

CORPORATE PROFILE



WEITEK GROUP **STRATEGY & MANAGEMENT CONSULTANTS**

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INTRODUCTION

Weitek Group (WG) is a Strategy & Management Consulting Firm which has been offering high quality services to a number of satisfied clients including SMEs and Multinationals from corporate sector, major public sector organizations and international donor agencies since 1995. In the beginning it was established under the title of Horizon Technologies which in 1999 restructured and renamed as Weitek Group and subsequently registered with the Registrar of Firms under Partnership Act 1932. We are one of the very few consulting firms those offer a vast spectrum of services including Social Services, Institutional Development & Capacity Building, Technical Assistance, Survey & Research Studies, HRM/HRD, Financial Management, Transparency & Disclosure, Behavior Change Campaigns, and Information & Communication Technology. It is also worth mentioning that despite this variety we enjoy a high repute among our clients for providing customized services with highly professional level of expertise. A glimpse of our some of the projects is presented in this document. Since its inception, WG's remarkable performance in various local and donor funded assignments has improved its knowledge-base, professional experience and expertise but also has enabled it to successfully spread its operations around the globe.

CORE VALUES

- ☆ Client Focus
- ☆ Originality
- ☆ Partnership
- ☆ Responsibility
- ☆ Passion

WG has the combined experience and expertise of its partners who have been in the field of institutional development and capacity building, market research & surveys, information and communication technology, academic management, health sector studies, impact evaluation / assessment, financial management, risk assessments, etc. for almost two decades. Since its humble beginning, Weitek Group has grown to an organization with a strong national market and an emerging international presence. We have grown immensely as an organization, since the time the foundations were laid, and this was made possible because of our dedication towards the customers in providing them with high quality professional services.

At WG, we are committed to follow the client-centered approach and customize our solutions according to their specific requirements. We believe in continuous research and development in order to implement the concept of total quality management in its spirit. It enables us to gain knowledge and learn from our experience of working with a diversified range of client organizations. Over the period of more than a decade, we have worked and completed over 200 major assignments which has facilitated us in establishing a knowledge base to support our future work. Our projects encompass thoughtful planning, sensitive implementation, and most importantly, consultation with, and involvement of, the people affected by the changes.

We are an equal opportunity employer offering excellent and congenial working environment that is why we enjoy long-term relationship with our staff and associates. Now we are in a position to claim that we have access to the largest pool of highly qualified and experienced professionals among our competitor consulting firms. Our



associated professionals enjoy a very high reputation regarding their quality of work at home and abroad.

Our corporate & I.T. offices are based in Lahore, whereas liaison offices are located in three regions of the Country i.e. Karachi, Peshawar & Rajanpur.

BOARD OF DIRECTORS

The senior management of the firm has an experience of almost two decades in the domains of institutional development & capacity building, research & surveys, impact evaluation, project management, performance audit, information technology, academic management, curriculum development, etc.

The Partners enjoy high reputation among public and corporate sector organizations. We jointly and independently have completed a number of multifaceted assignments with highly reputed national and international organizations including international development partners i.e. the World Bank, Asian Development Bank, DFID, etc.

DEPARTMENTAL STRUCTURE

The entire set-up has been divided into four departments namely, Administration & Business Development, Consultancy, Information Technology, Finance & HR. We also enjoy association of over 50 consultants of national and international reputation for various consultancy projects.

Our team is qualified and experienced, yet believes in taking calculated risks and approaching its business in a dynamic manner. The team is not afraid to commit to the client and deliver on its promise. We take pride in the fact that each member of our team takes a proactive approach to problem solving and gets involved at a grass root level.

HR STRENGTH

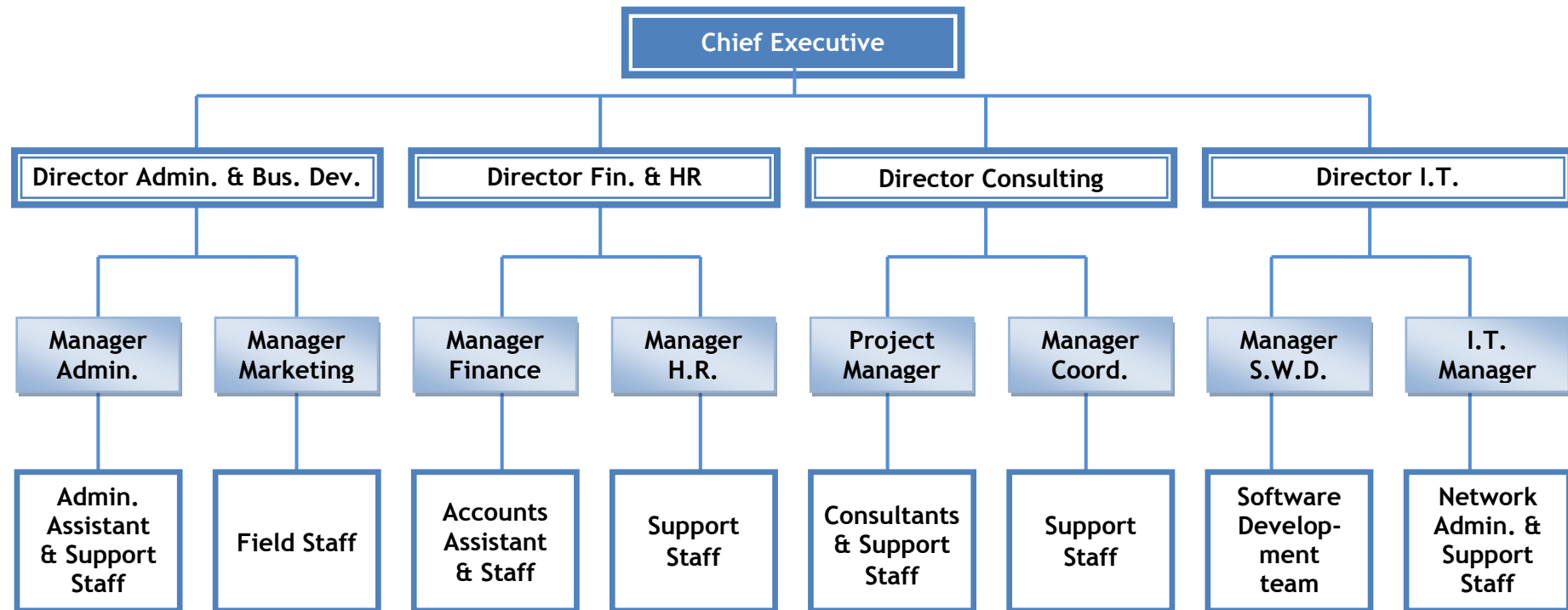
The reputation we have earned for quality and integrity in professional service is a direct result of the superior caliber of our people. To attract and retain the finest professionals, we have established high recruiting standards, a comprehensive training program and a recognition system for outstanding professional achievement. As a result, Weitek Group has attracted quality individuals across several industries to lead our Human Resource practice.

