

Ref: _____

**Expression of Interest [EOI] Document for
Short term Individual Consultancy Services**

Cluster-Base Extension Services in Punjab

UNDER

**Privatization of Extension Services to
Enhance the Service Delivery - (Revised)**



**PD-PSEP / DIRECTOR GENERAL
AGRICULTURE (EXTENSION)
GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT, LAHORE**

DISCLAIMER

This Expression of Interest (EOI) Document is provided to the recipient solely for use in preparing and submitting applications for short listing for individual consultant to carry out the Assignment as further detailed in this EOI Document. This EOI Document is being issued by Director General Agriculture (Ext. & AR) Punjab, “ Cluster base extension services” under, **“Privatization of Agriculture Extension Services to Enhance the Service Delivery - (Revised)”**(hereinafter referred as the “Procuring Agency” where relevant the term includes its employees, personnel, affiliated entities, consultants, advisors, agents and contractors etc.), solely for the use of the Applicant(s) interested in the Assignments enumerated hereunder. Unless expressly specified otherwise, all capitalized terms used herein shall bear the meaning as ascribed in this EOI Document.

This EOI is not an agreement and is neither an offer nor invitation by the Procuring Agency to the prospective Applicant(s) or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this EOI (the “Application”). This EOI includes statements, which reflect various assumptions and assessments arrived at by the Procuring Agency in relation to the Scheme. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant(s) may require. This EOI may not be appropriate for all persons, and it is not possible for the Procuring Agency, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EOI and obtain independent advice from appropriate sources.

Information provided in this EOI to the Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Procuring Agency accepts no responsibility of the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The evaluation criteria have been laid down for the purpose of short-listing of the Applicant(s). The Procuring Agency or its affiliated entities including its consultants, advisors, employees, personnel, agents, make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI or in any other Document made

available to a person in connection with the tendering process for the Assignment(s) or for any other written or oral communication transmitted to the recipient in the course of the recipient's evaluation and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way with short listing of Applicant(s) for participation in the Bidding Process.

The EOI submitted by any Applicant shall be upon the full understanding and agreement of any and all terms of this EOI Document and such submission shall be deemed as an acceptance to all the terms and conditions stated in this EOI Document. Any EOI submitted by any Applicant shall be construed based on the understanding that the Applicant has done a complete and careful examination of this EOI Document and has independently verified all the information received from the Procuring Agency.

This EOI Document shall neither constitute a solicitation to invest, or otherwise participate, in the Assignment, nor shall it constitute a guarantee or commitment of any manner on the part of The Procuring Agency that the Assignment will be awarded. The Procuring Agency reserves its right, in its full discretion, to modify the EOI Document and/or the Assignment at any stage during the procurement process to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the bidder for any costs, taxes, expenses or damages incurred by the Applicant in such an event. Similarly, The Procuring Agency reserves the right, in its full discretion, to cancel the EOI Document and/or Assignment at any stage of the prequalification process and shall not be liable to reimburse or compensate the Applicant for any costs, taxes, expenses or damages incurred by the Applicant(s) in such an event.

1. INTRODUCTION

1.1 DEFINITIONS

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

Procuring Agency:	PD-PSEP/Director General Agriculture (Ext & AR) Agriculture Department, Government of the Punjab, Lahore, Pakistan.
Applicant:	Means any individual/ person that is eligible, has the expertise and ability to undertake this 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 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 PROJECT

Sustainable growth of the agriculture sector stands vital for food security and rural development in Pakistan. It is a major contributor to the employment and foreign exchange earnings. In addition to that it provides industrial raw material, hence growth in this sector has multiple linkages with the overall economy. It contributes 22.29 percent to the GDP and provides employment to around 37.4 percent of the labour force, manager of rural landscape and environmental shield in protecting and upgrading the climate-resilient production and ecosystem.

