

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH**

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**CORRIGENDUM**

In continuation of Ministry of National Food Security and Research's Request for Proposal (RFP) for hiring of five (05) posts of Consultants published in **THE NEWSPAPER & ROZNAMA AUSAF NEWSPAPERS** on 09.02.2025, the TORs of the post of Consultant (Legal) is amended and re-published / uploaded on E-PADS, PPRA website as well as on the website of this Ministry [www.mnfsr.gov.pk](http://www.mnfsr.gov.pk)

**Joint Secretary (Admn)**  
Ministry of National Food Security and Research  
Room No.312, 3<sup>rd</sup> Floor, B-Block Pak Secretariat,

**Islamabad**

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH**

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**REQUEST FOR PROPOSALS (RFP)**

**HIRING OF CONSULTANTS**

Ministry of National Food Security & Research (MNFSR) seeks to engage highly qualified and experienced professional to assist the process of establishment of new regulatory framework for international trade of plant **quarantine, animal quarantine, and seed certification**, and aligning National Food Safety, Animal Plant and Health regulatory Authority (NFSAPHRA)'s operations with international standards and enhancing Pakistan's food and agricultural export potential as Full Time **Consultants as per following details:-**

- i. Consultant (Institutional Development)**
- ii. Consultant (Tech)**
- iii. Consultant (Coordination)**
- iv. Consultant (Legal)**
- v. Consultant (Food Security)**

RFP documents regarding requirements, description of assignment, ToRs, tenure and evaluation criteria are available on E-PADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)). **Single stage two envelop method (Technical Proposal and Financial Proposal two separate bids) of selection will be adopted as per PPRA Rules, 2004.**

The electronic RFP response, prepared in accordance with the instructions provided in the RFP Documents, must be submitted by using E-PADS within or before 15 days of the publication of advertisement which shall be opened on **27.02.2025** at 11:00 AM at committee room of Ministry of National Food Security and Research, B-Block, Pak Secretariat, Islamabad in the presence of consultants/ representatives of the consultants who may chose to be present. Responses in hard form shall not be accepted. This advertisement is also available on website of Ministry of National food Security and Research [www.mnsfr.gov.pk](http://www.mnsfr.gov.pk) and Public Procurement Regulatory Authority (PPRA) [www.ppra.gov.pk](http://www.ppra.gov.pk)

**Joint Secretary (Admn)**  
Ministry of National Food Security and Research  
Room No.312, 3<sup>rd</sup> Floor, B-Block Pak Secretariat,  
**Islamabad**

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**Section II**  
**Instructions to Consultants**

<p><b>1. Scope of Request for proposal</b></p>	<p>Ministry of National Food Security &amp; Research (MNFSR) seeks to engage highly qualified and experienced professional to assist the process of establishment of new regulatory framework for international trade of plant <b>quarantine, animal quarantine, and seed certification</b>, and aligning National Food Safety, Animal Plant and Health regulatory Authority (NFSAPHRA)'s operations with international standards and enhancing Pakistan's food and agricultural export potential as Full Time <b>Consultants as per following details:-</b></p> <ul style="list-style-type: none"> <li><b>i. Consultant (Institutional Development)</b></li> <li><b>ii. Consultant (Tech),</b></li> <li><b>iii. Consultant (Coordination)</b></li> <li><b>iv. Consultant (Legal)</b></li> <li><b>v. Consultant (Food Security)</b></li> </ul>
<p><b>2. One RFP per Consultant</b></p>	<p>The Consultant shall submit only one RFP. Joint venture (JV) or Sub-Consultancy is not allowed.</p>
<p><b>3. Cost of RFP</b></p>	<p>The Consultant shall bear all costs associated with the preparation and submission of its RFP and the Procuring Agency will in no case be responsible or liable for those costs whether or not the Consultant qualify for the award of contract.</p>
<p><b>4. Contents of RFP</b></p>	<p>The contents of the RFP Documents are listed below. These should be read in conjunction with any addenda that may be issued before the closing date.</p> <ul style="list-style-type: none"> <li>i. Request for RFP/Letter of Invitation</li> <li>ii. Instructions to Consultants</li> <li>iii. Evaluation Criteria</li> <li>iv. Terms of Reference</li> <li>v. Guidelines for Submission of Interests</li> <li>vi. Letter for Submission of Interest</li> <li>vii. Applicant Information Form</li> <li>viii. Format of Undertaking</li> </ul>
<p><b>5. Amendment of RFP Documents</b></p>	<ul style="list-style-type: none"> <li>i. At any time prior to the deadline for submission of RFP, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective Consultant, amend the RFP document. Amendments will modify or replace/supersede earlier ones.</li> <li>ii. Amendments will be provided in the form of Addenda to the RFP document, which will be uploaded on the E-PADS. Addenda will be binding on the Consultants. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Consultants in its RFP.</li> <li>iii. To allow prospective Consultants reasonable time to take the amendment into account in preparing their RFP, the Procuring Agency may, at its discretion, extend the deadline for the submission of RFP.</li> </ul>

