

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

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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
01	31/07/2015	For Approval	U Rasheed	K Shariatullah K Ali U Mumtaz	M A Siddiqui
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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 has been updated in line with latest status/data as the task order is nearing completion and information regarding nature, quantity and costs of the non-expendable property is available now.

2. Project Team Demobilization

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

HPK team are being demobilized in two phases:

- **Phase-1:**

In the first phase, technical inspection teams for the three (3) regions namely Islamabad/Khyber KP, Sindh/Baluchistan and Punjab have been demobilized in the end of November 2015. Team organogram attached as **Appendix A** show the reduced teams as decided in the demobilization plan version 1. This include:

- Electrical Engineers (Mid, Junior)
- Inspectors

Reduced number of electrical engineer (Jr.) and inspectors are clearly observed in organogram.

- **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**. HPK is following that agreed schedule quite well and demobilization process is quit according to the demobilization schedule.

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
- Final Report & annexures
- All other deliverables that form part of this Task Order

3.2 Property Disposition

An updated illustrative list of non-expendable property is given in **Appendix C**. With reference to the meeting held on 11 December 2015, COR directed HPK management to utilize the said equipment with other USAID funded projects which are currently handled by HPK. Accordingly HPK will retain the mentioned equipment in its custody for use in other USAID funded projects.

An illustrative property disposition plan is given Table-1 below. Final disposition plan is also being submitted.

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 Islamabad			3
Non-expendable property transfer to USAID		Furniture and equipment	2

