



Technical Work Inspection for USAID's Energy Policy Project and Power Distribution Project

Demobilization Plan



IQC Contract No. AID-391-I-11-00002

Task Order No. AID-391-TO-15-00006

31 July 2015

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Demobilization Plan

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Document history

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This document has been issued and amended as follows:

Version	Date	Description	Created by	Verified by	Approved by
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1 Overview

This document presents the plan for demobilization of Halcrow Pakistan (HPK) operations on the Technical Work Inspection for USAID's Energy Policy Project (EPP) and Power Distribution Project (PDP) Task Order No: AID-391-TO-15-00006.

The plan is an illustrative presentation which shall be finalized on the completion of the Task Order as exact nature, quantity and costs of the non-expendable property is currently not determined.

2 Project Team Demobilization

Phase-out of in-country operations will be limited to demobilization of project team and closure of the project office/staff house at Islamabad.

HPK team will be demobilized in two phases:

- **Phase-1:** In the first phase, technical inspection teams for the three (3) regions namely Islamabad/Khyber KP, Sindh/Balochistan and Punjab will be demobilized by the end of November 2015. These will include:
 - Electrical Engineers (Mid, Junior)
 - Inspectors

- **Phase-2:** In the second phase, management and support teams will be demobilized at the end of the Task Order i.e. by mid-January 2016. These shall include:
 - Project Manager
 - Senior Electrical Engineer
 - Project Coordinator
 - Office Engineer
 - Electrical Engineer (Lead)
 - Quantity Surveyor
 - Draftsman
 - Computer Operator
 - Admin Assistant
 - Logistician
 - Project Security Manager
 - Janitor
 - Peon
 - GIS Specialist

An organogram showing the project team is attached in Appendix A.

3 Project Office/Staff House Demobilization

Project office/staff house closing plan is outlined in the table below. A schedule showing the demobilization plan is attached in Appendix B.

3.1 Data Handover

After the submission of final report, all the data will be handed over to USAID in soft and hard format within 15-days duration. This will include:

- Data received from USAID
- Data received from USAID's EPP Contractor (Advanced Engineering Associates, Inc. - AEAI)
- Data received from USAID's PDP Contractor (International Resource Group - IRG)
- Inspection Verification Reports
- Non-Compliance Reports
- All other deliverables that form part of this Task Order

3.2 Property Disposition

An illustrative list of non-expendable property is given in Appendix C. As the project office/staff house is currently being set up, this list is currently non-exhaustive and shall be completed prior to property disposition.

An illustrative property disposition plan is given Table-1 below. Final disposition plan shall be submitted prior to disposition of property.

Table-1: Plan for demobilization

Activity Detail	Source / Machinery	Material	Duration (days)
Packing of all project documentation (hard form)			2
Packing of all equipment and furniture			2
Loading of furniture to transport vehicle	Pick-up truck	Tables, chairs, etc	1
Evacuation of project office/staff house at Isb			3
Non-expendable property transfer to USAID		Furniture and equipment	2

