



PAKISTAN BAIT UL MAL

POLICY FOR KHANA..... SAB KEY LIYE (KSKL)

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PBM HEAD OFFICE H-8/4, ISLAMABAD
MINISTRY OF POVERTY ALLEVIATION & SOCIAL SAFETY

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INTRODUCTION

The Constitution of Islamic Republic of Pakistan envisage in Article 38 that the State shall secure the well-being of the people, by raising their standards of living and provide basic necessities of life such as food to those who are unable to earn their livelihood on account of infirmity, sickness or unemployment.

This Programme was launched to manifest Federal Government vision of making Pakistan a welfare state through oversight of four key areas;

- Safety nets,
- Human Capital Development,
- Livelihood and Jobs,
- Pro Poor Government,

The safety nets pillar of the program provides direct welfare to the most vulnerable segments of society, while other areas provide complementary uplift of these segments. Ministry of Poverty Alleviation and Social Safety (PASS) is unique since it was purpose-established to implement the umbrella initiative of social safety.

In line with directions of Federal Government to provide food and shelter to the homeless and poor segment of the society, Shelter Homes were established. This programme is being implemented efficiently by Pakistan Baitul Mal (PBM). Due to Covid-19, scope of the program was modified to support the vulnerable segments of society, affected due to economic effects of the pandemic who could not afford meals. Realizing that a large number of the target population which mainly requires food is unable to go to these Shelter Homes due to various reasons like their engagements in labouring/ search of jobs, residing away from these Shelter Homes/ Langar Khanas, it was decided to take meals to the areas where these people live and work.

This program was initially launched in Islamabad in 2021. In the first phase, the programme pilot is being rolled out in the twin cities under supervision of Ministry of Poverty Alleviation and Social Safety (PA & SS). Program is benefiting one thousand (1000) beneficiaries with provision of two-time hygienically prepared freshly cooked/prepacked food to needy individuals through real-time mobile kitchen/food truck. Program is mainly targeting the deserving population which cannot access Langar and includes labour class, the elderly, differently abled, daily wage earners, women and children.

The program has two implementation models; a) Mobile Kitchen Unit for cooking and disbursement of food; b) Food truck for distribution of pre-packed cooked meals. PBM is responsible for the operational management of the Mobile Kitchen/Food trucks while Saylani Trust; a non-governmental organization is supporting the program through provision of meals.

Since launching of the programme, an overwhelming response has been received from the corporate sector as well as the individual donors who are eager to contribute. Philanthropists are already playing an important role in multiple sectors in Pakistan; therefore, this program shall welcome participation by private sector through a transparent Public Private Partnership (PPP) model. Moreover, Public Private Sector Model Engagement Policy shall be followed. It is planned to scale up the program in other provinces as well for maximum reach. Private sector entities shall be encouraged to support provision of food and ancillary services under a Corporate Social Responsibility (CSR) model. To formalize the process a Memorandum of Understanding (MoU) shall be signed with the donors.

PBM shall provide the logistics support to include provision of required human resource and will also provide the overall management, while donors may contribute by donating:

- i. Vehicle (food distribution truck & Mobile Kitchen)
- ii. Super structure
- iii. Infrastructure
- iv. Food items/ cooked food
- v. Any other support

1. LEGAL COVER

Pakistan Bait ul Mal Act, 1991 indicates that:

“WHEREAS, it is the duty of the State to provide for basic necessities of life such as food, clothing, housing, education and medical relief for all citizens, irrespective of their sex, caste, creed or race, who are permanently or temporarily unable to earn their livelihood on account of sickness or unemployment or circumstances beyond their control.”

Clauses (a) (d) & (i) of sub-section 4 of section 3 of the Pakistan Bait-ul-Mal Act, 1991 provide inter alia the following purposes for which the Bait-ul-Mal funds may be used.

- (a) to provide financial assistance to destitute and needy widows, orphans, invalid, infirm and other needy persons.
- (d) to provide residential accommodation and necessary facilities to the persons specified in clause (a).
- (i) Any other purpose approved by the Bait-ul-Mal Board related to the aims and objects of the Bait-ul-Mal.

2. OBJECTIVES

- i. Instant relief for the needy and deserving persons.
- ii. To reduce hunger around the area with sufficient food to meet basic needs.
- iii. Facilitating the underprivileged work force.
- iv. Money saved through this intervention will enable the poorest to come out of poverty trap.