One of the most critical factors of any successful engagement is the working relationship and communication that clients have with their consulting firm. This relationship must be built on trust and confidence. We understand the importance of an effective partnership, which is why the foundation of our services emphasizes personal attention and responsiveness to our clients' needs.

We believe our people are what set us apart from other companies. Our Human Resource Management services practice brings the necessary experience, technical skills, industry knowledge, creativity and benchmarking capabilities to serve our valued clients.



ORGANOGRAM

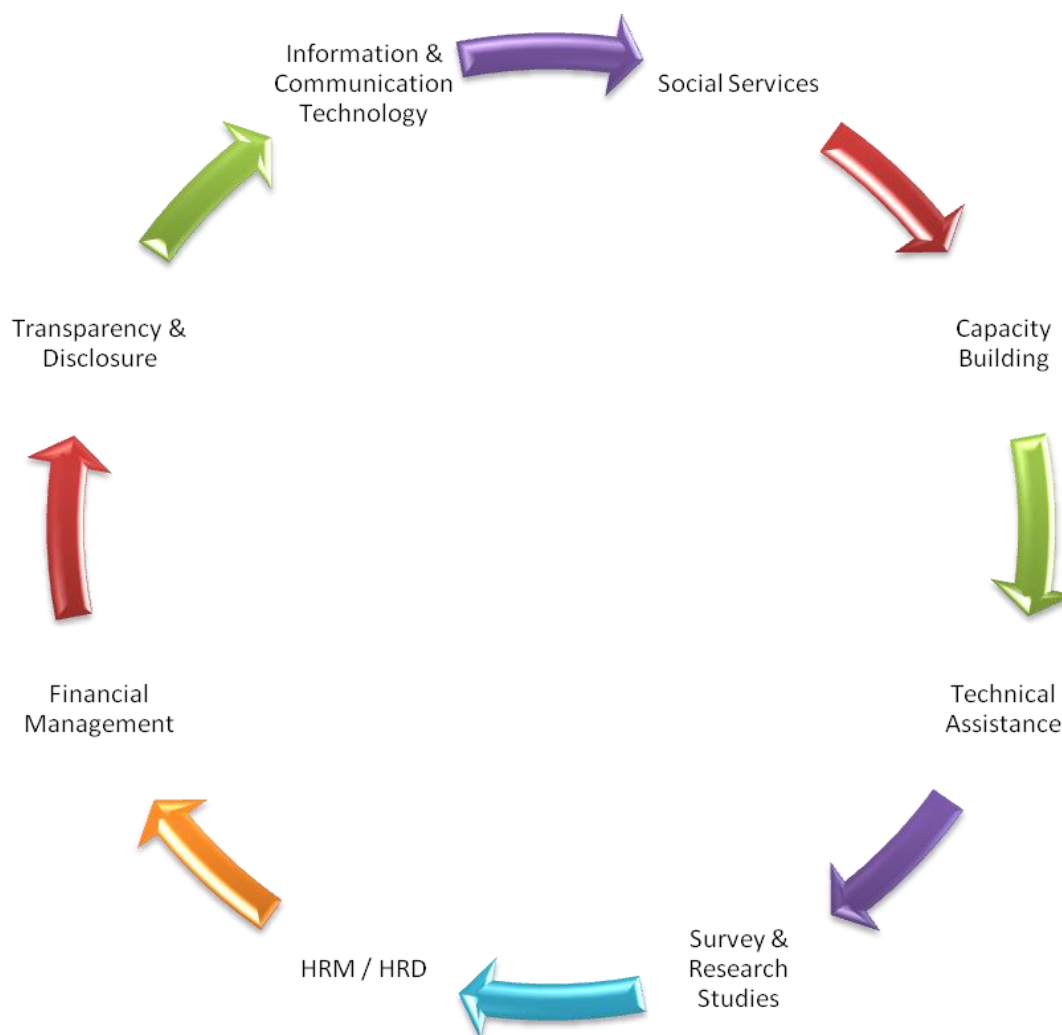




RANGE OF SERVICES

Weitek Group has been offering multi-dimensional services to its clients at national and international level. We are one of the very few consulting firms those offer a vast spectrum of services including Social Services, Capacity Building, Technical Assistance, Survey & Research Studies, HRM/HRD, Financial Management, Transparency & Disclosure and Information & Communication Technology. It is also worth mentioning that despite this variety we enjoy a high repute among our clients for providing customized services with highly professional level of expertise.

Our satisfied clients include Development Partners, Public Sector Organizations, Corporate Sector, NGOs and educational institutions including the World Bank, Asian Development Bank, DFID, Pakistan Poverty Alleviation Fund (PPAF), Government of the Punjab, Viva Telecom, Orient Power, Sayya Foundation, NICE, Petroman, etc.





1. SURVEY & RESEARCH STUDIES

Market Research

Information has been recognized as one of the key resources required to enhance the capabilities of an organization especially the market data i.e. consumers' needs, comparative analysis of substitutes, competitors data, market segmentation, demographic analysis, etc. Most of the leading companies of developing countries were doing businesses according to the production approach instead of the marketing approach which proved a major hindrance in competing with the global competitors.

WG emerged as the savior for desperate entrepreneurs to help them better understand the needs and wants of the consumers, so that they can offer them more attractive and cost-efficient products and services. We have quality experience of designing and conducting market research surveys for various reputed organizations at home and abroad enabling them to plan and launch their products successfully. We have an outstanding team of survey designers, statisticians, surveyors and database managers to carry out the survey and analyze the data gathered. Moreover, to undertake a large scale surveys we have linkages with professional organizations to field surveyors throughout Pakistan for timely delivery of services to our clients.

Consumer Survey

One of the major reasons of failure of the organizations those successfully launch their products or services in the market is lack of evaluating the consumer satisfaction level after the services are delivered or products are sold to them. The same is true for government funded initiatives, those are very well planned and launched on the basis of exhaustive studies and need analysis but ultimately they can't sustain for a longer period due to the fact that after launching or government supported project it is usually left unmonitored and no feedback is sought.

Weitek Group has been involved in conducting consumer surveys for well reputed organizations which not only helped them in analyzing their services but also facilitated them in their enhancement.

Tracking Survey

Of all types of market research, tracking surveys have perhaps benefited the most from recent technological developments. Advancements in reporting technology provide the ability to get more high-quality information in the hand of key influencers faster than formerly possible, which translates in to quicker and more accurate decision making. A tracking survey enables to track performance on key measures over time.

Weitek Group, backed by its experience of conducting various types of research surveys, is fully equipped with respect to the skills, infrastructure and other resources required to carryout a tracking survey. Owing to our experience of working with international agencies, we understand their processes, funds flow systems, procurement systems, service delivery standards and client-side processes which provides us an edge to conduct a tracking survey in a better way.