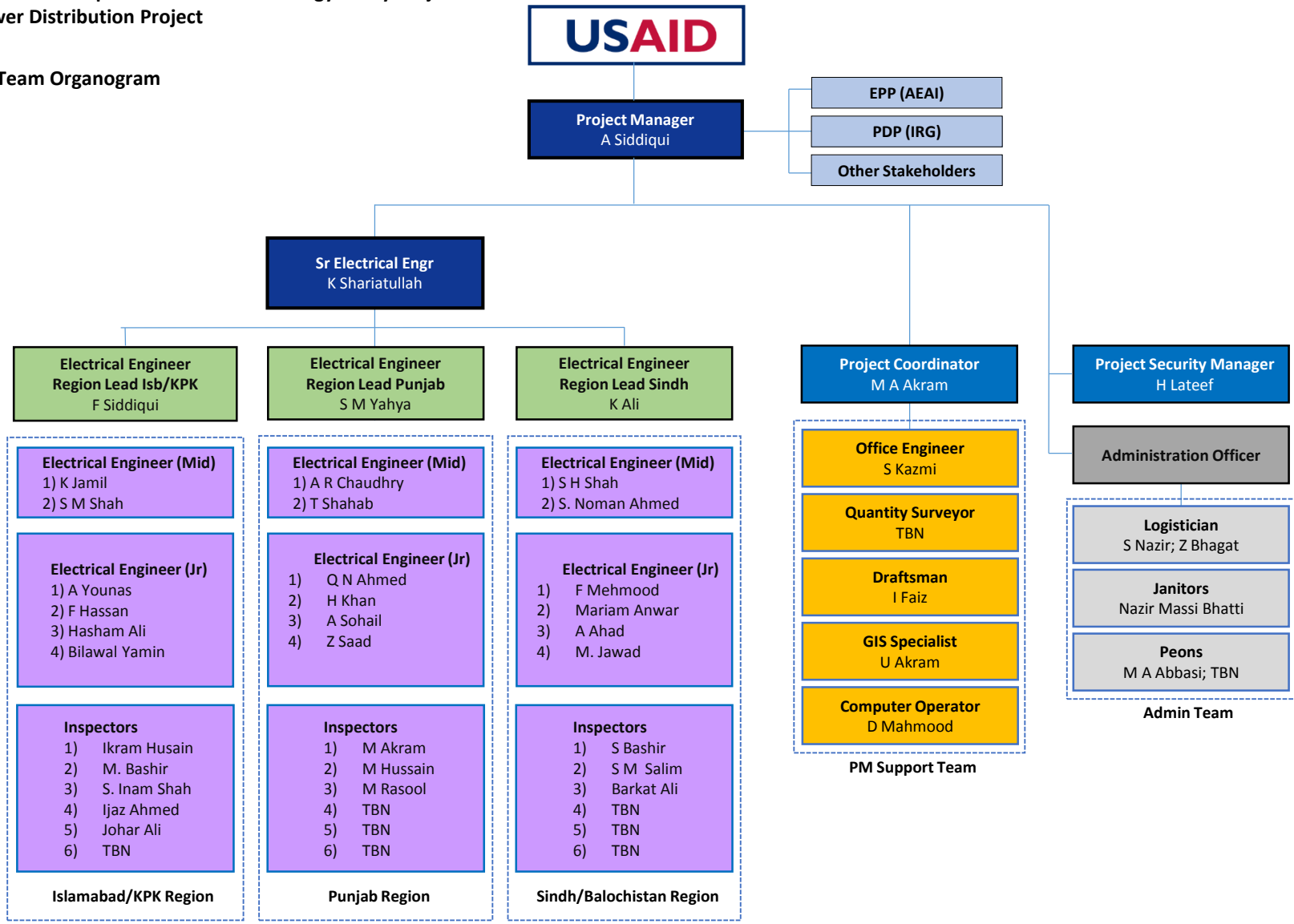


Appendix A

Team Organogram

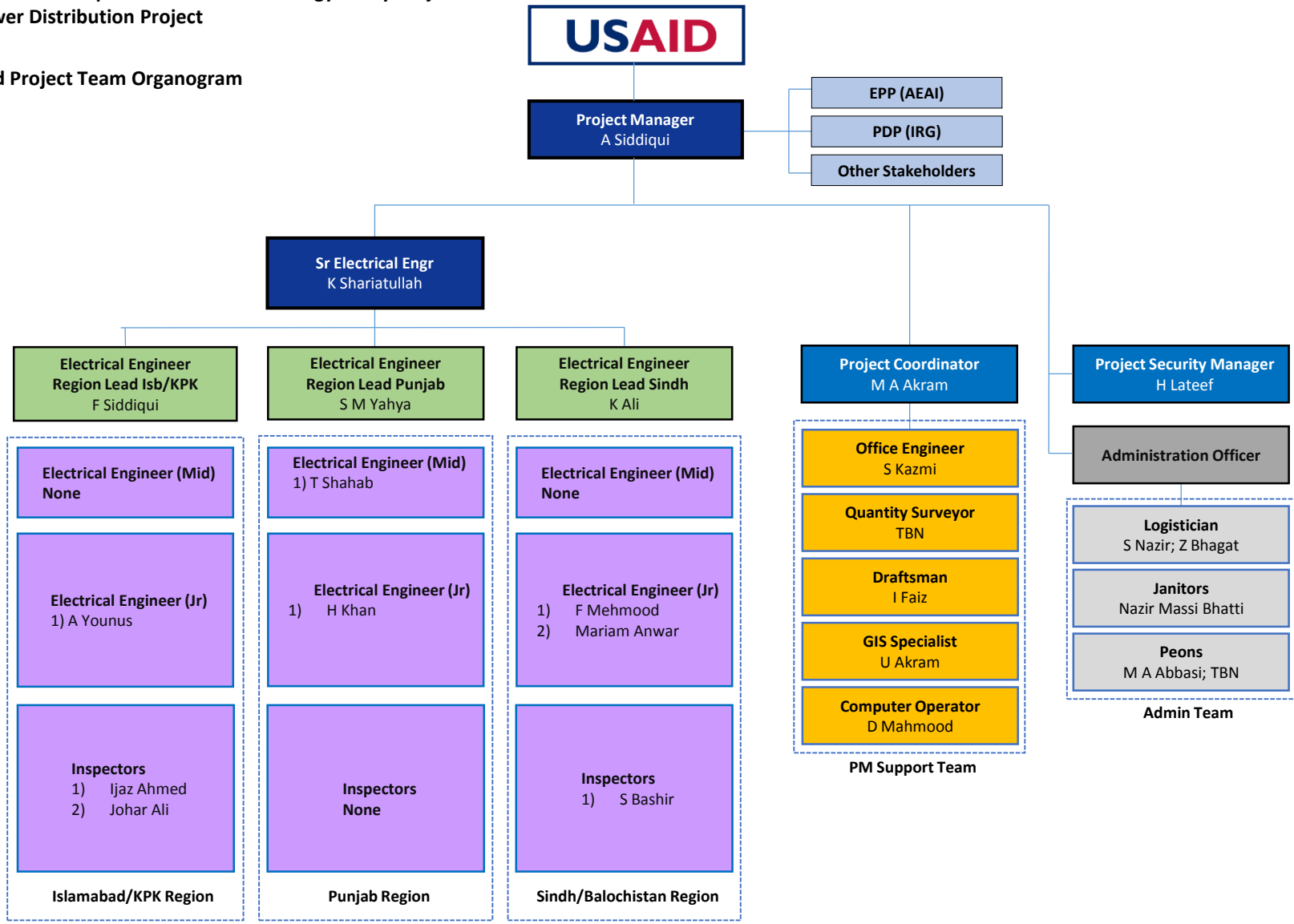
Technical Work Inspection for USAID'S Energy Policy Project and Power Distribution Project

