



**GOVERNMENT OF PAKISTAN  
MINISTRY OF ENERGY (POWER DIVISION)  
NATIONAL ENERGY EFFICIENCY & CONSERVATION AUTHORITY (NEECA) NEECA**



**Expression of Interest (EOI)  
Hiring of Head Hunting Firm**

National Energy Efficiency & Conservation Authority (NEECA), Ministry of Energy (Power Division) is the focal agency for all energy efficiency and conservation activities in Pakistan. NEECA requires the services of a national or international head hunting firms for shortlisting of suitable candidates for executive level positions.

NEECA invites expression of interest (EOI) from reputable head hunting firms for the shortlisting of suitable candidates as per the approved terms of references (ToRs) against these positions. The firm will be hired as per the rules and following criteria will be used for shortlisting of the firms;

- Technical capability and credential for providing the head hunting services
- Experience of providing services to government institutions or reputable corporate entities at national or international level
- Profile of the key personnel involved in shortlisting of the candidates
- Firm's legal status/registration in Pakistan
- Financial strength and tax registration (active tax payer status)

The EOI must reach at the below mentioned address in a sealed envelope through courier, postal service or by hand on or before 03:30 PM, 13<sup>th</sup> January, 2022. EOIs will be opened on the same day at 04:00 PM. Only shortlisted firms will be offered RFP documents to submit Technical and Financial Proposals.

**Administrative Officer  
NATIONAL ENERGY EFFICIENCY & CONSERVATION AUTHORITY(NEECA)  
NEECA Building, Sector G-5/2. Islamabad. Phone: 051-9209026**