<b>A. Preparation of RFP</b>	
<b>6. Language of RFP</b>	The RFP prepared by the Consultant, as well as all correspondence and documents relating to the RFP exchanged by the Consultant and the Procuring Agency shall be written in English or Urdu.
<b>7. Documents Comprising the RFP</b>	The RFP submitted by the Consultants shall comprise all the documents to establish their Eligibility/Qualification including incorporation/registration documents as per prevailing laws which includes but not limited to copies of incorporation certificate, tax registration certificates, active taxpayer proof, etc.
<b>B. Submission of RFP</b>	
<b>8. Sealing &amp; Marking of RFP</b>	The consultant shall submit RFP documents through E-PADS. Responses in hard form shall not be accepted.
<b>9. Deadline for Submission of RFP</b>	RFP must be received by Procuring Agency through E-PADS as per the deadline given in the Letter of Invitation.
<b>10. Late Submission of RFP</b>	E-PADS portal will not entertain the RFP responses after the prescribed deadline.
<b>C. Evaluation Comparison of</b>	
<b>11. Evaluation and Comparison of RFP</b>	<p>11.1 Evaluation and comparison of RFP will be on the basis of Eligibility/Qualification Criteria of the post as mentioned in Section-II</p> <p>11.2 Under the provision of Rule 48 of Public Procurement Rules 2004 (PPR-2004), any Consultant may file its written complaint against the eligibility parameters or any other terms and conditions as prescribed in the EOI Document, if found contrary to the provisions of the procurement regulatory framework, the same shall be addressed by the Grievance Redressal Committee (GRC) well before the EOL submission deadline. The details of Grievance Redressal Committee (GRC) is given on the Public Procurement Regulatory Authority's website: <a href="http://www.ppra.org.pk">www.ppra.org.pk</a></p>
<b>12. Performance Guarantee of the contract</b>	The successful bidder is required to submit performance guarantee of 10% of contract amount as per Rule-39 of PPR-2004.
<b>12. Overriding Effect of PPR2004</b>	Whenever there is any conflict in these documents, PPR-2004 and Procurement of Consultancy Service Regulations (PCSR-2010) shall prevail.

**Section III**  
**Eligibility/Qualification Criteria**

**The Evaluation of Request for proposal will be evaluated based on following parameters:**

#	Parameter	Evaluation Criteria	Means of Verification
1	Age	As prescribed in ToR of each consultant attached with RFP	Copy of CNIC/ Matriculation Certificate Acceptable to the Procuring Agency
2	Active Taxpayers List(ATL)	The Consultant must appear on Active Taxpayers List (ATL) of FBR	Copy of NTN and Proof of ATL
3	Educational Qualification	The Consultant should have relevant qualification as prescribed in ToRs of each consultant attached with RFP.	Copy of Certificates of requisite educational qualification or Any Other Relevant Documentary Proof Acceptable to the Procuring Agency.
4	Experience	The Consultant should have relevant number of years experience as prescribed in ToRs of each consultant attached with RFP.	Copies of experience Certificate(s) or Any Other Relevant Documentary Proof Acceptable to the Procuring Agency.
5	Skill set	As prescribed in ToR of each consultant attached with RFP	Copies of experience Certificate(s) or Any Other Relevant Documentary Proof Acceptable to the Procuring Agency.
6.	Not Blacklisted, Debarred and Not on NACTA Sanctioned list	The Consultant should submit an affidavit that it is not blacklisted or debarred by an organization and is not on the sanctioned list of the National Counter Terrorism Authority (NACTA),	Affidavit on stamp paper of Rs. 100/- as per the format provided at Section VIII of RFP document.

