

Ref: _____



**Expression of Interest [EOI] Document
for
Short term Individual Consultancy Services for “ Hiring of Short Term Consultants for
Agriculture Delivery Unit”**

Issued To:

Issued On:

Signature of:

Issuing Officer:

**CHIEF TECHNICAL ADVISOR
AGRICULTURE DELIVERY UNIT (ADU)
GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT
LAHORE**

Request for Expression of Interest(EOI)

Short term Individual Consultancy Services for Agriculture Delivery Unit (ADU) for FY 2024-25

Agriculture Department, Government of the Punjab has established the Agriculture Delivery Unit (ADU), which is a body of competent professionals and subject area experts, who closely work with the department on multidimensional lines such as policy and regulatory reforms, strategic planning, implementation facilitation and performance monitoring. Agriculture Delivery Unit (ADU), Agriculture Department, Government of the Punjab, Lahore requires individual consultancy services from the dynamic, competent individuals for following positions:

| Sr.#. | Name of Position | No. of Posts |
|-------|---|--------------|
| 1 | Information Communication Technology (ICT) Specialist | 01 |
| 2 | Climate Change Specialist | 01 |
| 3 | Financial Specialist | 01 |
| 4 | Procurement Specialist | 01 |
| 5 | Program Implementation Analyst | 01 |
| 6 | Information Communication Technology (ICT) Analyst | 01 |
| | Total | 06 |

- Detailed Expression of Interest (EOI), qualification and experience detail, TORs are available at www.agripunjab.gov.pk.
- An applicant/consultant can apply for one position only against which he fulfills eligibility criteria.
- The hiring of consultants will be made strictly on merit basis in accordance with the Punjab Public Procurement Rules-2014 and selection criteria.
- Only short-listed applicants will be called for interview, No TA/DA shall be paid for appearing in the interview.
- The applicant should clearly indicate the position applied for on one side of envelop along with Curriculum Vitae (CV) and attested copies of all relevant documents, CNIC/Certificates/Degrees, experience certificates. Late and incomplete applications will not be considered.
- The applications must reach on or before 10 April, 2025 (5:00PM) in the office of Chief Technical Advisor, Agriculture Delivery Unit (ADU), Agriculture House, 21 Davis Road Lahore.

Chief Technical Advisor
Agriculture Delivery Unit
GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT
LAHORE

SECTION – I

INTRODUCTION

1.1 DEFINITIONS

In this document, the following terms shall be interpreted as defined below:

| | |
|---------------------------|--|
| Procuring Agency: | Chief Technical Advisor, Agriculture Delivery Unit (ADU), Agriculture Department, Government of the Punjab, Lahore, Pakistan. |
| Applicant: | Means any individual/ person, that is eligible, has the expertise and ability to undertake the Assignment as per the requirements of this EOI Document and has not been blacklisted/debarred by any public sector organization or department anywhere. |
| Assignment/Scope of Work: | Means the works to be undertaken and services to be provided by the Applicant in accordance with this EOI Document upon being selected as a successful bidder after the bidding process to be conducted. |
| Due Date: | The date mentioned in advertisement as deadline for submission of EOI application. |
| EOI: | Expression of Interest to be submitted by the Applicants containing the information as set out and required under this EOI Document. |

1.2 BACKGROUND OF THE CONSULTANCY

Agriculture Department of the Punjab is undergoing a digital transformation to enhance service delivery, transparency, and efficiency in agricultural programs. The Agriculture Delivery Unit (ADU) is a specialized unit within the Agriculture Department, which was established to support all technical wings in achieving efficiency, transparency, and effectiveness in agricultural service delivery. Different initiatives have been started for transformation of Punjab's Agriculture and Agriculture Delivery Unit (ADU) plays a pivotal role in implementing these initiatives by supporting technical wings with data-driven decision-making and ICT integration. Agriculture Department seeks to strengthen its specialized unit, the Agricultural Development Unit (ADU), by engaging experts through consultancy positions. One of those positions is Information Communication Technology (ICT) Advisor/consultant.

Chief Minister Punjab envisions a transformative approach to Punjab's agriculture sector, focusing on modernization, sustainability, and farmer empowerment. Key initiatives under her leadership include:

- i. Chief Minister Punjab Kissan Card Program
- ii. Chief Minister Punjab Green Tractor Program
- iii. Chief Minister Punjab Solarization Of Agricultural Tube Wells
- iv. Chief Minister Punjab Smog Control Program for Provision of Super Seeders
- v. Establishment Of Model agricultural Malls
- vi. Chief Minister Punjab Agricultural Graduates Internship Program
- vii. Revival Of Citrus in Punjab

Other departmental projects/program are:

- i. Water Efficiency, Conservation And Value Addition
- ii. Import Substitution & Export Enhancement (Soybean, Canola & Sesame Cultivation)
- iii. Wheat Incentive Program 2024-25

Keeping in view the aforementioned initiatives, a dedicated human resource is needed to help Technical

Wings of Agriculture Department regarding on going and new initiatives.