3. TARGET GROUP-BENEFICIARIES

Residents/citizens of Pakistan including urban/ rural, faraway from homes, unemployed, laborers, daily wagers, poor and transit passengers, attendants of the patients, students or any other deserving individual can avail the facility of free food on first come first serve basis.

4. **MECHANISM & STANDARDS**

The program has two implementation models:

- a) **Mobile Kitchen:** Fully equipped mobile kitchen unit with safe cooking appliances and portable kiosk/food booth. Food will be cooked and distributed from the truck. Mobile Kitchen will have the capacity to cook for at least two hundred (200) persons at a time.

Specifications for Mobile Kitchen unit given in **Annex I**

- b) **Food Truck:** Fully equipped food vehicle with portable kiosk/food booth with all necessary items required for transporting, catering and serving the pre-packed meal for a minimum of 500 persons.

Specifications for Food Vehicle/truck are given in **Annex II.**

5. **DAILY MEAL**

Fresh cooked nutritious and healthy meals will be provided to beneficiaries daily. Food will be delivered on first come first serve basis. The menu shall be adjusted/ changed with the mutual consent of the donor/management of PBM. During the Ramazan, and other special occasions the menu shall be decided by PBM in consultation with the donors on need basis.

Specifications of disposable food and packing material are given in **Annex III.**

Basic Menu is attached as **Annex IV.**

6. **FURNITURE / FIXTURE & IT EQUIPMENTS**

Necessary furniture and fixtures, IT Equipment and other electronics for smart Desk and Food Trucks/Mobile kitchen will be provided for smooth functioning. Details given in **Annex V**

7. **CLEANLINESS AND HYGIENE**

Cleanliness of Mobile Unit and surrounding distribution area to be ensured through:

- a. Availability of clean spots.
- b. Staff designated for cooking and distribution shall maintain personal hygiene and wear gloves, masks and white cap during duty hours.
- c. Staff will undergo necessary tests on six monthly basis for detecting communicable diseases.
- d. Maintenance of cleanliness in Mobile unit.
- e. Availability of sufficient quantity of potable water and proper disposal of used water.
- f. To avoid littering around the food truck, used food packs to be collected by staff on duty for its proper disposal.

8. ROUTES & STOPS OF MOBILE KITCHEN

- i. Pakistan Bait-ul-Mal shall select routes on which services will be provided. However, where donors are relevant, it will be done in consultation with them. District administration will be taken on board for selection of clean spots.
- ii. Routes will be selected for maximum reach with required stops (4-5) in consultation with district administration. Stops shall be selected in such a way that will serve maximum number.
- iii. Those areas will be targeted where similar facilities do not exist such as Shelter Homes or any other free Dastar-khawan within a radius of three kilometers.
- iv. Duration of stay of Mobile Unit shall not be more than 30-Minutes at each selected stop.
- v. Routes can be changed as per donor request/ requirements.
- vi. Food distribution points shall be selected in such a manner that it does not disturbs traffic flow and is sufficient to handle a minimum of 20 people at a time who gather to receive food.

9. HALT STATION OF MOBILE KITCHEN/FOOD TRUCKS

Shelter Homes shall be used as Halt Station to load/ unload material as well as for cleanliness of vehicle before and after the daily food delivery. Vehicle water tank shall also be filled on the halt station.

10. RECORD OF BENEFICIARIES

- a. Management Information System (MIS) is already developed for proper maintenance of record of beneficiaries based on CNIC or any other identification document, to ensure transparency and subsequent identification of the category most effected by hunger. The data will lead to further interventions to alleviate poverty and hunger.

However non possession of CNIC shall not be used as a reason to refuse food to any person desirous to take it.

Upon provision of a CNIC, one additional food pack may be delivered on demand for a minor or a female household/ family member.

Condition of provision of CNIC for food depends upon donor requirement. If donor does not desire CNIC, then only name and number of daily beneficiaries shall be recorded.

If donor required, number of food packed received daily shall be uploaded for record.

- b. All necessary IT equipment shall be installed in the Mobile kitchen/Food truck as requires. Any of the following mechanism can be adopted to maintain stop/site-wise daily record of beneficiaries:
 - i. CNIC based online digital record.
 - ii. Manual entry in register (without Chip CNIC) followed by entry in MIS.
 - iii. Biometric fingerprints scanning.
 - iv. CNIC swipe Device/ Machine.
 - v. Any other combination consisting of above mechanism.