## Section-IV

### Terms of Reference

#### **CONSULTANT (COORDINATION)**

The Ministry of National Food Security & Research (MNFSR) seeks to engage a highly qualified and experienced professional as **Full Time Consultant (Coordination)** to assist the process of establishment of new regulatory framework for international trade of plant **quarantine, animal quarantine, and seed certification**, and aligning NFSAPHRA's operations with international standards and enhancing Pakistan's food and agricultural export potential. The ideal candidate will possess exceptional leadership skills, a strong regulatory background, and a vision for building institutional capacity to ensure biosecurity and compliance in agricultural trade.

**Age:** 30-65 years

#### **Educational Qualifications**

- Doctorate degree in Entomology/Plant Protection/Plant Pathology or equivalent qualification from a HEC recognized university. Candidate having management course from any public policy institution will be given preference.

#### **Experience**

- Minimum 20 years of professional experience in the field of prescribed educational qualification and at least 10 years in policy formulation and coordination in public sector organization.

#### **STATEMENT OF PURPOSE**

To enhance Pakistan's export competitiveness and improve the quality of agricultural and food exports, it is crucial to address the gaps in the existing regulatory regime. Despite the country's strong crop production, capabilities, farm practices often fail to meet quarantine and food safety standards, limiting access to international markets and increasing the risk of trade interceptions. To bridge these gaps, Pakistan requires to implement a robust food safety and SPS-compliance system and regulatory framework that aligns with global standards. This framework

is essential to strengthen the country's capacity to meet export requirements, ensure food safety, and promote sustainable growth in the agricultural export sector.

The establishment of the NFSAPHRA aims to modernize and update Pakistan's regulatory infrastructure. Consultant (Coordination) is required to design the organizational framework, establish a robust regulatory infrastructure, and develop national and international linkages. By driving the campaign for export competitiveness and quality enhancement, the consultant will play a pivotal role in building Pakistan's capacity to meet global trade standards, reduce trade barriers, and unlock the full potential of its food and agricultural exports.

## **BACKGROUND**

The NFSAPHRA shall be an Authority under the Ministry of National Food Security & Research (MNFSR). It oversees **plant quarantine, animal quarantine, and seed certification** in compliance with international treaties and frameworks such as **WTO-SPS, IPPC, OIE, WOH, Codex Alimentarius** and **ISTA**.

NFSAPHRA shall play a critical role in ensuring export competitiveness, compliance with SPS and food safety standards, biosecurity, trade facilitation, and agricultural sustainability. The Consultant (Cord.) NAPHRA shall provide strategic leadership to address operational gaps, streamline processes, and align the authority with international best practices

## **JOB DESCRIPTION:**

- Act as the Team Lead responsible for overseeing and managing the full process of establishing the Authority, ensuring all tasks are completed within the specified time frame.
- Develop a detailed three-month work plan for the assignment of establishing NFSAPHRA, ensuring clear deliverables and milestones.
- Prepare and present a comprehensive work plan spanning over 03 months, structured on weekly activity plan for of his duties along with other consultants, aligning with organizational objectives and priorities.
- Submit progress twice a week to the Joint Secretary (Concerned), including updates on key achievements, challenges, and mitigation measures.
- Collect, review, and analyze the work plans of all consultants, ensuring timely deliverables and alignment with agreed timelines.



- Monitor other allied consultant's performance, provide necessary feedback, and ensure compliance with project objectives and deliverables.
- Facilitate effective coordination among consultants by organizing and leading team meetings to address challenges and maintain consistent progress.
- Schedule and manage meetings with relevant ministries, external stakeholders, and associated departments to foster collaboration and gather critical input.
- Organize brainstorming workshops, policy consultation sessions, and, if necessary, national-level conferences to incorporate diverse stakeholder perspectives into the establishment of NFSAPHRA.
- Design and implement operational policies, procedures, and systems to support the Authority and its affiliated entities during and after establishment.
- Ensure the provision of logistical and operational support to teams, allocating resources efficiently and facilitating smooth workflows.
- Oversee administrative operations, including finance, procurement, and logistics, ensuring compliance with government regulations and project timelines.
- Coordinate with consultants to compile and validate reports, deliverables, and knowledge products, ensuring high-quality and timely submissions.
- Integrate other consultants outputs into a final comprehensive report to present to relevant authorities for approval.
- Create the structural and operational framework for NFSAPHRA and its affiliated entities, identifying and addressing process inefficiencies.
- Lead the planning and execution of capacity-building initiatives, including training programs and workshops, to prepare staff and stakeholders for operational responsibilities.
- Maintain accurate and organized records of all meetings, key decisions, and follow-ups to ensure transparency and accountability.
- Act as the central communication point between government bodies, exporters, industry representatives, and other stakeholders, ensuring effective information sharing and adherence to international standards.
- Coordinate cross-functional activities, aligning processes with organizational goals and legal frameworks to support the Authority's establishment.
- Identify challenges, propose innovative solutions, and proactively ensure all tasks are completed within defined timelines and quality standards.