Detail of these technical positions to be filled through short term consultancy is given as under:

| Sr.#. | Name of Position | No. of Posts |
|-------|---|--------------|
| 1 | Information Communication Technology (ICT) Specialist | 01 |
| 2 | Climate Change Specialist | 01 |
| 3 | Financial Specialist | 01 |
| 4 | Procurement Specialist | 01 |
| 5 | Program Implementation Analyst | 01 |
| 6 | Information Communication Technology (ICT) Analyst | 01 |
| | Total | 06 |

.1.3 SCOPE OF ASSIGNMENT

The ICT Specialist will design and oversee digital solutions, including farm management systems, mobile applications for farmers, and AI-driven analytics while ensuring the seamless implementation of the department's digital initiatives. Simultaneously, the Climate Change Specialist will develop mitigation and adaptation strategies, guide policy recommendations, and promote climate-resilient agricultural practices. This role will also facilitate collaborations with research institutions and climate-focused organizations to enhance sustainability in the agriculture sector. The Financial Specialist will analyze the cost-benefit aspects of agricultural interventions, design financial models for subsidy programs, and provide guidance on resource allocation. The Procurement Specialist will be responsible for overseeing and managing procurement activities, ensuring compliance with government regulations, and optimizing procurement processes for various agricultural programs and initiative. The Program Implementation Analyst will develop performance indicators, track progress, and suggest mid-course corrections to optimize program outcomes, ensuring transparency and efficiency, particularly in initiatives such as the CM Punjab Green Tractor Program and other subsidy-driven programs. Supporting the digital initiatives, the ICT Analyst will assist in data management, software development, and troubleshooting ICT-related issues, ensuring the smooth operation of digital platforms, conducting data analysis, and providing technical support for informed decision-making.

1.3.1 DELIVERABLES

Positions wise detail of deliverables is given as under:

| Sr.No. | Consultant Name | Deliverables |
|--------|---|---|
| 1 | Information Communication Technology Specialist (ICT) | <ul style="list-style-type: none"> • Automate and streamline regulatory processes within the department • Establish a unified and comprehensive farmer database for the Agriculture Department. • Implement and operationalize a centralized digital monitoring system for the department. • Digitalization of Kissan card Farm Boundaries • Development and deployment of a Complaint Resolution Management (CRM) system for the department |
| 2 | Climate Change Specialist | <ul style="list-style-type: none"> • Introduction of Carbon Credit Streams for Agriculture department • Ensure GCF grant for Agriculture Department • Formulate the Climate Adaptation policy for Ag. Department • Development of Disaster Risk Management & Early Warning Systems |
| 3 | Financial Specialist | <ul style="list-style-type: none"> • Financial Management of CM initiatives • Markup Calculation and validation of payments of Kissan card • Finalization of Mechanization Financing Program • Finalization of Insurance stream for Crop and loaning project |
| 4 | Procurement Specialist | <ul style="list-style-type: none"> • Develop and submit an annual procurement plan aligned with program objectives and Punjab Procurement Regulatory Authority (PPRA) guidelines. • Conduct an assessment of procurement needs for key agricultural programs and submit a report with recommendations on procurement methods, estimated costs, and timelines • Prepare and publish tender documents, Request for Proposals (RFPs), and other procurement notices following PPRA regulations. • Develop and maintain a database of pre-qualified suppliers and service providers for agricultural programs • Develop and implement Procurement Management Information System to automate Agriculture Department's procurement processes |
| 5 | Program Implementation Analyst | <ul style="list-style-type: none"> • Assists Technical Advisor that achieving planned results, document developmental impacts and resolve any implementation issues in an efficient and professional manner. |

| | | |
|---|--|---|
| | | <ul style="list-style-type: none"> • Assists in developing policies and procedures required for the improvement of existing programs and the implementation of new programs • Assists in developing a performance management plan for agriculture department and contribute to data collection and synthesis and reporting. • Conduct research and develop thorough analysis of opportunities and constraints to improve agriculture sector |
| 6 | Information Communication Technology (ICT) Analyst | <ul style="list-style-type: none"> • Create a real-time data visualization platform to track key agricultural projects • Design and execute targeted digital campaigns (social media, SMS, robo-calls) to enhance farmer awareness of government • Generate monthly and quarterly analytical reports using big data and AI to assess programs. • Maintaining program manuals and base documents for program interventions as well as a robust best practice solutions |