11. ACCOUNTS AND AUDIT

Complete accounting record including vouchers, ledgers, cash book, bank statements and registers shall be maintained by the Supervisor/ Accounts Assistant/ clerk.

12. HUMAN RESOURCE

Dedicated human resource shall be hired/ recruited by PBM for each Mobile Kitchen/Food truck as per requirement (Annexed-VII) on fixed pay contract/ daily wages/ work charge basis, as per its Service Regulations. Job Description and terms and conditions of appointment for each post shall be notified separately by Establishment / HR branch, Head Office. Establishment/HR branch will complete the recruitment process in coordination with Provincial or Regional Offices. Supervisor shall manage the working hours of the staff keeping in view of the requirement of service delivery.

13. MONITORING & EVALUATION (M&E)

Monitoring and Evaluation Branch of Pakistan Bait-ul-Mal, Head Office, Provincial & Regional Offices shall strictly monitor the Program, through periodic visits to assess efficacy of the project. Remedial measures can also be taken based on monitoring reports and lessons learnt to bring improvement. Concerned officer/ Supervisor shall send daily progress reports to M&E & IT Branch Head Office.

14. GENERAL ETHICS OF MOBILE KITCHEN/FOOD TRUCK

- i. Hospitality shall be shown by all staff members.
- ii. All staff is responsible for developing a non-discriminatory and inclusive working environment where diversity is welcomed.
- iii. Teamwork and collaboration shall be developed.

15. DEPRECIATION & DISCARD

- a. Any asset/ item which become so inadequate or outmoded due to Physical deterioration, inadequacy & Obsolescence may be discarded or sold with proper record every year or whatever the case may be with due consideration by the administration. The requirement to discard items must be:
 - i. Beyond repair
 - ii. No longer complying with Health and Safety requirements
 - iii. No longer required due to changed procedures or functions.
 - iv. Not compatible with the of required software
- b. A form for disposal of items shall be filled while disposing off the assets with following details for proper record:
 - i. Description of the asset disposed off.
 - ii. Reason for disposal
 - iii. Date of procurement of said item.
 - iv. Method of disposal i.e., sale/scrap/part change/ other
 - v. Amount received for disposed assets.

16. IMPREST

PBM may grant imprest amount to Supervisor of each Mobile Kitchen/Food Truck to meet petty needs as per its standard procedures.

17. COMPLAINTS & REDRESSAL OF GRIEVIENCES

For grievance redressal, vehicle shall contain; clearly printed two contact numbers; one from M/o PA & SS and the other from PBM.

18. DONATIONS

A digitalized Web based Donors Interface is being developed by PASSD which is expected to be functional in two months' time. Such an interface will allow Donor to track his donation to the ultimate and will give a real time information on extent and use of amount donated.

However, till such time as the interface is available: following parameters shall be followed to extent of relevance:

- i. PBM Donation Policy shall be followed in letter and spirit.
- ii. Proper record of donation in cash and kinds shall be maintained in the District Office,
- iii. No cash donations will be accepted without issuance of written receipt to this affect.
- iv. Regional & Provincial Office will preferably sign MoUs with local donors for supply of meals/ food items with mutually agreed menu.
- v. Donor may deposit cash in PBM official bank account.
- vi. Proper record shall be maintained for donation in kind by following instructions issued by M&E Branch, Head Office
- vii. If donation is to be made in kind, it shall be done through properly executed Donation Agreement between PBM and the donor.

19. COSTING (FINANCIAL IMPLICATION)

Approximated cost for one Food Vehicle/ Mobile Unit shall be as under: -

One time Development/ initial capital expenses:	Rupees: 6.73 Million
Operational cost per annum:	Rupees: 34.52 Million
Grant Total:	<u>Rupees: 41.25 Million</u>

(Annex VI)