- Any other task assigned by Ministry during the course of work relevant to the scope of job.

### **DELIVERABLES:**

- Develop and present a comprehensive **three-month work plan** for the establishment of NFSAPHRA, ensuring all tasks are aligned with organizational objectives and timelines, including resource allocation and task prioritization.
- Submit and present **weekly progress reports** to the Joint Secretary (concerned), detailing key achievements, challenges, proposed mitigation measures, and any adjustments to the work plan.
- **Analyze and finalize work plans** from all consultants, ensuring alignment with project goals, deliverables, timelines, and budget constraints for efficient execution.
- **Compile and validate reports** and deliverables from consultants, cross-referencing data with project requirements to ensure quality and consistency.
- Submission of **comprehensive final report** to present to relevant authorities for approval, making necessary revisions based on feedback and ensuring all requirements are met.
- Create a **stakeholder engagement framework** for effective coordination, addressing cross-cutting issues related to food security, animal, and plant health, and fostering partnerships for project success.
- Develop a **risk management strategy** to proactively identify and mitigate potential risks related to the establishment and operations of NFSAPHRA, ensuring continued progress.
- **Collaborate with internal and external stakeholders** to ensure the proper legal framework, technical guidelines, and administrative processes are in place for smooth project execution.
- **Coordination and Leading** other consultants towards achieving the goal of establishment of Authority.
- Any other milestone, action, knowledge, instrument required during course of assignment relevant to the scope of assignment.

### **DESIRED SKILL SET**

- Strong analytical, organizational, and problem-solving skills.
- Familiarity with regulatory compliance and international trade frameworks.
- Proficiency in MS Office and data management tools.

- Effective communication and teamwork capabilities.

### **REPORTING LINE**

The Consultant (Cord.) shall report to the JS Concerned or an equivalent senior official designated by MNFSR.

### **JOB TENURE**

- Initial contract for **03 months full-time**, extendable for another 03 months based on performance and organizational requirements.
- 02 weeks probationary period with full salary and benefits will apply.

### **CONSULTANT(INSTITUTIONAL DEVELOPMENT)**

The Ministry of National Food Security & Research (MNFSR) seeks a highly competent and experienced professional to serve as **Full Time Consultant (Institutional Development)** at the **National Food Safety Animal and Plant Health Regulatory Authority (NFSAPHRA)**. This role involves overseeing administrative operations, human resources management, financial planning, and legal compliance to support the regulatory and operational objectives of Authority. The ideal candidate shall have adequate experience in managing internal systems, ensuring legal and regulatory compliance, and driving organizational efficiency in alignment with NFSAPHRA's mission.

**Age:**45-65 years

### **Educational Qualifications:**

- Master's degree in Business Administration, Public Administration, Human Resource Management, Finance, organizational development, Law or equivalent degree recognized by HEC.
- Additional certifications in corporate governance, financial management, labor law, or regulatory compliance are preferred.

### **Experience:**

- Minimum 25 years of professional experience, with at least 05 years in leadership roles in administration, institutional development, HR, finance, or legal obligations in public sector organizations, regulatory bodies, or private institutions.
- At least 05 years of experience working with International Organizations such as World Bank, Asian Development Bank, United Nations etc.
- Proven expertise in organizational development, financial oversight, HR management, regulatory and legal compliance.
- Strong track record of managing complex administrative operations and developing policies for effective governance.