1.3.2 Detailed Terms of Reference of Consultants

a) BRIEF BACKGROUND /INTRODUCTION

Agriculture Department of the Punjab is undergoing a digital transformation to enhance service delivery, transparency, and efficiency in agricultural programs. The Agriculture Delivery Unit (ADU) is a specialized unit within the Agriculture Department, which was established to support all technical wings in achieving efficiency, transparency, and effectiveness in agricultural service delivery. Different initiatives have been started for transformation of Punjab's Agriculture and Agriculture Delivery Unit (ADU) plays a pivotal role in implementing these initiatives by supporting technical wings with data-driven decision-making and ICT integration. Agriculture Department seeks to strengthen its specialized unit, the Agricultural Development Unit (ADU), by engaging experts through consultancy positions. These positions will ensure effective policy formulation, program implementation, and adoption of modern agricultural practices. To ensure successful execution of CM initiatives and sustained help of Technical Wings of Agriculture Department, different positions of Specialists and Analysts are required to be filled on urgent basis as per Directions of Secretary Agriculture afterwards, these positions will be filled through a recruitment process for longer time.

b) Objective of the Assignment:

Preparation of RFP/EOI for engagement of multiple BBOs for subsidy disbursement

A) SCOPE, DUTIES, AND RESPONSIBILITIES OF THE ICT SPECIALIST

- Conduct analysis of ICT needs and requirements of DoA provide innovative recommendations in line with international best practices of ICT models, e-governance, e-agriculture and sustainability of resources

- Develop a fair idea of current ICT regime in Punjab Agriculture Department, emerging concepts of e-agriculture in comparable countries, and various models, piloted by public & private sector agencies in Pakistan.
- Identify and prioritize major challenges in sector development, service delivery, and operational management, in consultation with Head of Delivery Unit, that could be addressed by introducing the ICT based innovative approaches to implement robust strategies and interventions to transform agriculture sector.
- Undertake a quick functional analysis of DOA to understand the various functions of DOA. Moreover, the ICT Specialist will get quick snapshot of systems / processes of each wing of DOA in order to scan the scope of ICT based applications.
- With the clear understanding of the innovative ICT-based approaches for agriculture sector, identify and quantify the scope of ICT projects in current operational management and service delivery areas to improve productivity, efficiency, transparency and effectiveness. Technology use to transform the existing agriculture practices by providing continuous advisory services, weather forecast, pest and disease prevalence, market rates information, etc., through mobile phone and website could be some potential areas.
- Work on developing ICT based models / applications that can help collect crop data in real time and to estimate the total individual crops production in Punjab, to preempt shortage or glut in market, by taking necessary steps.
- Provide structured technical inputs to DOA for identified areas to introduce ICT based projects, by preparing feasibility, technology options analysis, process flow, technology specifications, cost implication, etc.
- Develop TORs and tender documents / PC1 for hiring the services of IT companies, if DOA decides to develop any software / application / database.
- If required, provide project management support to DOA to coordinate / monitor the ICT service providers, to ensure the quality and specifications.
- As per need basis, provide technical inputs to all matters having ICT angle, that come in discussion with Planning & Development Department, Federal Ministry of Agriculture and Food, and other public and private organizations / stakeholders. He /she will provide strong technical support and guidance to other teams working in / with DOA. The specific details shall be set forth by Head of ADU, as per need.
- Provide written comments on ICT related proposals, emanating from Punjab Information Technology Board (PITB), Marketing Information Wing of DOA, Crop Reporting, etc.
- Participate in the meetings and to liaise with public and private stakeholders and experts on various aspects of agriculture sector, as per advice of Head of ADU. Moreover, the ICT Specialist will coordinate, arrange and participate in meetings between DOA relevant directorates, governmental stakeholders, elected representatives and experts, as and when required.

B) SCOPE, DUTIES, AND RESPONSIBILITIES OF THE FINANCIAL SPECIALIST

- Develop strategies for improvement in financial services management and planning of various programs and schemes in close collaboration with the senior officials and various wings of Agriculture Department.
- Conduct financial analysis on schemes and programs of Agriculture Department, especially those being implemented by the private sector service providers, ensuring that maximum benefit is being extended to the farmers at least cost to the Government.

- Provide technical guidance on access to finance and insurance promotion related issues and work with stakeholders to identify gaps and advise solutions for finance options that are accessible, appropriate and affordable.
- Establish strong relationships and work closely with credit, banking and insurance institutions to develop financial products and services appropriate to targeted agriculture segments.
- Collaborate with financial institutions on access to finance, capacity building initiatives, products and service improvisation to ensure products are designed to facilitate agriculture financing by improving ability to prepare, access and manage credit/finance.
- Assesses risks and internal controls by identifying areas of non-compliance; develop and evaluate manuals and financial processes; identifying process weaknesses inefficiencies and operational issues.
- Supports external auditors by coordinating information requirements.
- Provides financial control information by collecting, analyzing, and summarizing data and trends.
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit.