SPECIFICATIONS OF MOBILE KITCHEN

(6-wheeler truck, Size 12 x 6½ feet) OR AS PER REQUIREMENT

1. Stove
2. Burner
3. Shelves
4. Grocery Shelves
5. Grocery & Utensils Store
6. Food distribution tray
7. Microwave Oven
8. Wash Basin/ Sink
9. Sink Tub
10. Drawers
11. Flour Kneading Pot
12. Portable Metal Oven (Tandoor)
13. Cover of Portable oven (in case of rain)
14. Gas Cylinder.
15. Portable serving booth/ Kiosk
16. Generator
17. Sound System
18. Water Tank on roof (20-30 gallons capacity)
19. Tank under body for storage of used water (15-20 gallon)
20. Three ceiling lights
21. Two Exhaust Fans
22. Two bracket Fans
23. 2-3 USB ports
24. Generator on roof
25. Two Fire extinguishers
26. Light outside the serving window and back door for night
27. Ladder on back door
28. Kitchen cabin 14x7x7.5 feet

**SPECIFICATIONS OF FOOD TRUCK
(6 wheeler Size 12x 6 1/2 feet) OR AS PER REQUIREMENT**

- i. Shelves
- ii. Utensils Store
- iii. Microwave Oven/hot cases
- iv. Wash Basin/ Sink
- v. Sink Tub
- vi. Drawers
- vii. Portable serving booth/ Kiosk
- viii. Generator
- ix. Sound System
- x. Water Tank on roof (20-30 gallons capacity)
- xi. Tank under body for storage of used water(15-20gallon)
- xii. Three ceiling lights
- xiii. Two bracket fans
- xiv. Two Exhaust Fans
- xv. 3-4 USB ports
- xvi. Generator on Roof
- xvii. Two fire extinguishers
- xviii. Light outside the serving window and back door for night
- xix. Ladder on back door
- xx. Kitchen cabin 14x7x7.5 feet

*Trucks should be in road worthy condition with no smoke emission.

**SPECIFICATION OF DISPOSABLE FOOD
& PACKING MATERIAL**

- a. Packing (Paper Bags)
- Material (Paper)
 - Size for 1/2 KG (Width 10" x 12" Length)
 - Sealer (Flap to Open)
 - Printed Logo of KSKL (4x3.5/3 Colors)
- b. Curry (Saalan)
Transparent Box (small for 150 g) with KSKL sticker
Weight: 150gms
- c. Chapati (Roti) 120 Grams each
Quantity: 3 per pack

Annex IV

MENU OF DAILY MEAL

Sr. No.	Days	Food detail
i.	Monday	Channay (Gram) & Roti
ii.	Tuesday	Dal Masoor & Roti
iii.	Wednesday	Dal Channay & Roti
iv.	Thursday	Dal Masoor & Roti
v.	Friday	Channay (Gram) & Roti
vi.	Saturday	Dal Mong & Roti
vii	Sunday	Dal Channay & Roti

FURNITURE / FIXTURE FOR SMART DESK			
Sr. No.	Item	Unit	Specification
1	Computer Chair	2	Standard Revolving

CROCKERY, UTENSILS & KITCHEN APPLIANCES

Sr. No.	Item	Unit	Specification
1.	Large Cooking Pot	02	Silver Steel. Cooking Capacity 12 Kg Meat
2.	Small Cooking Pot	01	Silver Steel. Cooking Capacity 8 Kg Meat
3.	Tablespoons	10	Stainless Steel
4.	Cooking Spoons	04	Stainless Steel
5.	Jug	02	Stainless Steel
6.	Water Glass	10	Stainless Steel
7.	Serving Plate	20	Stainless Steel
8.	Serving Dishes	10	Stainless Steel
9.	Strainers Large	01	Stainless Steel
10.	Drum for Dry Ration	01	Stainless Steel Capacity 40 Kg
11.	Serving Spoon	04	Stainless Steel
12.	Knife/ Cutter	05	Stainless Steel
13.	Tub for water	01	Medium
14.	Spice Jars	15	Plastic Capacity 05 Kg
15.	Stove (LPG)	04	As per requirement of Vehicle interior design.
16.	LPG Cylinder	02	15 KG, Fon Gas or equivalent
All other items on need basis.			

