

To be printed on Non Judicial Stamp paper

UNDERTAKING

I, _____ Son/Daughter of _____, CNIC No. _____
_____ resident of _____
appointed as Social Mobilizer under Contractual Policy of Government of
Balochistan, Population Welfare Department, at Union Council _____
District _____ for supporting the Population based Interventions/activities
at designated covered areas of assigned district.

- I affirm that, I am not an employee of Government or any other semi/non-Government Organization.
- I affirm that, I will not be involved in any anti-social, political activities or anti-state activities and from now onwards, I will not take part in any political activity, any political comments on social media during this job tenure.
- I affirm that, I will be bound to perform field activities in catchment of any service outlet sites and health facilities at my posting district as per directions of the management.
- I affirm that, my employment position is purely on contract basis, non-pensionable, I will not claim at any stage for regularization, nor be a civil servant and my contract period will not be counted or added at any stage being appointed under regular establishment.
- I understand that, the violation of rules, which may result in termination of my contract period, the Population Welfare Department reserves the rights to terminate my services at any time if my performance was not satisfactory.
- If I, found in inefficiency or guilty of misconduct or corruption or involved in subversive activities, criminal cases, convicted by any court of law, during contract period, I may be removed from service.
- I will not claim for any extension contract period.
- I am responsible to provide Medical Fitness Certificate from Govt. Hospitals at the time of granting contract.
- My posting will not be transferable and is non-attachable.
- My salary shall be as per minimum wage policy of the Government of Balochistan.
- I affirm that all the aforementioned information is true and accurate.

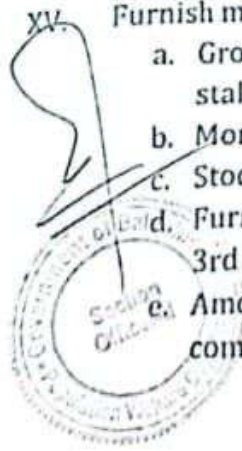
Date

Signature

Submitted to:-

1. The Director General Population Welfare Balochistan.
2. The District Population Welfare Officer _____

- III. Set up a Volunteer Committee (VC)/Support Group of men/women of the area comprising local elected representatives, clients, school teachers and Ulema and others etc. This Committee will act as a Support Group.
- IV. Monthly meetings of the Volunteer Committee (VC)/Support Group on FP/RH. These meetings will cover around 30-50 households of the area, to discuss plans for promoting the RH/Family Planning Program in the catchment population.
- V. Motivate and convince males of the area for family planning especially for condoms and male contraceptive surgery.
- VI. Motivate and convince females of the area for family planning especially modern contraceptive methods and available population based interventions.
- VII. Promote Rights Based Family Planning Approach and ensuring universal access to RH/FP services in the communities.
- VIII. Refer cases of IUCD, Norplant, Contraceptive Surgery and those requiring oral pills (first dose) to appropriate service outlets.
- IX. Maintain liaison with LHWs, CBFPWWs, FWWs, CMW's, LHV's and health outlets, besides service delivery points of the Population Welfare Programme.
- X. If provided, ensure provision of contraceptives to NGOs & private practitioners as per their demand.
- XI. If provided, receive stock of contraceptives (condoms and oral pills only).
- XII. Participate in local functions to distribute IEC material to highlight Population Welfare Programme and its activities and establish stalls in weekly bazaars and other festivals with the help of TPW Officers.
- XIII. Muster support and help of the union council Nazim/ Naib Nazim, religious leaders, etc and invite them in the group meetings organized by Social Mobilizers.
- XIV. Contribute towards community mobilization, youth engagement, national cohesion, peace and social development.
- XV. Furnish monthly reports to supervisor office comprising:
 - a. Group meeting and details of other collaborative efforts with the stakeholders in the union council
 - b. Monthly activity report
 - c. Stock position of contraceptives and details.
 - d. Furnish work plan for the next month to TPW office & DPW office by 3rd week of the preceding month.
 - e. Among other duties, social mobilizers must counsel men/women to communicate better with their partners about their family roles &



responsibilities thus helping to reduce gender inequality and abuse of women & girls.