Socio-economic Survey

The goal of socio-economic study is generally to bring about socio-economic development,



usually in terms of improvements in metrics such as GDP, life expectancy, literacy, levels of employment, etc. Although these types of surveys are initiated and conducted by the government, but the donor agencies / local governments might also need to initiate such surveys for the projects affecting general public at mass level.

Owing to our association with experts in the field, we are confident to undertake socio-economic surveys throughout Pakistan and also capable to provide consultancy services globally.

Statistical Analysis

Statistical Analysis forms the basis of effective planning with calculated risk in order to assure achievement of targeted results within available resources and constraints. Today's highly sophisticated knowledge based economy requires careful planning and implementation of strategies and various kinds of interventions.

The decisions implemented without using state-of-the-art tools for statistical analysis often result in chaos, therefore, we pay more attention towards careful data collection in order to avoid garbage and to perform an analysis using latest IT based solutions. There are a number of software are available in the market i.e. Stata, Statistica, SPSS, etc. to support statistical analysis of data. At WG we possess higher level of expertise to play with these tools effectively. Moreover, we are privileged to have our software development wing for any kind of customization or custom built data assessment software. Therefore, we have an edge over other consulting firms those just rely on traditional methods or off the shelf tools.

2. CAPACITY BUILDING / INSTITUTIONAL DEVELOPMENT

Business Process Re-engineering

Business process re-engineering is an approach aimed at improvements by means of elevating efficiency and effectiveness of the business process that exists within and across organizations. The key to BPR is for organizations to look at their business processes from a fresh perspective and determine how they can best construct these processes to improve their business.

Weitek Group comes equipped with latest knowledge of IT trends & technologies and years of experience in providing in the field of BPR from providing consultancy to a variety of organizations. Our diverse knowledge of different businesses helps us in identifying loop-holes/flaws in business procedures and presenting clients with solutions that reduce business overheads make the business procedures more productive and sustainable for a longer period.

Standard Operating Procedures (SOPs)

To achieve optimum level of efficiency and effectiveness in an Organization, it is imperative to fix the responsibilities and ensure consistency and uniformity of procedures and processes throughout the organization. This enables

- quality and consistency of the services,
- achievement of good practice at all times, through commitment;
- availability of opportunity to fully utilize the expertise of all team members;



- avoiding confusion over who does what (role clarification);
- comprehensive advice and guidance to the staff and workers;
- convenience in training of new members of staff; and
- contribution to the good corporate governance process.

Our organization has provided consulting services in this area to a number of organizations doing business in diversified fields including financial services, education, social welfare, trading, manufacturing, recreation, sports, food, etc.

Imparting Professional Trainings

In the present era of specialization, more and more organizations are realizing the need for strengthening the capacity of personnel at all levels in order to let them carry out their responsibilities in an effective and efficient manner. Only a specialist having a quality professional exposure can impart quality training and inculcate required skill and knowledge which enables them in achieving the organizational goals.

Weitek Group has carried out the training need assessment for a number of client organizations and has an expertise in providing quality trainings in the domains of survey and research, business management, information technology, interpersonal skills and specialized areas like finance and accounting, taxation, etc.

We have successfully carried out capacity building for Government Departments, Corporate Sector Organizations, Educational Institutions and various clients according to their specific needs and demand. We have imparted quality trainings in the field of revenue and billing management, online systems' management and interpersonal skills throughout Punjab and other parts of the country under the aegis of international development partners (IDPs). We are confident in stating that no other consulting firm has the capability to meet multifarious capacity building requirements under one roof like Weitek Group.

3. SOCIAL SERVICES

Social Sector Study

One of the areas that the WG has extensive experience in is Social Sector related research studies, which is carried out normally through detailed surveys, designed by our Survey Designers, carried out by our Field Survey Experts and automated by qualified IT Specialists

We have carried out major surveys regarding education services, health sector, micro-financing, telecom, etc. with focus on gender equality, cross-cultural harmony, cross-religion tolerance, uplifting of living standards of marginalized population.

Community Development

This area seeks to empower individuals and groups of people with the skills they need to effect change in their own communities. These skills are often concentrated around building synergy through the formation of large social groups working for a common agenda. Democratic governments often feel the need to undertake studies to identify the needs of the communities to gain their support so that they could remain in power for longer terms.



We believe that community development is attached with social sector studies and having quality experience of conducting social sector studies and strong linkages in society, we are confident to under Community Development Support Projects. Moreover, our consulting team has an excellent exposure to work on different assignments in Pakistan during implementation of the devolution program in beginning of 21st century.

Corporate Social Responsibility

From time to time, organizations needs to consider the interests of society by taking responsibility for the impact of their activities on their employees, clients, stakeholders, as well as the environment, so that they can take steps such as improving the quality of life of their employees as well as for the local community and society at large.

Our research team has been involved in surveys of the above mentioned type for a number of small-scale to medium-scale organizations, and has helped those organizations in improving their relationship with entities that they interact with.

4. TECHNICAL ASSISTANCE

Procurement

Procurement is the first step towards implementing any solution for the success of an organization so it has to be carried out with great care and planning. We ensure that the entire procurement process including acquisition of goods and/or services at the best possible total cost of ownership, in the right quantity and quality, at the right time, in the right place and from the right source proves to be beneficial for the direct benefit of our clients.

We have successfully designed procurement systems for various reputed organizations of Pakistan particularly in the areas of education and health. Moreover, we have also implemented computerized procurement management systems for different clients enabling them to reduce their total cost of ownership without compromising quality and product / service delivery time.

Operations Management

Effective operations management becomes essential for the organizations running on the principle of quality management instead of traditional concept of quality control. These organizations can't afford any lapse on account of efficiency and effectiveness of business operations whether it is manufacturing or service delivery due to high cost of internal failure upon implementing quality checks.

Our lead auditor associates are fully conversant to provide technical assistance to our valued clients in this dimension. We have the potential to revamp the business processes for achieving the optimum capacity, quality and cost.

Inventory Management

Most of the organizations use considerable portion of their running in keeping and maintaining their inventories. An effective inventory management system offers vital information to the management in taking right decisions at right time about procurement of raw material as well as services in order to meet their customers' needs.



As inventory system depends largely on the timely availability of information, IT plays a vital role in effective decision making in this regard. What was considered an impossible task till a few years back has now become a blessing for businesses because of the introduction of I.T. Our IT based inventory solutions provide our clients with the means necessary for successfully managing their inventories.

5. HUMAN RESOURCE MANAGEMENT / DEVELOPMENT

HR Policy Development

HR Policy is considered as an effective tool to implement HR strategies for achieving higher level organizational goals. Well defined policies lead to streamlined procedures and minimum HR issues. Well sought HR policies helps ensuring the minimization of conflicts, maximum level of employees motivation, equity with respect to gender, race, religion, origin, etc., effective hiring and firing processes hence it ensures success of an entity.