IT EQUIPMENTS / ELECTRIC APPLIANCES PER MOBILE KITCHEN / FOOD TRUCK			
Sr. No.	Item	Unit	Specification
1.	PC Computer/ Laptop with Webcam	1	HP/ Dell/IBM or Equivalent- Latest
2.	Printer 2 in 1	1	HP or Equivalent
3.	Battery	1	180 Exide or Equivalent
4.	System supported Biometric Machine	1	Latest technology based
5.	CNIC Swipe Device	1	Standard compatible with PC
6.	CCTV Cameras along-with complete package including LCDs/LEDs	1	Well reputed brand (complete package)
7.	Fire Extinguisher	2	5 Kg
8.	Megaphone	1	"Compact & Durable. Diameter 6.25" x Length 10"
9.	Misc. Any item on need basis		Standard quality

CROCKERY, UTENSILS & KITCHEN APPLIANCES			
Sr. No.	Item	Unit	Specification
1.	Tablespoons	10	Stainless Steel
2.	Jug	02	Stainless Steel
3.	Water Glass	10	Stainless Steel
4.	Serving Plate	20	Stainless Steel
5.	Serving Dishes	10	Stainless Steel
6.	Strainers Large	01	Stainless Steel
7.	Serving Spoon	04	Stainless Steel
8.	Knife/ Cutter	05	Stainless Steel
9.	Tub for water	01	Medium
All other items on need basis.			

OPERATIONAL EXPENDITURES

Sr. No.	Item	Unit	Specification
1.	Liveries & Uniform (2 per season/person) with White Caps	18	White Shalwar Qameez, Black Sandals and safety jackets with PBM monogram printed on front side & Shelter Home monogram printed on backside.
2.	Food and Meal expenditures	-	Need basis
3.	POL charges/ Rent of Vehicle	-	Need basis
4.	Other Admin Expenditures	-	I. Stationery ii. Repair and Maintenance of Vehicles iii. Contingent t/ Misc. Expenses iv. Misc. for washing utensils.
5.	Utilities	-	Need basis
6.	ERE/HR Cost	-	Need basis
7.	Public Information Campaign (PIC)	-	Need basis
All other items on need basis.			

SUMMARY OF COST ESTIMATES PER FOOD UNIT

FIXED / CAPITAL COST			
Sr. No.	Head of Accounts	Total Cost (Rs.)	
1.	Furniture & Fixture for Smart Desk	50,000	
2.	IT Equipment & Electronics	474,750	
3.	Transports	6,050,000	
4.	Crockery & Utensils	153,900	
Sub Total (a)		6,728,650	
OPERATIONAL / RUNNING COST			
Sr. No.	Head of Accounts	Monthly cost	Total Annual Cost (Rs.)
1.	Food / Daily Meal Expenditure	2,260,000	27,120,000
2.	Public Information Campaign (PIC)		273,350
3.	Uniforms (White Shalwar Qamees, Security Vest, Waistcoat & Cap)		264,000
4.	Utilities	85,000	1,020,000
5.	POL Charges	100,000	1,200,000
6.	Vehicle maintenance	60,000	720,000
7.	Other Admin Expenditures	50,000	600,000
8.	ERE / HR Cost	277,000	3,324,000
Sub Total (b)			34,521,350
GRAND TOTAL (in Millions)			41.25

HUMAN RESOURCE (HR)

Sr. No.	Post	Number of post	Fixed Pay Per Month (Rs.)*	Age limit (Years)	Minimum Qualification/ Selection Criteria
i.	Supervisor	1	34,000/-	25-45	<ul style="list-style-type: none"> i. 2nd class Master degree in social sciences or equivalent ii. Computer literate/ certification iii. Three years experience in relevant field.
ii.	Data Entry Operator/ Accounts Clerk	1	27,000/-	25-45	<ul style="list-style-type: none"> i. Intermediate in Commerce or Diploma in Commerce ii. Computer literate
iii.	Driver	2	25,000/-	25-55	<ul style="list-style-type: none"> i. Middle ii. Valid LTV /HTV license iii. Candidate having higher experience in driving will be preferred.
iv.	Cook	2	30,000/-	25-45	Primary with experience in relevant field
v.	Helper Cook	1	25,000/-	25-55	Primary with experience in relevant field
vi.	Tandoorchi	2	25,000/-	25-55	Primary with experience in relevant field
vii.	Waiter cum Dish Washer	1	25,000/-	18-40	Primary with experience in relevant field
viii.	Driver Helper/ Conductor	1	25,000/-	25-55	Middle with experience in relevant field
	Total Staff	11	-		-

**(As revised from time to time).*