C) SCOPE, DUTIES, AND RESPONSIBILITIES OF THE FINANCIAL SPECIALIST

- Develop strategies for mitigation and adoption of climate change in context of agriculture sector and agriculture value chain with a robust framework to act as basis for climate change action.
- Develop a financing structure for implementation of adaptation, and align donor support behind Agriculture Department's priorities, engage in planning processes to ensure that climate resilience and low carbon growth issues are well integrated.
- Conceptualize and provide guidance and technical backstopping in the implementation of projects and programs to the Wing of Agriculture Department, ensuring their readiness by capacity building in climate smart programming.
- Coordinate with the internal and external stakeholders in policy formation and advocacy through building awareness on climate change implication and mitigation strategies.
- Support the Department to attract international financing for climate change adaptation, resilience and mitigation measures particular to agriculture sector and agriculture value chain.
- Provide effective technical support to project teams on roll out recognized and approved models on environment and climate change (e.g. Farmer Managed Natural Regeneration, Climate Smart Agriculture, Conservation Agriculture with Trees etc.).
- Provide guidance and assistance in monitoring and evaluation and documentation of climate change results.
- Represent Agriculture Department in climate change related discussion at different forums.
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit.

D) SCOPE, DUTIES, AND RESPONSIBILITIES OF THE PROCUREMENT SPECIALIST.

- Provide technical support in procurement of good and services to Agriculture Department and serve as the focal person of for all procurement matters referred to ADU by other directorates of Agriculture Department.
- Supports Agriculture Department's procurement planning, preparation of bidding documents, evaluation of bids and implementation of ongoing and future ADP Projects.

- Provision of researched information for formulation and implementation of contract strategy and strategic procurement in the ADU including tendering processes and evaluation, managing the contract and contractor, legal considerations and payment conditions, sourcing strategy, supplier selection and evaluation, quality management, e-procurement introduction.
- Prepare contracts and provide overall guidance to all implementing agencies with Agriculture Department in compliance with PPRA and other applicable guidelines, rules and regulations.
- Assist M&E Specialist and other relevant persons in monitoring of projects and procurement activities. • Develops annual procurement plans of various directorates of Agriculture Department under the guidance of Head of ADU and relevant DGs.
- Elaboration of proposals and implementation of cost saving and reduction strategies in consultation with Head of ADU and other senior officials.
- Under the guidance of Head of ADU and in close coordination with ICT Specialist, develop and implement Procurement Management Information System to automate Agriculture Department's procurement processes.

E) SCOPE, DUTIES, AND RESPONSIBILITIES OF THE IMPLEMENTATION AND ICT ANALYSTS

- Assists Technical Advisor that achieving planned results, document developmental impacts and resolve any implementation issues in an efficient and professional manner
- Assists in developing policies and procedures required for the improvement of existing programs and the implementation of new programs
- Assists in developing a performance management plan for agriculture department and contribute to data collection and synthesis and reporting.
- Ensure project and/or sectoral assessments are carried out, and participate in developing Statements of Work, field trips, data analysis and dissemination.
- Assists technical Advisor to develop programs for agriculture and rural development related activities in coordination with respective DGs and ensures that agriculture programs and implementing mechanisms used by various wings of department are realistic
- Conduct research and develop thorough analysis of opportunities and constraints to improve agriculture sector
- Provide analysis on agricultural trends and how these affect the development & implementation of agri programs
- Assists Technical Advisor in providing expert advice to the office Secretary Agriculture on best agriculture practices, provides analysis and propose policy reforms

F) QUALIFICATION AND EXPERIENCE REQUIREMENTS

| Name of Consultant | Qualification and Experience |
|---|--|
| Information Communication Technology Specialist (ICT) | <ul style="list-style-type: none"> • Bachelor's or Master's degree in Computer System, Computer Engineering, Information Systems, Software Development or related field. Master's degree in management, project management or PMP certification will be an added advantage. • A minimum of ten years of relevant work experience in the public or private sector, working with multiple ICT projects. • Hands on experience and familiarity with ICT-based innovative concepts for agriculture sector. Well versed with the various |

| | |
|---------------------------|---|
| | <p>ICT based development model / approaches used in agriculture sector of Pakistan or abroad.</p> <ul style="list-style-type: none"> • Good working knowledge about application of ICTs for rural areas and development, commonly known as “ICT4D”. • Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an added advantage • Age of the applicant should not be more than 50 Years |
| Climate Change Specialist | <ul style="list-style-type: none"> • Bachelors or Master’s degree in Environmental Sciences, Sustainable Development or relevant field. • More than 08 years of experience after post-graduation in relevant field. • Excellent knowledge in a range of climate change thematic areas (adaptation, mitigation, technology transfer, and financing). • Excellent Urdu and English writing skills. • Not more than 50 years of age |
| Financial Specialist | <ul style="list-style-type: none"> • Qualified Accountant/Banker/Economist (CA, ACCA, Equivalent), Bachelor’s or Master’s Degree in financial services/Financial Services Management, Business, Accounting & Finance, or Commerce from local/international educational institution. • Minimum 08 years of experience working in the banking/insurance/ financial industry with local or international firms, federal/provincial public sector or private sector organizations. • Well-developed written and oral communication skills in English. • Age should not be more than 50 years. |
| Procurement Specialist | <ul style="list-style-type: none"> • Have a master’s degree MBA/MPA, Economics or equivalent. • Have at least 08 years of procurement related working experience. • Sound technical knowledge of best procurement practices and government systems and procedures, particularly PPRA Rules, Procedures and Guidelines, procurement cycle and logistic and supply chain management. • Experience in supporting change management or procurement of services. • Knowledge of donor supported project management procedures is an advantage. • Strong management and team building skills, ability to work under pressure, excellent interpersonal skills and ability to work effectively with a range of stakeholders. • Excellent proficiency in English and Urdu (oral and written). • Proficient in using ICT tools such as Microsoft Office, MS Project etc are required. |