Devising HR policies is a continuous activity which needs periodic reviews, enhancements and restructuring. Our HR team has immense knowledge and comprehensive experience to devise HR policies from scratch as well as review and redesign the existing HR Policies of an organization.

Conflict Resolution / Management

Conflict is a natural and necessary aspect of professional and personal relationships. It is inevitable and, if handled properly, an important part of business and personal growth. Most of managers or business owners do not have time to deal with every little “spat” in the workplace. However, ignoring conflicts may result in losing an opportunity to make the business better and stronger.

To the organizations not having an HRM department or people skilled in that particular area, we provide a working solution by offering services regarding HRM operations so that they can be handled in a way that ensures smooth running of the company without facing any manpower related problems and cutting down costs of having a separate HRM department.

Manpower Issues

Quality manpower plays the most important role in the success of an organization but at the same time it is the most difficult to locate a suitable person for a job according to the requirements matching with the job specification and job description which makes it a burning issue for most of the organizations. The risk of hiring an incompetent person always remains there for the management making it a permanent issue.

It is quite difficult to find staff that would participate actively in the growth of the organization itself because such employees seek organizations where they themselves could grow as well. Our firm and HR experts are capable to play a pivotal role in identifying the manpower needs, devising job specifications and job descriptions as well as to find a suitable incumbent out of our internal database as well as the external linkages.

Organizational Change Management

It is very well said that change is the only constant in this world. Even then it is the most difficult task to carryout the change in mostly rigid and stagnant systems and



organizational environments. Many of the key stakeholders usually resist the change even if it is for good and overall beneficial for the entire organization.

Our experts have real life experience of carrying out strategic changes in public sector and corporate sector organizations. We have the capability to prepare comprehensive change management plans to be implemented at any level of management right from top to bottom which ensures achievement of long and short term goals.

Motivational Campaigns

The role of behavior management has been highly recognized within past few years and the organizations have now started considering the human needs and emotions better than before in order to mold the behavior in line with the organizational objectives.

We provide the organizations with plans that involve employee planners and management facilitators in a process of self-assessment and goal-setting, which capitalizes on the forces of one's own motivation to succeed in life and seeks to create an organizational climate of interpersonal relationships fostering personal growth and career development.

6. FINANCIAL MANAGEMENT

Feasibility

Feasibility study has always been decisive in the success and sustainability of a project. It helps experts in evaluating the effectiveness of an important activity before its execution hence saving time and resources those would go wasted otherwise. There can be multiple dimensions of a feasibility study which needs diversified skills, knowledge and comprehensive experience of the area / subject to be evaluated. The clients usually lack the necessary skills, knowledge and experience upto the requisite level of detail to assess the suitability, opportunities and threats of a project.

As Feasibility Consultants, our expertise encompasses technical, operational, financial as well as social feasibility studies. WG supports the acquisition, disposition, and development, of facilities with detailed long-term financial projections and short-term operating budgets. Our consultants have prepared feasibility reports of various projects for financial institutions, academic institutes, social organizations and public organizations.

Corporate Advisory

Strategic decision making has always remained a challenge for top level management. The corporate sector in most of the developing countries needs qualified and expert corporate advisors for assistance regarding corporate governance. The cost of hiring qualified and competent people on permanent basis is prohibitively high for small and medium scale enterprises which resulted in failure of most of the SMEs.

Our associates can prove to be saviors under such critical situation for any organization to steer it out of the storm. Our panel includes experts with specialization in the banking, international trade, finance, I.T. and other important sectors.

Taxation Advisory

Despite several attempts by the progressive governments of developing countries in



simplifying the Tax Regulations, the Procedures and Computation are still cumbersome enough for an ordinary person and even experienced staff working in various organizations. Lack of proper guidance from the government taxation department leaves a number of individuals and organizations in a fix, as they do not know for sure as to what is the right amount of tax they need to pay, whether it is property tax, sales tax, or income tax.

We provide tax advisory services to both such individuals and businesses on the continuously changing tax and reporting regulations so as to make their lives comfortable.

Procurement and Outsourcing

Procurement and outsourcing has much higher potential savings than other BPO functions. A company with lack of experience in the procurement process can really extend their cost to their client's which can cause many-fold damage to the organization including reduced profitability, loss of clients, market share risks, selection risk, etc. Irrespective of industry verticals, procurement function is something which gives immediate scope in cost reductions. Most of the time, companies end up in spending almost 60% of their budget in procuring goods and services. Interestingly if we study a typical Procurement process flow, we will find that buyer spends almost 60% of their time and resources in doing administrative work rather than strategic in nature, which apparently deviates the focus from buyer's core competency and results in inflating budget and makes cost reduction like a mirage in desert phenomena.

Solution to this problem could be more attention and resources on strategic activities which includes planning, developing strategies and challenging specification. So, if the tactical, operational and strategic work is outsourced to a competent service provider, it can result in focus which can drive significant improvements at all horizons.

Weitek Group offers end-to-end procurement solutions for both direct as well as indirect material. We have quality experience of drafting procurement and outsourcing policies for various SMEs and involved in monitoring its successful implementation.

Assessment

There are various kinds of assessments which are sought by the decision makers to ensure certain decisions and avoiding uncertain and risky ones.

We have command over conducting financial, technical, physical, impact, works, training need and other kinds of assessments for our clients which helps them in taking quality decisions and devising effective strategies to achieve strategic, tactical and operational objectives.

Financial Modeling (Performance based Budgeting)

The declining economies and inflationary trends have tightened the situation for financial planners and analysts. So, there is greater than ever emphasis over careful budgeting. This helps ensuring planned and conservative resource acquisition as well as optimum utilization to make an organization sustainable under unfavorable circumstances. The concept of Performance Based Budgeting has been evolved to enable the management in coming up with more realistic and reliable projections for the future which in turn results in better decision making on long term basis.



Backed up with extensive knowledge and exhaustive experience, Weitek Group and its consultants are confident to provide Financial Modeling Services to Government and Non-Government Organizations.

7. TRANSPARENCY & DISCLOSURE

Monitoring & Evaluation / Third Party Evaluation / Performance Audit

Performance monitoring and third party evaluations have remained a least focused area for the organizations particularly in the developing countries. With the aim of ensuring sustainable growth and enhancing performance of an organization, it has now been recognized that monitoring and evaluation is an extremely important activity. Third Party Evaluations become even more important in case of public sector organizations due to the fact that the internal evaluation and monitoring system has its own biases and bottlenecks i.e. lack of resources, vision and scope. To cope with the situation it becomes all the more important to involve independent and neutral evaluators having experience from the corporate sector and knowledge about international standards and best practices.

Weitek Group has an extensive experience of carrying out monitoring and third party evaluations on behalf of its clients including Asian Development Bank, Government of the Punjab, NGOs and private organizations.