Agricultural extension services need to be provided a harmonious system that links different categories of extension users to the value chain with the appropriate services, and innovative technologies. Smallholder farmers will be prime focus of this system for transfer of technologies through a combination of research, educational, farmer institutions for effective new extension services.

Public Sector agriculture extension wing is serving as lynchpin in Agriculture Department to transfer agriculture technologies developed at the research institutes and support water management, pest warning, field engineering and marketing, promotion and monitoring of agriculture inputs to produce and protect and market crops,

implementation of agriculture laws, execution of development program including subsidies and other farmers support programs with a significant role in district green programs and calamities (locust, flood, pest attack etc.). However, the challenges mentioned above are mounting and existing field services already engaged in multifarious jobs in districts are facing huge difficulties to manage the burgeoning challenges of 5.2 million farmers in Punjab.

Traditionally, agricultural extension services have been supply-driven, meaning that the information and services provided were determined by the expertise and priorities of the extension agents or agencies. However, demand-driven approaches recognize that farmers have diverse needs and preferences and that effective extension services should be tailored to meet those specific demands.

In demand-driven agriculture extension services, the extension providers engage with farmers and other stakeholders to identify their priorities, challenges, and areas where they need support. This involves conducting surveys, organizing focus group discussions, and holding consultations with farmers' organizations, cooperatives, and other local institutions. Based on the information gathered, extension programs and interventions are developed to address the identified needs and demands.

1.3 CLUSTERS OF FRUITS & VEGETABLE

S/No.	Category	Total Area (Acres)	Location	Remarks
1	Mango	2,44,503	Khanewal, Multan, Muzaffar garh, Bahawal Pur, Khanewal	7 Possible Clusters
2	Citrus Family	3,65,246	Sargodha, Chiniot, Lalian, Kot Momin, Bhalwal, Sillanwali	8 Possible Clusters
3	Guava	55,685	Sargodha, Faisal Abad, Lahore, Sheikhpura, Nankana Sahib, Okara, Sahiwal, Pakpattan, Bahawal Nagar	6 Possible Clusters
4	Vegetable (Mix)	5,79,913	Lahore, Chiniot, Okara, Deepal Pur, Toba Tek Singh, Kamalia, Sheikhu Pura, Khan Kah Dogran, Hazro	8 Possible Clusters
5	Tunnels	34,358	Farooq Abad, Safdar Abad, Khan Qah Dogran, Sheikhpura, Chiniot, Area), Kamalia, Cheecha Watni, Khushab, Sargodha	4 Possible Clusters

SECTION – II

INSTRUCTIONS TO APPLICANTS

FRAUD & CORRUPTION

- i. The Procuring agency requires that the Applicant observes 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 or any of its Members, declared Insolvent/blacklisted / debarred by any public-sector organization or department in Pakistan shall be ineligible for short-listing.

The applicants should belong to eligible countries as per current policies of the Federal Government of Pakistan.

LANGUAGE

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

EOI ADVERTISEMENT

The EOI advertisement shall form 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 amend the EOI Document by issuing an addendum.
- ii. Any addendum issued 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, 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 according to the given Annexure-II.
- 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 PD-PSEP/Directorate General Agriculture Ext. & AR, 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.

OPENING OF APPLICATIONS

The Procuring agency shall open (all) application(s) on the time & date indicated in EOI Request Form.

CONFIDENTIALITY

Information relating to the evaluation of Applications, and recommendation for short-listing, shall not be disclosed to the Applicants or any other persons not officially concerned with such process until the notification of short-listing is made to all Applicants.

CLARIFICATIONS OF APPLICATIONS

- i. To assist in the evaluation of applications, The Procuring agency may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- ii. If an Applicant does not provide clarifications of the information requested by the deadline, the application shall be evaluated based on the information and documents available at the time of evaluation of the application. Failing to provide requisite information may lead to rejection / disqualification of application.

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, advisors 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 Project and 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.