Project Team Organogram



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

Updated Project Team Organogram





Appendix B

Schedule



Appendix C

USAID Non-Expendable Property Inventory

Project Title: Technical Work Inspection for USAID's Energy Policy Project and Power Distribution Project							
Disposition of Project Assets							
Asset ID	Non-expendable property	Model	Specification	Quantity	Condition*	Current location	Location after project completion
TWI-HPK-023-042	Mobiles Phones	Huawei Ascend Y520	4.5 inches, 4Gb, 5MP, 3G	20	Good	Islamabad	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-001-010	Laptops	Lenovo G 5080	Intel Core i5-5200 U2.2 Ghz 15.6" Wide Screen 4 GB RAM 500 GB Hard Drive Built-in AGP / Sound / LAN /Wi-Fi /Bluetooth DVD+RW Battery Plus Charger Caring Bag + Mouse	10	Good	Islamabad	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-043-054	GPS	Garmin - eTrex 20		12	Good	Islamabad	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-055-066	Cameras	Camera Nikon Coolpix S2800	20.1 MP, 25 Mb internal memory 16 Gb memory card	12	Good	Islamabad	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-092-095	Single Beds,			4	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-096	Double Bed			1	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-097	Dining table	6 seater	3 x 5 feet	1	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-098-103	Dining Chairs		6	6	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-083-084	UPS	Suoer	2000 VA	2	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-085-088	Batteries	Phonix	185 AH	4	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-089	LED	Samsung	32 inch. 32H4100-818	1	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-090	Refrigerator	Dawalance	91996Hz Plus-58	1	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-091	Microwave oven	Dawalance	DW-121HP-57	1	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-067-074	Binoculars	Breaker Cobra Model 750		8	Good	Islamabad	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-075-082	Digital Clamp Meter	Digital Clamp Meter UT200		8	Good	Islamabad	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-104-107	Side table			4	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-108-110	Mattress	Five Star	78 x 66 (1) 78 x 42 (2)	3	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-111	Sofa 5 seater			1	Good	Staff House, IBD	Transferred to other on-going USAID Project at Sukker & Peshawar
TWI-HPK-011-022	EVO	PTCL	Evo Wingle 9.1 Mbps	12	Good	Islamabad	Transferred to other on-going USAID Project at Sukker & Peshawar

Note: Actual quantity of transferred items with project name shall be identified after submission of final report.

Date: 22 December 2015