E-filing

The developed world is witnessing a transition from manual to electronic systems in all spheres of life. In our part of the world like other developing countries, the systems are still being transformed into their computerized form. The corporate sector in general and public sector in particular is still practicing the traditional methods of paper based filing and record keeping which bears so many risks i.e. theft, physical damage due to natural calamities, inconvenience, unauthorized access, space hungriness, etc.

The need to introduce electronic data management has been recognized by visionaries and top level managers and there is an awareness level higher than ever to transform existing traditional filing systems into sophisticated e-filing systems. Weitek Group has developed computer based data management systems to support transcription of existing data into electronic format for convenient and efficient future reference and use by online databases. Moreover, we have also developed training modules to build the capacity of our clientele in E-filing of sales/income tax returns, tenders, customs clearance.

Website Development

Web presence has become a compulsion instead of an option in today's corporate world. The virtual world is growing at an amazing pace with the passage of time. Many organizations have transformed their major part from bricks to clicks. Now the corporate world has realized that instead of investing resources in building physical infrastructure, they can execute their business effectively by focusing more on operations and keeping the organization lean.

Weitek Group has an experience of over a decade in facilitating our clients to crystallize the above dream. We have developed a large number of city portals for metropolitan organizations as well as a number of online stores with successful operations but minimal physical existence. Most of our developed sites support multi-lingual upto 50 languages.



Moreover, we have also helped our clients in automating existing business operations and making their information systems accessible through dynamic and live websites which are usually connected to their central databases.

Behavior Change Communication / Media Campaign

In present Information Technology era, mass communication plays pivotal role in building public opinion about an organization and its products and services. A transition from bricks to clicks is being witnessed due to I.T. revolution which has helped small organizations in posing big to the outside world - thanks to the effective media campaigns. I.T.'s influence over media campaigns is quite evident from new and emerging media tools.

At, Weitek Group, we design customized media campaigns optimized for various familiar and trendy media tools including live multimedia billboards, documentaries, webvertising, e-zines, interactive presentations, Cable TV networks, Wi-MAX, Mass Mailing, Mass Paging, Road Shows, etc.

8. INFORMATION & COMMUNICATION TECHNOLOGY

Software Development (ERP, Office Automation, Web Development)

This is one of the strongest areas of Weitek Group as this laid the foundation of the company when it was launched in the mid 90's. What started as a small setup catering to producing business automation solutions for small-scale organizations has now expanded into a system that provides a diverse range of automation solutions to a multitude of organizations from small-scale firms to large-scale setups.

The main areas of focus of the ICT wing of WG includes Office Automation Solutions, ERP based systems, and Web Integrated Records Automation Solutions.

Data Management Services

Data Management services form a crucial part of the business support services for today's information intensive businesses. These services include data storage, retrieval, backup support, recovery, remote access and security against all potential threats like virus attacks, unauthorized access, accidental loss, information theft, etc.

We enjoy high reputation among our clients in respect of our competency to maintain their critical data in order to ensure 24/7 access without any worries and limitations. Through our dedicated online data servers, we provide the above mentioned services to our valued clients.

Networking

Information has become a vital component of every business these days, which has given rise to the need to share information between different internal departments or external departments or units of a company. WG provides a wide range of networking solutions ranging from LANs to WANs from computer labs for schools / small offices to enterprise-level networks which link different branches/offices of a company using high-tech communication technologies across the globe.

Weitek Group has special expertise in wireless networking, VoIP, multi-platform environment, optic fiber based networks and CISCO based solutions.



Technical Resource Development

Technical resources such as computers, networking equipment, etc. play a very important part in successfully running any organization, if chosen correctly, otherwise, it would result in wasted equity and maintenance nightmares for companies. After analyzing the procedures and requirements, we identify and help in acquiring resources and setting them up in a way that could be used in the best interest of the company. Technical wing of the Weitek Group has all the capabilities and expertise to cater the technological needs beginning right from the public power source up to the utilities and services of the end-users including the design of power generation, backup and distribution networks.

Hardware

In view of the rapid technological development in the I.T. field, it is very important for the users to have a proper understanding of their requirements and how the available technology would fit into their system that would benefit the end-users on a long term basis. In most of the cases hardware forms the major share of total I.T. investments but at the same time it remains the most neglected area as far as planning, need analysis, up-to-date knowledge about the latest and upcoming products are concerned.

In view of the above backdrop, Weitek Group decided to develop our expertise in this dimension and we are confident that our team of technologists, who strive to stay abreast of the latest technological developments, is fully capable to match our clients' needs with the optimum solutions. We believe that our expertise give us an edge over our competitors in this area.

VoIP Solutions

VoIP is a general term for a family of transmission technologies for delivery of voice communications over the Internet or other packet-switched networks. VoIP systems carry telephony speech as digital audio and has become de-facto standard for voice communication instead of traditional analog lines.

We have successfully established VoIP networks for a number of clients at national and international level which resulted in reduced cost and a remarkable improvement in the quality and effectiveness of communication for our clients including Call Centres, Software houses, telemarketing companies and industrial groups. We have expertise in implementing proprietary VoIP solutions like CISCO based solutions as well as open-source soft solutions like Asterisk. Moreover, we have also implemented third party solutions e.g. Packet 8, Lamwire, Vonage, etc. customized according to the clients' needs.

Digital Video Surveillance Solutions

Digital Video Surveillance has become one of the most sought after technologies by various organizations for different reasons. They are used for security purposes or for monitoring staff performance by most of the organizations, but they are also becoming a popular attraction for individuals who want to use them for home / office security as well.

Weitek Group has emerged as the leading organization in introducing and implementing this technology in Pakistan. We offer a diversified range of solutions for banks, security companies, multi-nationals, hotels, offices, stores, residential units, hospitals, etc. based on the users' demands. We offer unmatched Digital Video Surveillance Solutions which have been acknowledged by our clients.