- f. Any other duty assigned by the In-charge and perform duties of behaviour change/social mobilization as per approved PWD SBCC Strategy.

➤ Rationale behind Contract Mode:

- i. Abysmal performance had led to poor service delivery of Population Welfare Department based interventions.
- ii. Regular mode of appointment does not distinguish between better and poor performers, resultantly, all would be promoted to higher scales, undeservingly.
- iii. Contract mode of appointments is a preferred mode in all private enterprises, providing the employers all the flexibility to tap in the best human resources available in the market.

➤ Contract Employment Policy:

- I. The hired social mobilizer shall not hold employment at any other Government/Non-Government entity or in other words, shall not be a civil servant. The applicant must submit an undertaking in this regard;
- II. The particulars of age, qualification have been mentioned in this policy document;
- III. Recruitment will be made from the union council (local resident of union council). The hired individual, once appointed at a duty station shall, be non-transferable to other duty stations/Union Councils.
- IV. As per the policy, at each union council of Balochistan a social mobilizer shall be deployed to provide mobilization services;
- V. The hired social mobilizer would purely be on contract basis; and non-pensionable, and would not be regularized. Any employee at the time of accepting the contractual employment must in writing submit an affidavit/certification (stamp paper) to the appointing authority to never claim or seek any rights of regular appointment after the expiry of the contract. The Contract will be initially for 3 years (2 years 11 months and 25 days); extendable depending on the performance and recommendation of the respective District Population Welfare Officer, however, the contract can be terminated in case of extreme negligence including absenteeism and not meeting the KPI targets;

- VI. The social mobilizer appointed on contract basis will not be a civil servant, therefore the service matters shall not be governed by the rules framed under the Balochistan Civil Servants Act 1974;
- VII. Relevant trainings (pre-service & in-service) would be conducted at national and provincial level. The Social Mobilizers shall have to proceed for essential training programs as and when so required by the administrative department or appointing authority;
- VIII. If Social Mobilizer contract employees are found to be inefficient or guilty of misconduct or corruption or involved in subversive activities, criminal cases, convicted by a court of law, during the period of their contract appointment, they shall be removed from service and disciplinary proceedings, as per law, must be initiated against them as may be required;
- IX. Conditions of contract employment will categorically provide for termination of service on one months' notice or payment of one months' 'pay in lieu of notice, without assigning any reason. Likewise, the employee will have the right to resign on one months' notice or payment of amount equivalent to one month. However, this condition will not be applicable where a contract employee applied through a proper channel for another post under the federal or provincial government or any of their subordinate offices/ organizations/ institutes;
- X. The contract employee shall not claim extension in their contract appointment as a matter of right, and extension shall be granted only by the relevant competent authority;
- XI. The hired Social Mobilizer will be entitled for a 20 days paid leave/year. In addition, they may be granted 10 days stretch leave upon outstanding performance;
- XII. Once recommended by the selection committee, the competent authority, which is the Secretary Population Welfare Department, may authorise the appointments;
- XIII. Any influence used during the hiring process shall lead to the disqualification of the candidate;
- XIV. The Contractual appointee shall have to present medical fitness certificate obtained from a Government hospital at the time of granting contract;
- XV. For verification of antecedents, contractual appointees shall provide certificates as per the existing procedures;
- XVI. The service period of contract appointment of such employees may not be counted or added at any stage of them being appointed under regular establishment in the future;



Key Performance Indicators for Social Mobilizers Male/Female

Name of Social Mobilizer: _____

Month/Year: _____

Union Council: _____

District: _____

Social Mobilization/ Behaviour change communication (BCC) interventions	Method/Mode of Verification	Target	Achieved
1. No. of Women Support Groups formed as per guidelines	Registers, Physical Verification		
2. No. of Men Support Group formed as per guidelines	Registers, Physical Verification		
3. No. of Mobilization/BCC Sessions with Women Support Groups (women of reproductive health, mothers, young women, household decision makers) on various aspects, such as highlighting the importance of population interventions to increase demand, importance of balanced family (family planning/reproductive health), the concept of tawazun, mother and child health, modern contraceptives.	Register (record to be maintained)		
4. No. of Mobilization/BCC Sessions with Men Support Groups on highlighting the importance of population interventions, couple consensus on balanced family, role of fathers, husbands in FP/RH etc.	Register		
5. No. of IPC sessions held with social activists, key influential, line-departments, religious leaders, district parliamentarian's and district administration.	Register		
6. No. of sports events, activation activities held community centres, health facilities and service outlets.	Confirmation from community/ event report to be submitted with pictures.		
7. No. of clients referred to service outlets	Registers at the service outlets		