SECTION – III

TERMS OF REFERENCE (ToRs)

1. BRIEF BACKGROUND /INTRODUCTION

Demand-driven agriculture extension services are aimed to empowering farmers, improving their livelihoods, and enhancing agricultural productivity and sustainability. By aligning extension services with the specific needs and demands of farmers, cluster base extension services more targeted, responsive, and impactful in supporting agricultural development at farm level. To cope the challenge of the crop sector is to increase the reach of the extension services, individual extension service personals are engaging for provision of extension services in different cluster of the Punjab. There will be hybrid program wherein public and private sectors will work in their domains to increase reach of advisory services for which ICT services will be provided by PITB.

2. OBJECTIVE OF THE ASSIGNMENT

The overall project objective is to improve crop productivity. It will be achieved through increasing service delivery/efficiency and promoting diagnostic information at farm/farmer level for each crop and each crop growth stages.

The specific objective is to increase the reach of extension service to the farmers for their capacity building and increasing income through productivity enhancement, intensification and diversification in field crops, fruits, vegetables, and other high value crops and decreasing cost of production by reducing costs and improving efficiencies

3. SCOPE, DUTIES AND RESPONSIBILITIES OF INDIVIDUAL CONSULTANT

Following ToRs specifically focuses on the provision of extension services for cluster base individual farmers, ensuring a more personalized and effective approach to agricultural development. Outline the specific services to be provided through individual extension services, including:

- Select the individual farmers to receive extension services and the willingness of farmers to engage in the program and considering factors such as farm size, crop types etc.
- Ready to accept digital monitoring and progress review program and post progress on the given mobile application after meeting the given requirements. Random inspection from the client farmers will also be conducted for verification of progress of the consultant in an assigned cluster.
- Develop a systematic process for conducting needs assessments for individual farmers. Identify tools and methods for assessing specific challenges and opportunities on each farm

- Develop personalized extension plans for each farmer based on the findings of the needs assessment. Include short-term and long-term goals for sustainable agricultural practices
- Design training programs tailored to individual farmers' needs. Incorporate practical, hands-on sessions for skill development.
- Establish a framework for monitoring the progress of individual farmers receiving extension services. Define key performance indicators and evaluation criteria.
- Specify the reporting structure for individual extension services. Ensure that reports capture specific challenges, successes, and recommendations for each farmer.
- Engage with local farmers to garner support for individual extension services. Encourage Cluster participation in the development of sustainable farming practices.
- Develop a communication plan to inform individual farmers about the extension services. Establish regular channels for communication, including phone calls, text messages, and community meetings.
- Provide a clear timeline for the delivery of individual extension services. Include milestones for on-farm consultations, training sessions, and follow-up visits.
- Address ethical considerations related to providing personalized extension services and ensure confidentiality and respect for farmers' preferences and practices.
- Ensure compliance with local laws and regulations governing extension services. Obtain necessary approvals for individualized support programs.
- Any other assignment given by the Project Director PSEP/ DGA/

4. ROLE OF CLIENT AGENCY

1. Provide a comprehensive orientation to the consultant about the organization, project goals, and expectations.
2. Facilitate a smooth onboarding process.
3. Monitor the consultant's progress through approved modes regularly.
4. Ensure that the consultant is adhering to the agreed-upon scope and timeline
5. Address any issues or challenges that arise during the consultant's engagement.
6. Provide timely solutions to keep the project on track
7. Evaluate the consultant's performance against predefined criteria

5. QUALIFICATION AND EXPERIENCE REQUIREMENTS

Cluster base Individual Consultant	
Minimum Education	BSc (Hons) Agriculture Sciences (Major Horticulture)
Experience	<ul style="list-style-type: none">• Minimum 5 year Working Experience• Proven abilities to set priorities, to multitask, and to work collaboratively across technical disciplines.• Possess outstanding professional reputation and have strong demonstrated interpersonal, written, and oral presentation skills.• Experience and demonstrated knowledge of agricultural development programs and market systems approaches.• Ability to work well with others and to develop and maintain compatibility among project staff, subcontractors, consultants, and recipients of assistance.