MAJOR PROJECTS IN BRIEF

1.	<p>World Bank's Project: Impact Evaluation of Government of Punjab's Improvers Bonus Program (Baseline Survey, Monitoring & Post Assessment Studies)</p> <p>The World Bank seeks services of the firm to perform a baseline survey (Pre-Assessment Study) to collect data from 600 schools (covering over 25,000 respondents) located in three districts of Punjab. Subsequently, monitoring visits will be conducted to enable the World Bank Impact Evaluation Team (WB IE Team) to monitor the progress and pace of work and finally follow-up survey (Post Assessment Study) will be conducted which will be beneficial for WB IE Team to bring improvements in the implementation of the Improvers Bonus Program and make it successful. The activities performed are briefly given as under:</p> <ul style="list-style-type: none"> • After in-depth situation analysis and studying the client's needs, multiple survey instruments and training manuals/SOPs were prepared for different types of respondents and survey enumerators respectively. • Survey instruments and Manuals were subsequently translated in Urdu Language for better understanding of the interviewers and interviewees. • Class tests for students of Class 4 and 5 were designed to gauge the learning outcomes of the children. • Survey instruments were focused on teaching and learning environment of the selected schools. The teachers' performance in the classroom is being evaluated by following a structured approach for classrooms activity monitoring. • Imparted comprehensive training to the Survey Teams including Quality Control Monitors, Field Survey Supervisors and Enumerators for effective and efficient data gathering. • Developed a customized software to automate the filled-in survey questionnaires and to facilitate various types of analysis. • The survey teams gathered information and conducted tests from the targeted respondents including District Authorities, School Authorities, Teachers, Students and Local Inhabitants. • Subsequently the data automation, analysis, report writing and data archiving was carried out. • The entire project has been divided into three phases i.e. Baseline Survey, Monitoring and Post Assessment of the World Bank's Project. • After completion of the Baseline Survey the Monitoring Phase will begin and finally the teams will be fielded for Rapid Post Assessment Phase.
2.	<p>Asian Development Bank's Project: Validation Survey of Medical and other Equipment in Health Facilities in North Punjab</p> <p>The GoPb intended to undertake an extensive validation of health facilities in the Punjab to establish the availability of various types of medical and other equipment in such facilities along with make and detailed specifications. Additionally, record would also be prepared to evaluate that the equipment is in top working condition or not and what are the reasons if the equipment is not in working order. The efforts made by the institution to operationalise the equipment and keep it in running condition will also be recorded during data collection. The data received from the survey will be validated to establish that the equipment has</p>



	<p>been purchased in accordance with the specifications and the directions of the provincial government and the Department of Health from time to time. The activities performed are briefly given as under:</p> <ul style="list-style-type: none"> • The consultants developed a comprehensive survey/validation instrument which was filled in during the survey. • The team of consultants physically visited all (18 districts) tehsil and district headquarter hospitals in the north of Punjab and evaluated that the equipment was in working condition or not. • An evaluation was also made regarding procurement of equipment was in accordance with the specification of the Provincial Government. • A comprehensive statistical report was prepared and submitted to the client.
3.	<p>Asian Development Bank's Project: Validation Survey of Medical and Other Equipment in Health Facilities in South Punjab</p> <p>The GoPb intended to undertake an extensive validation of health facilities in the Punjab to establish the availability of various types of medical and other equipment in such facilities along with make and detailed specifications. Additionally, record would also be prepared to evaluate that the equipment is in top working condition or not and what are the reasons if the equipment is not in working order. The efforts made by the institution to operationalise the equipment and keep it in running condition will also be recorded during data collection. The data received from the survey will be validated to establish that the equipment has been purchased in accordance with the specifications and the directions of the provincial government and the Department of Health from time to time. The activities performed are briefly given as under:</p> <ul style="list-style-type: none"> • The consultants developed a comprehensive survey/validation instrument which was filled in during the survey. • The team of consultants physically visited all (18 districts) tehsil and district headquarter hospitals in the south of Punjab and evaluated that the equipment was in working condition or not. • An evaluation was also made regarding procurement of equipment was in accordance with the specification of the Provincial Government. • A comprehensive statistical report was prepared and submitted to the client.
4.	<p>Asian Development Bank's Project: Situation Analysis, Data Collection and Automation to support transparency & disclosure in Local Government System</p> <p>The project was launched with the objective to improve the level of transparency and disclosure as a move towards establishing an effective governance system at the Tehsil Level. In order to accomplish the above task, the consulting firm was engaged to carryout a comprehensive data procurement activity in order to gather huge amount of multi-dimensional information about 21 program TMAs. It included geographical information, statistical data, official proformas, management hierarchy, tourist attractions, historical data, etc. The entire information was transcribed into electronic format and made available online for easy access by all the stakeholders including general public. The activities performed were as under:</p> <ol style="list-style-type: none"> 1) Data collection by designing data collection instruments. 2) Data Cleaning and Preparation 3) Website Design and Development



	<p>4) Transcribing and uploading information</p> <p>5) Capacity Building in the light of customized training material</p> <p>6) Maintenance of the online information management system.</p>
5.	<p>Need Analysis of Chinese Products in Lahore, Pakistan - Wenzhu Carspa Electronics Technology Co. Ltd., Wenzhu Zhejiang, China</p> <p>The survey was launched with the objective to assess the demand of Chinese products including invertors, chargers, UPSs, etc. in Lahore. A large number of electronics vendors in Hall Road, Hafeez Centre and other hardware markets were interviewed to assess their requirement of Chinese product and the its demand in the local market. Moreover, a survey of potential users of the products was also interviewed by visiting company offices, colleges, households of selected areas, etc.</p> <p>Keeping in view the Terms and Conditions agreed with the client, two separate survey instruments were designed to conduct the survey exercise from vendors and users. A team of survey enumerators was fielded to visit the interviewees and fill the questionnaires. Finally the data was cleaned and automated and a statistical report was prepared on the basis of which the client launched its product in Pakistan successfully.</p>
6.	<p>Need Evaluation Survey for provision of Basic Health and Education Services - Sayya Foundation - Rajanpur Based NGO</p> <p>The project was conceived with the objective to conduct detailed study of District Rajanpur to assess the basic health and education facilities available to the residents of the area. An in-depth research was required about the government and private sector facilities available in rural and urban areas of the District. Identification of deprived areas was the major objective of the project for establishment of basic health centres and primary schools by the NGO. Brief of the activities were:</p> <ul style="list-style-type: none"> • Comprehensive survey design including survey plan, questionnaires, interview plans, FGDs plan was prepared. • Face-to-face interviews were conducted by the survey team to fill-in the questionnaires. • Survey was conducted in association with the local staff of the NGO. • Focus Group Discussions were held with the community members of deprived areas assessing their requirements. • Comprehensive research study was prepared and submitted to the client.
7.	<p>Need Assessment Study of Graduate and Postgraduate Courses - Newport Institute of Communication and Economics</p> <p>The project was launched on behalf of a private sector Business Institute located in Karachi with the objective to establish its campus in Faisalabad. The study helped the management in successfully establishing a campus in Faisalabad. Brief activities undertaken were:</p> <ul style="list-style-type: none"> • An in-depth study was carried out of the business institutes located in Faisalabad and its surroundings towns offering graduate and post graduate studies. • Survey Templates were designed and piloted after the approval of the client.



