidy Rules
10.	Khyber Medical University Employees Accommodation Rules
11.	Khyber Medical University Sports Rules
12.	Khyber Medical University Procurement Of Goods, Works& Services Rules
13.	Khyber Medical University Audit of Accounts Rules
14.	Khyber Medical University Library Rules.
15.	Khyber Medical University Rules for Grant of Remuneration & Honoraria

4. Submit monthly progress report achieved in executing the assigned tasks.
5. Ensure the implementation of the proposed plans as per the TORs and schedule agreed.
6. Perform other task relevant to the consultancy assigned by the Vice Chancellor, KMU.

Time Schedule:

The contract shall be initially for a period of three months subject to the performance and consent of both the parties.

Deliverables:

1.	Submission of draft for modification in the existing Statutes/Rules to the KMU authorities	20 days
2.	Submission of 2 nd draft, after incorporating the suggestion given by the KMU authority in first draft, for modification in the existing Statutes/Rules to the KMU authorities	15 days
3.	Submission of 1 st draft regarding development of new Statutes/Rules to the KMU authorities	30 days
4.	Submission of 2 st draft after incorporating the suggestion given by the KMU authority in first draft regarding development of new Statutes/Rules to the KMU authorities	25 days

Schedule of Payment:

The consultancy charges shall be paid as per following schedule:

Description	Mode of Payment
Submission of draft for modification in the existing Statutes/Rules to the KMU authorities	20 %
Submission of 2 nd draft, after incorporating the suggestion given by the KMU authority in first draft, for modification in the existing Statutes/Rules to the KMU authorities	20%
Submission of 1 st draft regarding development of new Statutes/Rules to the KMU authorities	20%
Submission of 2 st draft after incorporating the suggestion given by the KMU authority in first draft regarding development of new Statutes/Rules to the KMU authorities	20%
After approval of the competent authority/statutory bodies	20%

Financial Terms:

- i. Consultancy Charges: Negotiable

Disputes:

Any dispute arising from this agreement shall be resolved in accordance with the provisions of KMU ACT and its Financial Rules. Final decision will be that of the Vice Chancellor KMU and it shall not be challengeable in the court of Law.