Comments by the DPWO _____

**Subject to change or up gradation.*

ACRONYMS

CBFPWW	Community Based Family Planning Welfare Worker
CMW	Community Midwife.
DPW _o	District Population Welfare Officers
FP/RH	Family Planning/ Reproductive Health
IEC	Information, Education and Communication
IPC	Inter-personal Communication
IUCD	Intrauterine Contraceptive Device
KPI	Key Performance Indicators
FWW	Family Welfare Worker
FWC	Family Welfare Councillor
LHV	Lady Health Visitor
LHW	Lady Health Worker
PWD	Population Welfare Department
TPW _o	Tehsil Population Welfare Office
VC	Volunteer Committee

List of Annexures

- i) Key Performance Indicators of Social Mobilizers (KPI)
- ii) Declaration Affidavit format
- iii) Appointment order template

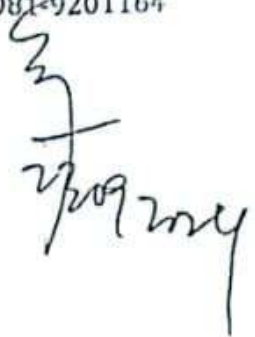
6. The Director General Population Welfare Balochistan
7. The Director General, Public Relation Balochistan
8. The Principal, Regional Training Institute Balochistan, Quetta.
9. All Deputy Commissioners in Balochistan
10. All Divisional District Population Welfare Officers in Balochistan
11. All District Population Officers in Balochistan
12. The PS to Secretary PW Department, Quetta.
13. The PS to Additional Secretary PW Department, Quetta.
14. Master File.



(ABDUL TAHOOR KHAN)

Section Officer (Dev.)

Ph# 081-9201164



- XVII. Recovery of any pecuniary loss caused to the employer affected from the contract employee shall be made, provided that after the inquiry it is proved that the loss caused is attributable to the employee and not otherwise;
- XVIII. The salary shall be as per the minimum wage policy of the Government of Balochistan;
- XIX. On expiry of contract, when no further extension is granted, it may be ensured that contractual employee should not be able to draw any further pay. The Population Welfare Department and the accounting officers shall maintain vigilance in stoppage/termination of personnel number of the contract employee;

- **Age limit:** 18 to 52 years.
- **Education/Qualification:** Graduation (B.A, BSc, BS or equivalent, preferably in Social Sciences)
- **Composition of Selection Committee:**
As prescribed by the S&GAD.
- **Tenure:**

Primarily, the Social Mobilizers shall be hired for a period of 3 years (2 years 11 months & 25 days), and based on their satisfactory performance, the contract shall be renewed for next 3 years, as a fresh contract (to be approved by the Competent Authority, the Secretary, (Population Welfare Department). The next contract shall be issued with terms & conditions w.e.f. fresh date without linking with previous contract order.

Extension: The case of extension shall be moved 2 months in advance of the expiry of the original contract, when required.

(ABDULLAH KHAN)
Secretary

NO & DATE EVEN

Copy for information and further necessary action:-

1. The Principal Secretary to Hon'ble Chief Minister Balochistan, Quetta
- ✓ 2. The Additional Secretary (Staff) to Chief Secretary Balochistan, Quetta.
3. The Secretary, S&GAD Balochistan, Quetta.
4. The Accountant General Balochistan, Quetta.
5. The Director General Treasuries Balochistan, Quetta.



GOVERNMENT OF BALOCHISTAN
POPULATION WELFARE DEPARTMENT

Dated Quetta _____ September, 2024.