	<ul style="list-style-type: none"> • After successful testing, the survey was launched • The Data sets were computerized using Microsoft Excel and presented to the client.
8.	<p>Survey for Assessment of Establishment of Computer College in Gujranwala - Petroman Computer Training Institute</p> <p>The project was launched on behalf of the largest I.T. Institute of Pakistan having campuses in all major cities of Pakistan with the objective to establish another campus in Gujranwala. The study helped the management in successfully establishing a campus in Gujranwala. Brief activities undertaken were:</p> <ul style="list-style-type: none"> • An in-depth study was carried out of the I.T. institutes located in Gujranwala offering I.T. training to the youth of Gujranwala. • Survey Templates were designed and piloted after the approval of the client. • After successful testing, the survey was launched • The Data sets were computerized using Microsoft Excel and presented to the client.
9.	<p>Survey for Assessment of Establishment of Computer College in Faisalabad - Petroman Computer Training Institute</p> <p>The project was launched on behalf of the largest I.T. Institute of Pakistan having campuses in all major cities of Pakistan with the objective to further establish its campus in Faisalabad. The study helped the management in successfully establishing a campus in Faisalabad. Brief activities undertaken were:</p> <ul style="list-style-type: none"> • An in-depth study was carried out of the I.T. institutes located in Faisalabad offering I.T. training to the youth of Faisalabad. • Survey Templates were designed and piloted after the approval of the client. • After successful testing, the survey was launched • The Data sets were computerized using Microsoft Excel and presented to the client.
10.	<p>Asian Development Bank's Project: Software Development & Training for Resource Mapping at Primary & Secondary Healthcare Facilities in the Punjab</p> <p>The assignment was related to capacity building of health sector in the Punjab for stores and inventories of medicines, equipment and other categories. The medicines and equipment are important components of health care system. After procurement, these are stored, entries are made in various stock registers before supplied to the end users. In the present inventory system some shortcomings have been observed. The incharge officer of the health facility has busy schedule of administrative tasks and hardly finds time to visit the store himself. Thus the availability, quantity and expiry date of various medicines is not in his knowledge. The medicines near to expire become a problem to be dispensed. Similarly stock of some medicines is exhausted to extent that, till its next procurement it is not available in the facility. Similarly in case of equipment, their status whether functioning or non-functioning, serviceable unserviceable is difficult ascertain under present system of inventory.</p> <p>Keeping in view these impediments PHSRP requested PDSSP to initiate a study for replacing the present manual inventory system by an automated computer based system so that all the information regarding medicine and equipment is quickly available at facility level at present. The study was funded by ADB under technical</p>



	assistance and financial management of TAMA.
11.	<p>Computerized Examination Processing System for Hailey College of Banking and Finance, Constituent College of University of the Punjab</p> <ul style="list-style-type: none"> • In-depth study of the manual examination system being used by the newly constituted College of the University of Punjab, Lahore. • Detailed discussions were held with the senior management prior to designing of the software. • Designed a comprehensive examination processing system using Visual FoxPro to cater the existing and future needs of the College. • Supervised the team of professional programmers for coding and preparation of the software. • Installed the software in Network Environment under strict security environment keeping in view the sanctity of information. • Imparted Training to the relevant staff for smooth operations of the software. • Ensured regular updation and maintenance of the software since its installation.
12.	<p>Network Based Billing System for Al-Nayhan Ward of Sheikh Zayed Hospital, Lahore</p> <ul style="list-style-type: none"> • In-depth study of the manual system was undertaken • Detailed discussions were held with the concerned staff members • Designed comprehensive patient billing system to cater the needs of the Hospital • Implemented the computerized system in Network Environment
13.	<p>Automation & Maintenance of Automated Systems for Shalimar Hospital, Lahore</p> <ul style="list-style-type: none"> • Studied the existing manual systems followed at the hospital • Held Focus Group Discussions with the concerned staff and identified their needs for automated system • Designed a comprehensive Patient Billing System for General, Private and Company Cases, Laboratory Reporting System and Pay-roll System using FoxPro • Imparted hands-on training to the users of the system • Maintained and updated the system for a period of 6 years.
14.	<p>Automation of Financial Accounting System for Noon Sugar Mills</p> <ul style="list-style-type: none"> • Designed comprehensive Financial Accounting System for Noon Sugar Mills • Conducted Training of Trainers course for the users of the organization • Maintained and updated the system for one year.
15.	<p>Restructuring & Development of SOPs for Sayya Foundation - Project funded by Pakistan Poverty Alleviation Fund (PPAF)</p> <p>Sayya Foundation is leading NGO of the southern region of the province Punjab which is striving for uplifting the standard of living of the people of the region by offering services related to health and education in addition to micro financing and relief activities. The organization was established more than two decades ago. It has evolved from small scale into a medium scale organization. Hence it required organizational restructuring and SOPs for major areas of services and operations were required. The assignment is being carried out in order to transform Sayya</p>



	<p>Foundation into a robust and modern NGO at par with other peer organizations at national and international organizations. Activities undertaken were:</p> <ul style="list-style-type: none"> • Carrying out Institutional restructuring and capacity building • Developing finance and accounting manual • Developing human resource manual • Developing comprehensive operations manual • Devising gender and education policy
16.	<p>Development of SOPs and Policy Manuals for Viva Telecom</p> <p>Viva Telecom engaged the services of Weitek Group to develop Standard Operating Procedures for their seven departments as well as policy manuals related to HRM, MF, OM and MM. Activities performed were:</p> <ul style="list-style-type: none"> • A need assessment was carried out • SoPs were devised for following departments: <ul style="list-style-type: none"> ○ Finance ○ Customer Support ○ Information Technology ○ Marketing ○ Human Resource Management ○ Procurement ○ Service Delivery
17.	<p>Improvement / Updation of HR and Accounting Manuals for FutureTech Consultants (Pvt.) Limited</p> <p>The client is itself a consultancy firm and a set of manuals were already built and was in practice for the domains of Human Resources and Accounts. Over the passage of time, these procedures became outdated and needed to be reviewed with an objective to align these with the national and international best practices. The major activities were:</p> <ul style="list-style-type: none"> • The Objective/Purpose of each activity was identified • Need assessment was carried out • Existing manuals were reviewed • Gap analysis was carried out • New Manuals were developed including <ul style="list-style-type: none"> ○ HR policy manual ○ HR procedures manual ○ Manual for managing finances ○ Manual for Accounting procedures • Testing was carried out and the manuals were fine tuned
18.	<p>Development of Standard Operating Procedures (SOPs) for Raza Soft Technologies (USA Based Business Group)</p> <p>Raza Soft Technologies is a USA based Organizations having its head office in California, USA. The company started its operations in Pakistan in 2001 and the assignment was planned with the objective of devising SOPs for the four key</p>