6. DELIVERABLES AND LINKED PAYMENTS

- The payments are linked with submission of progress report and approval of time sheet. Digital monitoring will be done against KPIs for efficient service delivery in assigned cluster
- All expenses related to the consulting services including travel, transport, boarding, lodging and communication expenses will be paid by the consultant himself
- Consultant may comment on TORs and timelines of the deliverables

7. DURATION OF ASSIGNMENT:

Six Months. Period will be defined in contract

PD-PSEP/Director General Agriculture (Ext) Punjab Lahore

PROPOSAL/APPLICATION SUBMISSION FORM

Dear Sir,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, _____ the undersigned, offer to provide Professional Consulting services “ **Privatization of Agriculture Extension Services to Enhance the Service Delivery - (Revised)** “ 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 from 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.

Signature:

Date:

1. Detail of Applicant

S/No.	Detail	Description
1	Name	
2	Son / Daughter / Wife of	
3	Age	
4	CNIC No.	
5	Division Applied For	
6	Domicile District	
7	Contact No.	
8	Specialty	
9	Applied for Consultancy (Cluster)	Mango/Citrus/Guava/Vegetable/Tunnel
10	Total Years of Experience	
11	Employment History	
12	Detail Resume (Please Attached)	

Note:— Please attached relevant documents

2. Technical Proposal

Please Attach CV

Consultant Selection/ Evaluation Criteria

Contracting:.....Consultancy Services for

Type of Contract:Individual Contract.

Department:.....Directorate General Agriculture Ext. & AR

Reports to:PD-PSEP/Director General Agriculture (Extension) / PD PSEP

Duration:.....06 Months.

Duty Station:.....Assigned Location

1. QUALIFICATION AND EXPERIENCE REQUIREMENTS

Cluster base Individual Consultant	
Minimum Education	B.Sc. (Hons) Agriculture Sciences (Major Horticulture)
Experience	<ul style="list-style-type: none"> • Minimum 05 year Working Experience • Proven abilities to set priorities, to multitask, and to work collaboratively across technical disciplines. • Possess outstanding professional reputation and have strong demonstrated interpersonal, written, and oral presentation skills. • Experience and demonstrated knowledge of agricultural development programs and market systems approaches. • Ability to work well with others and to develop and maintain compatibility among project staff, subcontractors, consultants, and recipients of assistance. Well versed with ICT

2. PROCUREMENT PROCESS AND EVALUATION PROCEDURE

Under Punjab PP Rules-2014, Chapter-VII “Procurement of Consultancy Services” Clause-46-(b) PD/DGA, is authorized to hire short term consultancy services through a laid down selection process. Individual Consultant will be evaluated on qualification-cum-experience basis and his/her performance in interview.

Following Competences will be evaluated during interview:

- Academic qualification
- Working experience
- Demonstrated analytical and writing experience
- Communication and report writing skills
- Creativity/ out of box thinking
- Interview

Evaluation Analysis - Summary:

Criteria / Competences	Max: Score	Detail Description
Academic qualification	20	<ul style="list-style-type: none"> • Higher than required education, MSc/ PhD: 100% • BSc (Hons)(Having Specialization in Horticulture): [80%] • BSc (Hons) Agriculture (Agronomy, Agri.Extn. [70%]
Working Experience	45	<ul style="list-style-type: none"> • Specific related experience: • Specific experience of working in specific position: 85% • Overall General experience:
Demonstrated analytical and writing experience.	10	<ul style="list-style-type: none"> • Communication and report writing Skills and Creativity/ Out of box thinking
Communication and report writing Skills	10	<ul style="list-style-type: none"> • Focus on targeting the weak linkages to improve through demonstration and education to improve skills and productivity • Speaks at an appropriate pace to improve skills • Demonstrates engagement in conversations • Asks relevant questions • Manages conflicts through effective communication. • Encourages open dialogue to resolve difference
Interview	15	<ul style="list-style-type: none"> • As per performed during interview
Total	100	
Technical Qualified		

Analysis of Strengths & Weaknesses

S/No.	Consultant	Strengths	Weaknesses
1			
2			.
3			.