Appointment Order Template

ORDER

NO/44-1/BPWD/2022-23/_____ with prior approval of the Competent Authority, Government of Balochistan, Population Welfare Department and on recommendations of District Recruitment Committee, Mr/Ms. _____, s/o, d/o, bearing CNIC, _____, is hereby appointed as the Social Mobilizer at Union Council _____ District _____, for the period of Three Years (02 Years, 11 Months and 25 days) on contract basis in line with the approved contractual hiring policy of social mobilizers, with the following terms and conditions.

- He / She will not be an employee of government or any other semi/non-government organization.
- He /She will not be involved in any anti-social, political activities or anti-state activities and from now onwards, He / She will not take part in any political activity, any political comments on social media during this job tenure.
- He / She will be bound to perform field activities in catchment of any service outlet sites and health facilities in his/her district as per directions of the management.
- His / Her employment position is purely on contract basis, non-pensionable, will not claim at any stage for regularization, nor be a civil servant and her / his contract period will not be counted or added at any stage being appointed under regular establishment.
- In case of any violation of rules, which may result termination of his / her contract period, the Population Welfare Department reserves the rights to terminate the services at any time if his / her performance is not satisfactory.
- If he /she found in inefficiency or guilty of misconduct or corruption or involved in subversive activities, criminal cases, convicted by any court of law, during contract period, shall be removed from service.
- He / She will not claim for any extension of their contract period.
- He / She will be entitled for a period of 20 days earned leave per Annam.
- He / She will provide Medical Fitness Certificate from Govt. Hospitals at the time of granting contract.
- His / Her services will not be transferable and is non-attachable.
- The salary shall be as per minimum wage policy of the Government of Balochistan.

Note:- If accepted the aforementioned terms and conditions, He / She is directed to report for duty to the District Population Welfare Officer _____, against the contract post of Social Mobilizer.

Signature of Social Mobilizer _____

Dated _____

DIRECTOR GENERAL
Population Welfare Department

NO _____ EVEN _____ DATED _____ EVEN _____

Copy forwarded to:-

1. The Accountant General Balochistan, Quetta.
2. The Director General Treasuries Balochistan, Quetta.
3. PS to Secretary, Population Welfare Department, Quetta.
4. The official concerned _____
5. Master File



GOVERNMENT OF BALOCHISTAN
POPULATION WELFARE DEPARTMENT
(Section-Dev)

Dated Quetta September 23rd, 2024

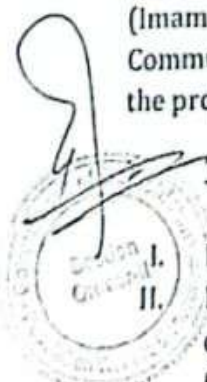
NOTIFICATION

NO.SO-Dev./10(1)/BPWD/2022-23/353 with prior approval of the Competent Authority (i.e. the Chief Minister / Provincial Cabinet), Government of Balochistan, Population Welfare Department has been pleased to approve the "Contractual hiring Policy for Social Mobilizers" with following terms and conditions, with immediate effect:-

➤ Rationale:

In the aftermath of the 18th Constitutional Amendment, the Population Program, along with other ministries/departments, was devolved to the provinces. The Population Welfare Department Balochistan has had no approved policy for hiring of Social Mobilizers on contract basis, due to which for many years, no appointments have been done. Given the importance and need of the social mobilization for demand creation of family planning and awareness on reproductive health, the Population Welfare Department plans to recruit social mobilizers on contract basis, for which this policy is proposed. The Social Mobilizer is placed at Union Council level and is the focal point for the Population Welfare grass-root programme, focusing on the covered population of service outlets and health facilities of Population Welfare Department and Health Department, respectively. Social Mobilizer is responsible for interaction with husbands, fathers, male/female household decision makers, eligible couples, local community leaders, male/female teachers, shopkeepers, religious leaders, (Imam Masjid), mothers, women of reproductive age, social activists and Community based Organizations for advocacy and promoting the objectives of the programme.

Terms of References (ToRs)



- I. Register married couples of the Union Council on prescribed proforma.
- II. Provide education on FP/RH to the community and inform about locations of service delivery outlets of the Population Welfare Department and the facilities provided by them.