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| | <ul style="list-style-type: none"> • Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an advantage |
| Program Implementation Analyst | <ul style="list-style-type: none"> • Bachelor's degree in any field of engineering, ICT or development Studies from a recognized local or International University. • A minimum of 02 years of relevant post-graduation experience in the public or private • sector, working with multiple ICT projects. • Hands on experience and familiarity with ICT-based innovative concepts for agriculture • sector. Well versed with the various ICT based development model / approaches used in agriculture sector of Pakistan or abroad. • Good communication skills and fluency in English, Urdu and Punjabi. • Not more than 35 years of age |
| Information Communication Technology (ICT) Analyst | <ul style="list-style-type: none"> • Bachelor's degree in any field of engineering, ICT or development Studies from a recognized local or International University. • A minimum of 02 years of relevant post-graduation experience in the public or private • sector, working with multiple ICT projects. • Hands on experience and familiarity with ICT-based innovative concepts for agriculture • sector. Well versed with the various ICT based development model / approaches used in agriculture sector of Pakistan or abroad. • Good communication skills and fluency in English, Urdu and Punjabi. • Not more than 35 years of age |

G) DURATION OF ASSIGNMENT:

From 1st April to June 30th (tentative).

SECTION – II INSTRUCTIONS TO APPLICANTS

FRAUD & CORRUPTION

- i. The Procuring agency requires that the applicant observe the highest standard of ethics in relation to submission of EOI for short-listing and further documents required for short-listing and thereafter.
- ii. The Procuring agency will reject a proposal for short-listing if it determines that the applicant has directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question and will declare the applicant ineligible, either indefinitely or for a stated period of time.
- iii. Any misinformation, forged / fake documents / statements etc. will lead to disqualification at short listing stage in addition to any other action as per law.

ELIGIBILITY

An applicant declared Insolvent/blacklisted / debarred by any public-sector organization or department in Pakistan shall be ineligible for short-listing.

The applicants should be Pakistani citizens.

LANGUAGE

Language of this EOI and subsequent all processes and correspondences shall be English.

EOI ADVERTISEMENT

The EOI advertisement shall be an integral part of the EOI Document.

CLARIFICATIONS IN RELATION TO EOI DOCUMENTS

- i. An applicant requiring any clarification in relation to the EOI Document shall contact the Procuring Agency in writing at the address indicated in this EOI Document.
- ii. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than ten (03) days prior to the deadline/Due Date for submission of the EOI.

AMENDMENTS IN EOI DOCUMENTS

- i. At any time prior to the deadline for submission of EOI, the Procuring Agency may can amend the EOI Document by issuing an addendum.
- ii. Any addendum issued in this regard shall be part of EOI Document.
- iii. To give applicants reasonable time to take an addendum into account in preparing their applications, the Procuring Agency may, at its discretion, can extend the deadline for the submission of applications.
- iv. No objection shall be entertained regarding the terms & conditions of this EOI Document after deadline for submission of EOI.

CHANGE IN INFORMATION PROVIDED TO PRE-QUALIFICATION AGENCY

The Applicant shall immediately report to the Procuring Agency in writing any change in the information provided in its EOI. The determination of whether the change is material/services shall be in Procuring Agency's sole and exclusive discretion and any material change could also lead to disqualification of such applicant. Any failure to report change by the applicant shall constitute grounds for disqualification.

COST OF APPLICATION

- i. The Applicant shall bear all costs associated with the preparation and submission of EOI. The

Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short-listing process.

- ii. The Procuring Agency will not be responsible for any costs or expenses incurred by the applicant in connection with the preparation or delivery of proposals or visits to any office or site.
- iii. The Procuring agency shall be under no obligation to return any EOI or supporting materials submitted by the Applicant.

DOCUMENTS ESTABLISHING THE ELIGIBILITY OF APPLICANT

To establish its eligibility, the applicants shall complete all eligibility requirements as set out in this document supported by verifiable documentary evidence. Applications without complete supporting documentary evidence, as required under this EOI, shall be considered non-responsive and shall be rejected.

DOCUMENTS ESTABLISHING THE QUALIFICATIONS OF APPLICANT

To establish its qualifications, the applicant shall provide the information requested in the corresponding sheets, evaluation criteria etc. in the form of verifiable documentary evidence.

SIGNING THE APPLICATION

- i. The Applicant shall prepare and submit the EOI as described in this document. The EOI shall be signed by a person duly authorized on behalf of the Applicant through Power of Attorney.
- ii. Original written Power of Attorney authorizing the signatory of the application to act for and on behalf of the applicant shall be attached with the application as **Annexure**.
- iii. Every page and every form of EOI shall be signed and stamped by the Signatory of the Application.