RECOMMENDATION

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EVALUATION PANEL (PSSC)

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Date

Date

Date

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CONTRACT FOR THE PROVISION OF CONSULTANCY SERVICES

Between

PD-PSEP / Director General Agriculture (Extension)

(Herein referred to as "DGA")

Having Its Office At: Agriculture House, 21 Davis Road, Lahore, Pakistan.

And

Mr.

CNIC. No.

(Herein referred to as "Consultant")

Located At:

Contract Number: _____
Total Cost of the Contract PKR-
Effective Date: _____
Services Completion Date: _____
Contract Completion Date: _____

ATTACHMENTS

Attachment 01: General Provisions

1. BACKGROUND

Agricultural extension services need to be provided a harmonious system that links different categories of extension users to the value chain with the appropriate services, and innovative technologies. Smallholder farmers will be prime focus of this system for transfer of technologies through a combination of research, educational, farmer institutions for effective new extension services.

The overall project objective is to improve crop productivity. It will be achieved through increasing service delivery/efficiency and promoting diagnostic information at farm/farmer level for each crop and each crop growth stages. The specific objective is to increase the reach of extension service to the farmers for their capacity building and increasing income through productivity enhancement, intensification and diversification in field crops, fruits, vegetables, and other high value crops and decreasing cost of production by reducing costs and improving efficiencies

2. TYPE OF CONTRACT

This is an Individual contract.

3. DURATION AND TIMING OF ASSIGNMENT

- i. The services of the Consultant will be hired for a period of **06 months** as agreed .
- ii. The Consultant shall work Six (06) days a week, Monday through Saturday
- iii. Occasionally and depending on business need, the consultant may need to work on hours and days outside the usual working days at field

4. REMUNERATION

- i. Consultant's monthly remuneration will be **PKR- 100,000/- (One Lac only)**.
- ii. Monthly remuneration is based on submission and approval of monthly attendance/ time sheet and verification from digital mobile application.
- iii. The total budget for this contract shall not exceed **PKR- 600,000/-**
- iv. All payments will be subject to the applicable Government taxes.
- v. All invoices / payment requests must bear the NTN and or CNIC number. In case of tax exemption, valid Exemption Certificate must be provided.

5. SCOPE OF WORK

The responsibilities of the Consultant will include but not limit to the following:

- a. Select the individual farmers to receive extension services and the willingness of farmers to engage in the program and considering factors such as farm size, crop types etc.

- b. Ready to accept digital monitoring and progress review program and post progress on the given mobile application after meeting the given requirements. Random inspection from the client farmers will also be conducted for verification of progress of the consultant in an assigned cluster.
- c. Develop a systematic process for conducting needs assessments for individual farmers. Identify tools and methods for assessing specific challenges and opportunities on each farm
- d. Develop personalized extension plans for each farmer based on the findings of the needs assessment. Include short-term and long-term goals for sustainable agricultural practices
- e. Design training programs tailored to individual farmers' needs. Incorporate practical, hands-on sessions for skill development.
- f. Establish a framework for monitoring the progress of individual farmers receiving extension services. Define key performance indicators and evaluation criteria.
- g. Specify the reporting structure for individual extension services. Ensure that reports capture specific challenges, successes, and recommendations for each farmer.
- h. Engage with local farmers to garner support for individual extension services. Encourage Cluster participation in the development of sustainable farming practices.
- i. Develop a communication plan to inform individual farmers about the extension services. Establish regular channels for communication, including phone calls, text messages, and community meetings.
- j. Provide a clear timeline for the delivery of individual extension services. Include milestones for on-farm consultations, training sessions, and follow-up visits.
- k. Address ethical considerations related to providing personalized extension services and ensure confidentiality and respect for farmers' preferences and practices.
- l. Ensure compliance with local laws and regulations governing extension services. Obtain necessary approvals for individualized support programs.
- m. Any other assignment given by the DGA/Project Director PSEP

6. DUTY STATION

Duty station will be _____ with occasional travel to project area in the province of Punjab.

