

**TERM OF REFERENCE FOR ACTUARIAL EVALUATION OF PENSION SCHEME OF THE
UNIVERSITY OF AGRICULTURE, PESHAWAR**

1. Objective:

To determine the past and future service liability of the existing pension scheme based on actuarial valuation and advice financial management policy

2. Specific Job Requirement:

Carryout an actuarial valuation to:

- (a) Determine long term actuarial cost of the existing pension scheme and advise different funding approaches considering the financial constraints and specific circumstances of the UOA.
- (b) Advise the necessary policy, procedures, and formulation of constitutive document for the establishment of a pension fund
- (c) Formulate investment policy, procedural documents, processes and investment performance measurement mechanism of the proposed pension fund
- (d) Determination of projected pension payments including commutation for the next 30 years
- (e) Projection of the pension scheme cash flows including the accumulation of pension fund

3. Selection Criteria

- i. Qualified Actuary (member of the Society of Actuaries, USA, or the Institute of Actuaries, UK or any internationally recognized actuarial body).
- ii. 10 year's professional/demonstrated experience of carrying out actuarial valuations for pension schemes

- iii. Preference will be given to the actuaries having experience of working on pension schemes in the public sector / national pension scheme of the federal or provincial government.

4. Timeframe

The draft report (hard and soft copies) as reflected under section 5 i.e. deliverables will be submitted within one month after acquiring relevant data and policy. The final report (hard and soft copies) after incorporating the comments on the draft Report will be submitted within one week of the receipt of comments from the University.

5. Deliverables

- i. Constituted documents of the proposed pension fund (Trust Deed and Rules of the propose Pension Funds).
- ii. Actuarial Valuation Report containing past and future service liability, long term pension cost and future contribution rates, different funding approaches and projected future cash flows of the Pension Scheme and proposed Pension Fund.
- iii. Fund management policy.