SEALING AND IDENTIFICATION OF APPLICATION

The Applicant shall enclose ONE Original and one copy of its EOI in a sealed envelope that shall:

- i. Bear the name and address of the Applicant,
- ii. Be addressed to the Chief Technical Advisor (CTA), Agriculture Delivery Unit (ADU), Agriculture Department, Govt. of Punjab, 21 Davis Road, Lahore.
- iii. Bear the specific identification of this short-listing process indicated in the EOI Document and shall be clearly marked the subject title.
- iv. Each EOI shall be in English accompanied by all the supporting documents. If any original supporting document is not in English, a certified translation of the same in English shall be provided by the Applicant.
- v. Applicants are also required to state, in their proposals, the name, title, phone & fax numbers, e-mails, and addresses of their Primary Contact and Secondary Contact, through whom all communications shall be directed until the procurement process has been completed or terminated.
- vi. The Procuring agency will accept no responsibility for not processing any envelope that was not identified as required.

RESPONSIVENESS OF APPLICATIONS

All applications not responsive to the requirements of the EOI Documents shall be rejected.

INTERPRETATION & FINAL DETERMINATION

The interpretation and final determination of any matter relating to the EOI Document, all enclosed documents, sections, compliance documents etc. as well as any additional or supplementary information required by The Procuring Agency will be at Procuring Agency's sole discretion which shall be final and binding on the Applicants.

USE OF INFORMATION

Permission for disclosure of information submitted by an Applicant as part of the EOI is not required for

the release of information to The Procuring Agency, its governing bodies/departments, its consultants, Specialists and personnel for the purpose of evaluation of application and short-listing.

CONFLICT OF INTEREST

The Procuring agency may confirm the status of the Applicant for the sake of conflict of interest before completion of the hiring process. For this purpose, the Applicant shall be required to provide this information in specific terms and any misrepresentation shall be made a ground for rejection. Applicants shall note that in case of their selection, any such links, if detected during the course of their contract, would be reported by The Procuring agency to PPRA for cancellation of its registration/license leading to their blacklisting.

GOVERNING LAW

The governing laws of the contract there to shall be laws of Pakistan (where Federal laws are applicable) and laws of Punjab (where provincial laws are applicable). The procurement process will be governed under the Punjab Procurement Rules 2014 (as amended up to date) & Regulations as available on the day of publication of this EOI, instructions of the Government of the Punjab received during the completion of the process, and other applicable laws of Punjab Province. The Rules may be downloaded from the Punjab Procurement Regulatory Authority (“PPRA”) website Moreover, the entire EOI Document shall be construed in the light of these Rules.

Proposal/Application Submission Form

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Professional Consulting services (.....) for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this Proposal for a period of _____ days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon me and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

Dated this day /month of year

Signature

1. Detail of Applicant

| Sr.No. | Detail | Description |
|--------|-----------------------------------|-----------------|
| 1 | Name | |
| 2 | S/D/W of | |
| 3 | Age | |
| 4 | CNIC No. | |
| 5 | Position Applied for | |
| 6 | Domicile District | |
| 7 | Cell No. | |
| 8 | Specialty | |
| 9 | Total years of experience (Years) | |
| 10 | Employment History | (please attach) |
| 11 | Detail resume (please attach) | |

Please attach relevant documents (academic and professional experience)

Analysis of Strengths & Weaknesses

| S. No | Consultant | Strengths | Weaknesses |
|------------------|-------------------|------------------|-------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

Recommendation

EVALUATION PANEL (CSC)

_____ Date

_____ Date

_____ Date

GENERAL PROVISIONS

1. Independent Organization:

It is understood and agreed that Consultant is furnishing services to CTA as an independent consultant, and nothing contained in the Contract between CTA and Consultant shall create any association, partnership, joint venture, employer-employee or agent-principal relationship.

2. WARRANTIES

- i. Services so performed by you at the Agriculture Delivery Unit (ADU), Agriculture Department Govt. of Punjab shall be performed in a good, timely and professional manner in accordance with all applicable standards. Services not in compliance with the preceding sentence or work product not accepted by the department shall be re-performed by you, at no additional cost to Agriculture Department. At all times during the performance of Services as Consultant, Agriculture Department shall have the right to inspect the work performed by you.
- ii. No services or product delivered by you under this offer letter shall infringe any patent, trademark, copyright or any other proprietary right of a third party.
- iii. You will comply with all applicable laws and regulations when performing the Services.