7. PENSION

Appointment/service on contract basis shall be non-pensionable.

8. CONTRIBUTION/G.P. FUND

- A. The consultant/contract employee shall not pay any pension or contributory Provident Fund.
- B. The consultant/ contract employee shall also not contribute towards General Provident Fund.

9. CONTRIBUTION TOWARDS GROUP INSURANCE/ BENEVOLENT FUND

- A. The consultant/ contract employee shall not contribute towards Group Insurance and Benevolent Fund.
- B. A civil servant, employee on contract, shall continue to contribute towards Group Insurance and Benevolent Fund as per Rules.

10. LEAVE

- A. Casual leave not exceeding 12 days per year shall be admissible. The competent authority may grant 10 days casual leave at a time or, in special circumstances, 15 days casual leave at one time.
- B. Leave on medical grounds without pay shall be admissible on production of medical certificate by the competent authority as per Punjab Medical Attendance Rules, 1959. However, if medical leave continues beyond three (3) months, his contract shall be liable to be terminated.
- C. Leave for Umra up to 15 days without pay may be allowed to the contract appointee/ consultant once during his tenure.

11. TRANSFER / POSTING

- A. The consultant/contract appointment shall be post specific, and non-transferable. Consultant/Contract appointee shall not, under any circumstances claim any right for transfer from one post to another post.
- B. Nothing contained in clause (a) above, shall, however, preclude the competent authority, for reasons to be recorded in writing, to allow one-time transfer during the tenure of 3 to 5 years as a special dispensation. However, local candidates may be adjusted locally, if possible, so that demand for further transfer may not arise.

12. REPORTING AND DELIVERABLES

The consultant will provide services as mentioned in the Clause 5 “Scope of Work”

13. PERFORMANCE

The consultant is required to fulfil the obligations mentioned in this contract unless otherwise mutually agreed in writing. If the consultant fails to complete the work

as per the agreed terms and conditions, Directorate General Ageiculture (DGA, Ext & AR) Lahore holds the right to terminate the contract and the consultant will return the advance payment within 15 days after receiving the termination notice from Directorate General Ageiculture (DGA, Ext & AR) Lahore (if advance payment has been made)

14. GENERAL PROVISIONS

General Provisions are attached as 'attachment 01'.

15. NOTICES

If there are any notices, queries or comments concerning the contract from either party, written notification has to be sent to the following:

For: _____
End of Contract

GENERAL PROVISIONS

1. INDEPENDENT ORGANIZATION

It is understood and agreed that Consultant is furnishing services to DGA as an independent consultant, and nothing contained in the Contract between DGA 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 PD PSEP/Director General Agriculture (Ext & AR) of Agriculture Department 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 PD-PSEP/Director General Agriculture (Ext & AR), Agriculture Department, and 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:
 - o All In-put Material and all copies of information and data provided by the Agriculture Department 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
 - o 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. PD/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. PD/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 PD-PSEP/Director General Agriculture (Ext & AR), In no event shall PD PSEP/Director General Agriculture (Ext & AR), 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 PD PSEP/Director General Agriculture (Ext & AR) and unless the contract is amended accordingly. No Officer, Director, employee or agent of PD PSEP/Director General Agriculture (Ext. & AR) 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 it's 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 PD PSEP/Director General Agriculture (Ext & AR) 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.

PD-PSEP / Director General Agriculture (Extension) Punjab Lahore

Consultant

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