	<p>domains of operations at different levels of management. Main activities were:</p> <ul style="list-style-type: none"> • The consultants carried out in depth analysis of existing procedure in place at head office, CA, USA • Detailed information regarding activities at Pakistan office was gathered. • Gap analysis was performed • SOPs Manuals were developed for following domains: <ul style="list-style-type: none"> ○ Financial Management and Accounting ○ Service Delivery and Quality Management ○ Human Resource Management ○ Procurement
19.	<p>Capacity Strengthening of District Accounts Functionaries for Audit & Accounts Training Institute of Pakistan</p> <p>Audit and Accounts Training Institute is the training wing of Auditor General of Pakistan Office. The objective of the institute is to building the capacity of account functionaries of Provincial and Federal Government by providing quality trainings in relevant areas including New Accounting Model (NAM), Financial Audit Manual, Financial Reporting & Auditing (PIFRA), SAP, I.T., etc. Major activities remained:</p> <ul style="list-style-type: none"> • Detailed Course outline considering the international standards was developed including lectures contents, training material, presentation documents, etc. • Devised a comprehensive training program. • Provided detailed training to the participants of various Districts.
20.	<p>Capacity Building of ITOs and ACITs for I.T. & Presentation Skills for Income Tax Department</p> <p>Income Tax Department hired the services of consultant to train the newly recruited officers including Income Tax Officers and Assistant Commissioners (Income Tax) for effective usage of ICT and inculcating presentation and communication skills. Major activities undertaken were:</p> <ul style="list-style-type: none"> • Detailed Course outline considering the international standards was developed including lectures contents and hands-on-lab exercises. • Devised a comprehensive training program. • Provided detailed training to the participants. • Preparation of Training Report.
21.	<p>Designing and Development of Web Portal for US based Organization - Himalayan Salts Products Inc. (www.computersbank.com/hspi)</p> <p>Our consulting team developed detailed understanding about client's business including services and processes. This enabled the team to develop a website offering complete customized solution. Our team performed system analysis and design using structured as well as object oriented methodology. Four different designs were prepared, out of which client made a selection according to their preference and taste. We also arranged for domain registration and hosting services in order to help in deployment of the site.</p>
22.	<p>Designing and Development of E-Commerce System for UK based Organization - Quick Sentiment - UK (www.quicksentiment.co.uk)</p> <p>Weitek Group performed a detailed requirement analysis for the client and then</p>



	<p>offered a complete solution tailored to their needs. The customized solution included three web designs, a prototype of selected design, web development, testing, review and comprehensive documentation. The assignment resulted in an effective portal supporting e-commerce functions i.e. online order processing, online fund transfer, product catalog, customer relationship management, text base search, etc.</p>
23.	<p>Designing and Development of a Web based integrated business solution for Rabia Book House (www.rabiabooks.com)</p> <p>Weitek Group performed a detailed requirement analysis for the client and then offered a complete solution tailored to their needs. The customized solution included three web designs, a prototype of selected design, web development, testing, review and comprehensive documentation. The assignment resulted in an effective portal supporting e-commerce functions i.e. online order processing, online fund transfer, product catalog, customer relationship management, etc.</p>
24.	<p>Designing and Development of Web Portal for Qudrat Ullah & Co. (www.qudratullah.com.pk)</p> <p>Weitek Group performed a detailed requirement analysis for the client and then offered a complete solution tailored to their needs. The customized solution included three web designs, a prototype of selected design, web development, testing, review and comprehensive documentation. The assignment resulted in an effective portal supporting e-commerce functions i.e. online order processing, online fund transfer, product catalog, customer relationship management, text base search, etc.</p>
25.	<p>Designing and Development of Website for Sayya Foundation (NGO) (http://sayyafoundation.org)</p> <p>Weitek Group performed a detailed requirement analysis for the client and then offered a complete solution tailored to their needs. The customized solution included three web designs, a prototype of selected design, web development, testing, review and comprehensive documentation. The website has multi-lingual support of 50 languages.</p>
26.	<p>DFID / Asian Development Bank's Project: Development and Airing of Documentary entitled "Jo Saraahay Na Gayay"</p> <p>The Punjab Devolved Social Services Program seeks to achieve progress with the Millennium Development Goals (MDGs) related to poverty, gender, education, health, and water supply and sanitation (WSS). The Program's objective is to strengthen devolved social services for a more equitable, efficient, effective, and sustainable delivery of social services. The Program is built around three principal policy outcomes: (i) realigning intergovernmental relations to support devolved social services; (ii) rationalizing and setting minimum standards for social services; and (iii) strengthening the public accountability mechanisms and promoting public-private partnership. The Program covers all 36 district governments. The specific objectives for the assignment were:</p> <ol style="list-style-type: none"> 1) Development of documentary on special education for the electronic media 2) Wide screening of documentary through Cable TV. 3) To share success stories, create awareness, education general public and to empower communities and society through BCC Campaigns. 4) Establish a service seeking behavior by civil society and create role models for



	<p>behavior change through BCC Campaigns.</p> <ol style="list-style-type: none"> 5) To promote openness and accountability. 6) To make development efforts by the government transparent for public scrutiny.
27.	<p>DFID / Asian Development Bank's Project: Development and Airing of Documentary entitled "Yeh Tere PurAsrar Banday"</p> <p>The Punjab Devolved Social Services Program seeks to achieve progress with the Millennium Development Goals (MDGs) related to poverty, gender, education, health, and water supply and sanitation (WSS). The Program's objective is to strengthen devolved social services for a more equitable, efficient, effective, and sustainable delivery of social services. The Program is built around three principal policy outcomes: (i) realigning intergovernmental relations to support devolved social services; (ii) rationalizing and setting minimum standards for social services; and (iii) strengthening the public accountability mechanisms and promoting public-private partnership. The Program covers all 36 district governments. The specific objectives for the assignment were:</p> <ol style="list-style-type: none"> 1) Development of documentary on special education for the electronic media 2) Wide screening of documentary through Cable TV. 3) To share success stories, create awareness, education general public and to empower communities and society through BCC Campaigns. 4) Establish a service seeking behavior by civil society and create role models for behavior change through BCC Campaigns. 5) To promote openness and accountability. 6) To make development efforts by the government transparent for public scrutiny.
28.	<p>DFID / Asian Development Bank's Project: Development and Airing of two Documentaries entitled "The Mothers of the Punjab" and "Reinventing the Lifelines of the Punjab"</p> <p>The Punjab Devolved Social Services Program seeks to achieve progress with the Millennium Development Goals (MDGs) related to poverty, gender, education, health, and water supply and sanitation (WSS). The Program's objective is to strengthen devolved social services for a more equitable, efficient, effective, and sustainable delivery of social services. The Program is built around three principal policy outcomes: (i) realigning intergovernmental relations to support devolved social services; (ii) rationalizing and setting minimum standards for social services; and (iii) strengthening the public accountability mechanisms and promoting public-private partnership. The Program covers all 36 district governments. The specific objectives for the assignment were:</p> <ol style="list-style-type: none"> 1) Development of documentaries on social issues for the electronic media. 2) Wide screening of documentaries. 3) To share success stories, create awareness, education general public and to empower communities and society through BCC Campaigns. 4) Establish a service seeking behavior by civil society and create role models for behavior change through BCC Campaigns. 5) To promote openness and accountability. 6) To make development efforts by the government transparent for public scrutiny.