3. PROFESSIONAL INTEGRITY, INDEPENDENCE AND COMPLIANCE

- i. Your Services shall be governed by the Professional Ethics Statement and Policies of the Government of Punjab as amended from time to time;
- ii. While rendering Services, you shall ensure your ability to be, and to appear to be, free of interest, whatever its actual effect, that might be regarded as being incompatible with the objectivity needed to carry out professional responsibilities with impartial judgment;
- iii. You shall keep the secrets of Agriculture Department, Client and Project at all times, and shall not divulge any matters or things relating to Agriculture Department, Client and Project to any unauthorized person or utilize any secret or confidential knowledge or information acquired by Consultant.
- iv. You shall not, without Agriculture department's prior written permission, disclose to anyone outside or use, either during or after the expiry or termination of this contract period, any confidential information, intellectual property and other matters or material of Agriculture department or Client or Project, or any information or material received in confidence from third parties. Following the expiry of your tenure, you shall return on demand to Agriculture Department all such property in your possession belonging to Agriculture Department, whether or not containing confidential information, including, but not limited to, diskettes and other storage media, drawings, notebooks, reports, and other documents.
- v. You shall not disclose any information or material to any third party unless authorized by Agriculture Department. In addition, you shall not incorporate into any service or product used by Agriculture Department or Client or Project, any copyrighted materials of any third party, unless authorized in writing by Agriculture Department or the relevant third party as the case may be.

- vi. You shall at all times comply and do all things necessary to comply with the rules and regulations of all governments, ensure compliance with the applicable special mandatory and other contract requirements contained in the Contract.
- vii. All documents and materials including, but not limited to, reports, proposals, deliverables, data, work products, data residing on systems or premises, brochures, books, manuals, leaflets and stationery that will come in your possession during the course of this Agreement, shall always remain as Agriculture Department's property. Such documents and material shall be immediately returnable to Agriculture Department on demand or as and when this Agreement has expired or has been terminated.

4. INTELLECTUAL PROPERTY RIGHTS

Once submitted, the material under this contract shall become property of Chief Technical Advisor, Agriculture Delivery Unit (ADU), Agriculture Department, Government of Punjab. No document or any part thereof will be reused by the consultant without prior permission of the department.

5. TERMINATION

- i. Without prejudice to any other rights or remedies which the Agriculture Department may have, the Agriculture Department may terminate this Agreement without liability to yourself, with immediate effect if:
- ii. The performance of the Services is delayed, hindered or prevented by circumstances of force majeure for a period in excess of 10 days;
- iii. The Consultant is incapacitated if:
 - a) (including by reason of illness or accident) from providing the Services for an aggregate period
 - b) is convicted of any criminal offence (other than an offence under any road traffic legislation in Pakistan or elsewhere for which a fine or non-custodial penalty is imposed); or
 - c) is in the reasonable opinion of the Agriculture Department Consulting and/or its partner or the End Client negligent and incompetent in the performance of the Services.
- iv. Either party may give notice in writing to the other terminating this Agreement with immediate effect if:
 - a) The other party commits any material breach of any of the terms of this Agreement and that breach (if capable of remedy) is not remedied within 7 days of notice being given requiring it to be remedied (and where such breach is not capable of remedy, the terminating party shall be entitled to terminate the Agreement with immediate effect);
 - b) An order is made or a resolution is passed for the winding-up of the other party or an administrator is appointed by order of the court or by other means to manage the affairs, business and property of the other party or a receiver and/or manager or administrative receiver is validly appointed in respect of all or any of the other party's assets or undertaking or circumstances arise which entitle the Court or a creditor to appoint a receiver and/ or manage or administrative receiver or which entitle the Court to make a winding-up or bankruptcy order or the other party takes or suffers any similar or analogous action (in any jurisdiction) in consequence of debt; or
 - c) The other party ceases, or threatens to cease, to carry on business.

- d) The Agriculture Department shall be entitled to terminate this Agreement at any time without any written notice on the Consultant if the End Client Agreement terminates or if the funding for the Project is otherwise withdrawn or ceases.
- e) The Agriculture Department may at any time by notice in writing terminate this Agreement with immediate effect if the Consultant is in persistent breach of any of its obligations under this Agreement, whether or not such breach is capable of remedy.
- f) In any circumstances where the Agriculture Department has the right to terminate this Agreement it may instead, by serving written notice on the Consultant, opt to suspend the provision of the Services for a reasonable period and the Agriculture Department shall not be required to pay any Charges in respect of such period of suspension.
- g) On termination of this Agreement for any reason the Consultant shall immediately deliver to the Agriculture Department:
 - All In-put Material and all copies of information and data provided by the Agriculture Department to the you for the purposes of this consultancy and the shall certify to the Agriculture Department that it has not retained any copies of In-put Material or other information or data, except for one copy which you may use for audit purposes only and subject to the confidentiality obligations; and
 - All specifications, programs (including source codes) and other documentation comprised in the Transferred Deliverables and existing at the date of such termination, whether or not then complete and all Intellectual Property Rights in such materials shall automatically pass to the Agriculture Department.
- h) If you fail to fulfill your obligations under this offer letter, the Agriculture Department may enter your premises and take possession of any items which should have been returned under it. Until they have been returned or repossessed, you shall be solely responsible for their safe keeping.
- i) During the period between service of a notice of termination and the effective date of termination, you shall provide the Agriculture Department with all reasonable assistance and information to enable an efficient handover to a new service provider (or to the Agriculture Department).
- j) Termination of this letter, however it arises, shall not affect or prejudice the accrued rights of the parties as at termination or the continuation of any provision expressly stated to survive, or implicitly surviving, termination.
- k) The Agriculture Department shall pay the Charges up to the effective date of termination of the contract.