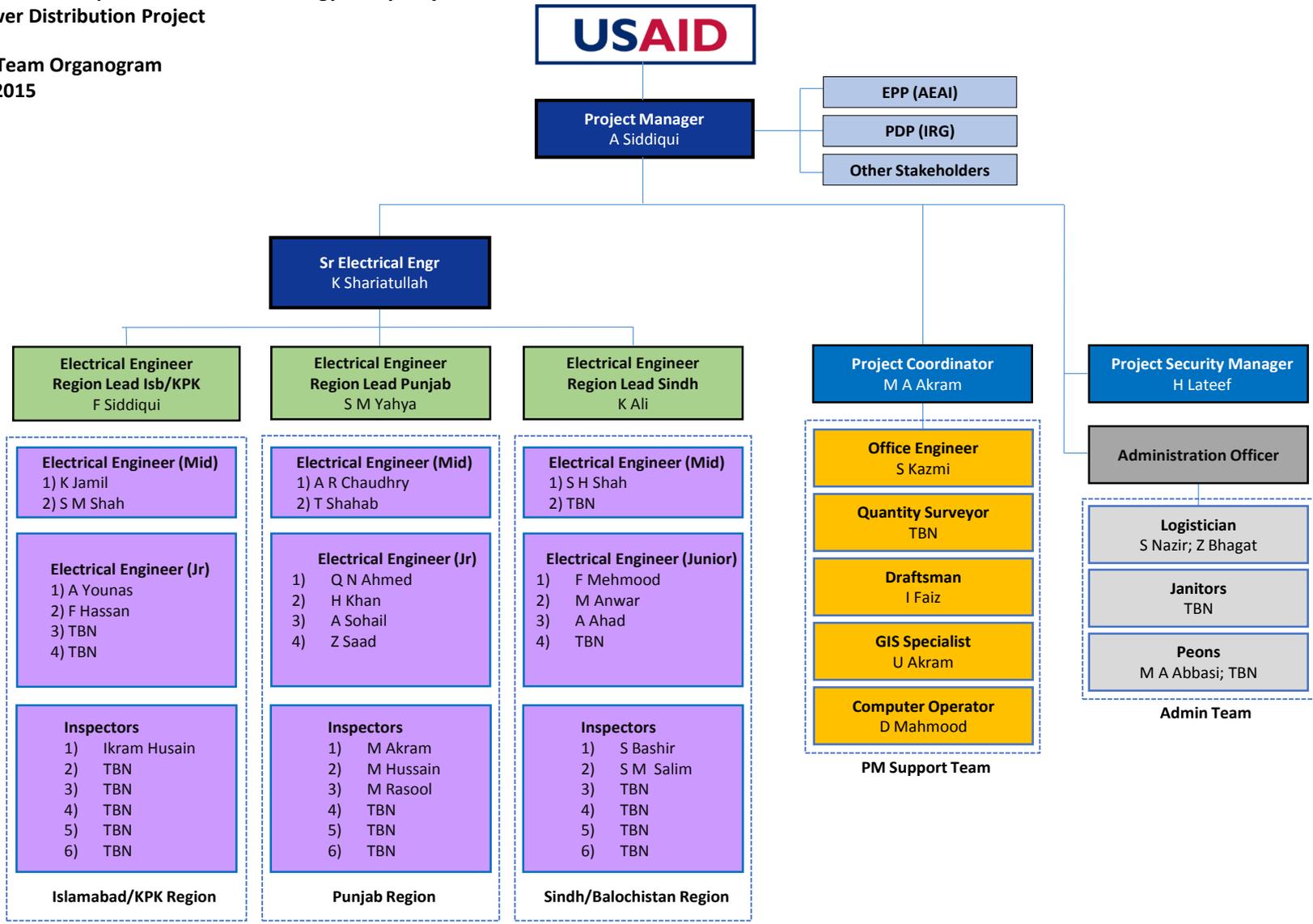


Appendix A

Team Organogram

Technical Work Inspection for USAID'S Energy Policy Project and Power Distribution Project

Project Team Organogram
31 July 2015





Appendix B

Schedule



Appendix C

USAID Non-Expendable Property Inventory
(Illustrative)

Asset ID	Non-expendable property	Quantity	Condition*	Billed amount	Current location	Location after project completion
	Refrigerator					
	Air Conditioners					
	Water dispenser					
	Microwave oven					
	Computers					
	Mobile phones					
	GPS					
	Cameras					
	Internet WiFi device					
	Office/staff house furniture					

* Condition categories

- Excellent: Only normal scheduled maintenance is required; fully functional
- Good: Some minor repairs needed; fully functional
- Fair: More minor repairs required; mostly functional
- Poor: Significant repairs required; system not fully functional for use
- Critical/Bad (very poor): Major repair or replacement required to restore function