

TERMS OF REFERENCE (TORS)
FOR
PROCUREMENT CONSULTANT
FOR THE CHIEF MINISTER’S INITIATIVE "PLANT FOR PAKISTAN" &
“AGRO FORESTRY FOR FOREST WASTE LAND”

1. INTRODUCTION / BRIEF BACKGROUND

"Punjab, the most populous province in Pakistan, has been grappling with significant environmental challenges, including pollution, degradation, and ecosystem depletion. To address these issues, the Chief Minister of Punjab has initiated a flagship project titled "Chief Minister's Plant for Pakistan Initiative" and “Agro Forestry for Forest Waste Land”. This ambitious project aims to restore and conserve ecosystems, enhance biodiversity, improve environmental quality, and increase forest cover. By doing so, it will contribute to achieving Sustainable Development Goals (SDGs) and reducing carbon emissions through afforestation.

Furthermore, as part of the province’s broader environmental sustainability efforts, the initiative also includes the installation of solar based tube wells / pump system to promote renewable energy adoption. By transitioning these water sources to solar power, the project aims to ensure a sustainable and energy-efficient water supply for afforestation efforts, reduce reliance on fossil fuels, and lower operational costs.

2. OBJECTIVE

The objective of this assignment is to hire Procurement Consulting Firm under PPRA Rule 46(A) for the following tasks:

- **Ensure Compliance:**

Support the organization in ensuring all procurement activities comply with relevant procurement laws, regulations, policies, and best practices.

- **Optimize Procurement Processes:**

Improve efficiency, transparency, and cost-effectiveness in procurement operations.

- **Risk Management:**

Identify procurement-related risks and propose mitigation strategies.

- **Capacity Building:**

Provide training, knowledge transfer, and mentoring to staff to strengthen internal procurement capabilities.

- **Quality Assurance:**

Ensure that procurement procedures result in the selection of high-quality goods, services, and works at competitive prices.

- **Support Strategic Procurement:**

Assist in the development of procurement strategies aligned with the organization's goals and objectives.

3. SCOPE OF WORK

- i. **Procurement Planning:**
 - a. Assist in developing annual procurement plans.
 - b. Identify procurement needs and scheduling based on project timelines.
- ii. **Preparation of Tender Documents:**
 - a. Draft Bidding Document/ Request for Proposals (RFP), Invitation to Bid (ITB), and Request for Quotation (RFQ).
 - b. Define technical specifications, evaluation criteria, and terms of reference.
- iii. **Bid Management:**
 - a. Support in bid advertisements and managing pre-bid meetings.
 - b. Assist in responding to bidder queries.
 - c. Facilitate the bid opening process.
- iv. **Evaluation Support:**
 - a. Guide the evaluation committee on technical and financial evaluations.
 - b. Ensure objective and transparent evaluation in line with PPRA rules 2014.
- v. **Contract Management Assistance:**
 - a. Support contract negotiations.
 - b. Monitor supplier performance.
 - c. Provide advice on contract variations, extensions, or dispute resolutions.
- vi. **Capacity Building:**
 - a. Organize training sessions on procurement procedures and best practices.
 - b. Develop procurement manuals and guidelines.
- vii. **Reporting:**
 - a. Prepare regular procurement progress reports.
 - b. Provide documentation and audit support.
- viii. **Advisory Services:**
 - a. Provide on-call advice for complex procurement cases.
 - b. Assist in aligning procurement with organizational strategy.
- ix. **Responding to grievances:**
 - a. Responding to grievances for the assignment (if any) and drafting Letter of Award (s) to the successful Bidder.
 - b. Responding to grievances for the assignment (If any) Award of Contract to Successful Bidder and carry out the process of signing of Contract between the Consultant/contractor/ firm and Client (PEECP).

4. ROLE OF THE CLIENT

- i. **Provide Access to Information:**
 - a. Share all necessary documentation, such as existing procurement policies, contracts, budgets, project plans, and legal frameworks.
 - b. Grant access to relevant stakeholders and internal systems as needed.
- ii. **Facilitate Communication:**

- a. Designate focal points or contact persons within the organization to coordinate with the consultant.
 - b. Arrange meetings, workshops, or interviews with key staff and departments.
- iii. **Decision-Making:**
 - a. Review and approve key documents and deliverables prepared by the consultant (such as procurement plans, tender documents, evaluation reports).
 - b. Make timely decisions to avoid delays in the procurement process.
- iv. **Provide Resources:**
 - a. Ensure the consultant has access to office space, internet, printing, and other logistical support if required.
 - b. Facilitate access to procurement software or tools used within the organization.
- v. **Compliance and Oversight:**
 - a. Ensure that the consultant's work aligns with the organization's internal policies and any external regulations (such as donor or government guidelines).
 - b. Monitor the consultant's performance and adherence to the contract terms.
- vi. **Review and Feedback:**
 - a. Provide timely feedback on reports, strategies, and recommendations submitted by the consultant.
 - b. Act on recommendations where appropriate to improve procurement operations.
- vii. **Capacity Building Participation:**
 - a. Support staff involvement in any training or capacity-building initiatives the consultant provides.
 - b. Encourage knowledge transfer and institutional learning.
- viii. **Contract Administration:**
 - a. Manage the consultant's contract, including payments, extensions, and deliverable approvals.
 - b. Ensure that contractual obligations from both sides are fulfilled.
- ix. **Conflict Resolution:**
 - a. Address and resolve any disputes or misunderstandings that may arise during the assignment.

5. DURATION OF THE ASSIGNMENT

Duration of the assignment is set for six months to execute the task in timeframe.

6. DELIVERABLES

Sr. No.	Deliverables	Payments Percentage
1.	Preparation of Advertisement and preparation of Pre-Qualification Documents (PQD)	20%
2.	Submission of evaluation report of Pre-Qualification Proposals	20%
3.	Preparation and Finalization of RFP / Bidding Documents	20%
4.	Submission of evaluation report of Technical Proposals	20%
5.	Preparation of draft Contract Agreement	20%
	Total	100%

Note: Payment terms may vary at the time of signing of a contract with the mutual consent of both parties.

7. QUALIFICATION AND EXPERIENCE OF THE FIRM

The consultancy firm should provide the following details

i. Mandatory Requirements for consultancy Firm:

- Registration with NTN
- Registration with PEC
- Provide non-blacklisting undertaking on letter head/ Non-Judicial Affidavit
- Provide evidences of work experience procurement nature
- Provide JV agreement on letter head / Non-Judicial Affidavit (if Applicable)

ii. Team with following qualification and experience:

The tentative **key personnel** required but not limited to for the services are:

S.No	Staff Required	Quantity	Qualification	Experience
1.	Procurement Specialist	01	Masters Degree & Bachelor's degree in Engineering /MBA/Law/Supply Chain Management	08 years of professional experience in relevant field
2.	Engineer	01	Bachelor's Degree Electrical	05 years of experience in relevant field
3.	Finance Expert	01	MBA/CA/ACCA/M.COM	05 years of experience in relevant field
4.	Contract Management Specialist	01	Bachelor's Degree (LAW/MBA/Supply Chain Management)	Minimum 5 years of experience in contract management, contract evaluation, conflict resolution and assessments for contract specifications and variations etc.

8. PROFESSIONAL LIABILITY OF CONSULTANT:

The professional liability of the consultant shall be as defined in Rule 54 of the Punjab Procurement Rules,2014 (amended till date).