6. CONFIDENTIALITY

For the purposes of this Article 15:

- 6.1 The “Disclosing Party” is the party which discloses Confidential Information to, or in respect of which Confidential Information comes to the knowledge of, the other party; and
- 6.2 The “Receiving Party” is the party which receives Confidential Information relating to the other party.
- 6.3 The Receiving Party shall take all necessary precautions to ensure that all Confidential Information it receives under or in connection with this Agreement:
- 6.4 You shall ensure you are aware of confidentiality obligations under this Agreement.

6.5 In the event that you fail to comply with this Article 15, Agriculture Department reserves the right to terminate this Agreement by notice in writing with immediate effect.

6.6 The provisions under this Article 15 are without prejudice to the application of the Official Secrets Act 1923 (Pakistan) to any Confidential Information.

6.7 You acknowledge that Agriculture Department is subject to the Information Disclosure Requirements and shall assist and co-operate with the Agriculture Department.

6.8 Where you receive a Request for Information, you shall:

- As soon as reasonably practicable after receipt and in any event within five Working Days of receipt, forward the Request for Information to the Agriculture Department; and
- Provide all necessary assistance as reasonably requested by the Agriculture Department to enable the Agriculture Department to respond to any obligation under applicable law in this regard.
- You acknowledge that any lists or schedules provided by it outlining Confidential Information are of indicative value only and that the Agriculture Department may nevertheless be obliged to disclose Confidential Information in accordance with the Information Disclosure Requirements or where such Confidential Information has entered the public domain or been treated by you as non-confidential since the date when it was disclosed to the Agriculture Department.

7. TRANSFERRED DELIVERABLES

For the purposes of this agreement, the following shall be “Transferred Deliverables”: All reports and Data including maps, diagrams, drawings, specifications, plans, statistics, calculations, databases, software and supporting records or materials acquired, compiled or prepared by you in the performance of contract. You shall, upon completion of this tenure, deliver all such documents and data to Agriculture Department. You may not retain copies of such documents and data and shall not use them for purposes unrelated to this Agreement without the prior written consent of Agriculture Department.

8. COMPLIANCE WITH LAWS.

Each party shall comply with all applicable laws, ordinances, rules and regulations of Federal, state, and local governments and agencies relating to or affecting the work to be performed under the Contract.

9. Inspection/Acceptance:

The Consultant shall tender for acceptance only items that conform to the requirements of the Contract. DGA reserves the right to reject or revoke acceptance of any non-conforming items, and to inspect or test any supplies or services tendered for acceptance. DGA may require repair or replacement of nonconforming items or re-performance of nonconforming services at no increase in contract price.

10. Modifications:

The scope of work and other terms and conditions contained in the Contract shall not be added to, modified, superseded or otherwise changed except by a writing signed by Chief Technical Advisor, Agriculture Delivery Unit (ADU). In no event shall Chief Technical Advisor, Agriculture Delivery Unit (ADU), be liable to the consultant for payment for any extra work the consultant performs in addition to that required under the Scope of Work herein unless the consultant performs such work by written modification of the contract by the Chief Technical Advisor, Agriculture Delivery Unit

(ADU) and unless the contract is amended accordingly. No Officer, Director, employee or agent of Chief Technical Advisor, Agriculture Delivery Unit (ADU) is authorized to direct any extra work by oral order.

11. Force Majeure:

The Consultant shall not be liable for forfeiture of its Performance Guaranty or termination/blacklisting for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this clause Force Majeure means an act of nature or an event beyond the control of the Consultant and not involving the Consultant's fault or negligence directly or indirectly purporting to mis planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Consultant shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order/scope of work under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Consultant shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

In the event that performance of this Contract in the reasonable opinion of either party is made impossible by *force majeure*, then either party shall so notify the other in writing and Chief Technical Advisor, Agriculture Delivery Unit (ADU) shall either (a) terminate the Contract or (b) authorize the Consultant to complete performance of the Contract with such adjustments as are required by the existence of the *force majeure* and are agreed upon by the Parties.

12. Entire Agreement:

This agreement document and all its attachments incorporated therein represents and constitutes the entire Agreement between parties, and shall not be explained, modified, or contradicted by any prior or contemporaneous negotiations, representations, or agreements, either written or oral. Only a written instrument signed by each party may amend this Agreement.

13. Controlling Laws:

This contract shall be governed and construed in accordance with the Laws of Islamic Republic of Pakistan.

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CTA, Agriculture Delivery Unit (ADU)

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Consultant