### **STATEMENT OF PURPOSE:**

To enhance Pakistan's export competitiveness and improve the quality of agricultural and food exports, it is crucial to address the gaps in the existing regulatory regime. Despite the country's strong crop production, farm practices often fail to meet quarantine and food safety standards, limiting access to international markets and increasing the risk of trade interceptions. To bridge these gaps, Pakistan requires a robust food safety and SPS-compliance, regulatory framework that aligns with global standards. This framework is essential to strengthen the country's capacity to meet export requirements, ensure food safety, and promote sustainable growth in the agricultural export sector.

The establishment of (NFSAPHRA) aims to modernize and update Pakistan's regulatory infrastructure. A Consultant (ID) is required to design the organizational framework, establish a robust regulatory infrastructure, and develop national and international linkages. By driving the campaign for export competitiveness and quality enhancement, the consultant will play a pivotal role in building Pakistan's capacity to meet global trade standards, reduce trade barriers, and unlock the full potential of its food and agricultural exports.

### **BACKGROUND**

The **NFSAPHRA** shall be an Authority under the Ministry of National Food Security & Research (MNFSR). It oversees **plant quarantine, animal quarantine, and seed certification** in compliance with international treaties and frameworks such as **WTO-SPS, IPPC, OIE, WOA, Codex Alimentarius** and **ISTA**.

NFSAPHRA shall play a critical role in ensuring export competitiveness, compliance with SPS and food safety standards, biosecurity, trade facilitation, and agricultural sustainability.

The Consultant (ID) NFSAPHRA shall provide strategic leadership to address operational gaps, streamline processes, and align the authority with international best practices.

**JOB DESCRIPTION:**

- Draft initial strategic organizational framework policies, standard operating procedures (SOPs), and guidelines for NFSAPHRA.
- Align NFSAPHRA organizational frameworks with national legislation and international best practices.
- Identify gaps and propose amendments in existing organization frameworks of departments related to food safety, animal health, plant protection and seed certification.
- Develop organizational structure with clearly defined roles and responsibilities of various roles.
- Recommend resource allocation (human, financial, and technical) for effective operations and logistics for one time establishment and recurrent operations on annual basis.
- Coordinate with relevant stakeholders, including government agencies, private sector entities, and international partners, to gather input and build consensus on proposed organization development frameworks.
- Prepare procurement plans including office setup, procurement of essential equipment, and IT infrastructure.
- Draft initial budgets and funding requirements for the authority's establishment and subsequent operationalization.
- Provide weekly progress report to MNFSR, for timely implementation.
- Submit a comprehensive report at the end of the consultancy, summarizing deliverables, challenges, and recommendations.
- Any other related task assigned by the Ministry.

**DELIVERABLES:**

- **Design an institutional national coordination framework** to integrate efforts across relevant government entities, private sectors, and international partners.
- Create an **organizational chart and organogram reflecting** hierarchical and functional roles within the framework.
- **Design a comprehensive regulatory framework** for NFSAPHRA, ensuring alignment with national policies and international standards.

- **Develop job descriptions (JDs)** for each post within the organizational framework, detailing roles, responsibilities, and qualification criteria and remuneration package.
- **Prepare an HR Manual** outlining recruitment, training, performance evaluation, and succession planning protocols.
- **Design an Organizational HR Development Plan** to build capacity, address skill gaps, and support long-term institutional goals.
- **Prepare an Operational Manual** providing detailed guidance on day-to-day functions, business process workflows, and resource management.
- **Develop a business flow chart** visualizing critical operational processes and their interconnections.
- **Design business procedures, processes, and KPIs** to measure efficiency, effectiveness, and quality of service delivery.
- **Create a Monitoring and Evaluation (M&E) Matrix** with clear indicators, targets, and reporting mechanisms to track progress and assess impact.
- **Establish a feedback loop mechanism** to ensure continuous improvement based on project performance and stakeholder inputs.
- **Develop performance evaluation matrix** and corresponding performance assessment forms for staff's periodic performance measurement.
- **Procurement plan** for hiring services and purchasing goods in alignment with government framework issued by PPRA.
- Any other milestone, action, knowledge, instrument required during course of assignment relevant to the scope of assignment.

**DESIRED SKILL SET:**

- Strong leadership and decision-making abilities with a focus on organizational development preferably with multilateral international organizations.
- Expertise in **HR policies, financial planning, procurement procedure and legal compliance.**
- Advanced communication and negotiation skills for effective stakeholder management.
- Proficiency in using digital tools for administrative and financial management.
- Strong analytical and problem-solving skills to manage complex challenges.

**REPORTING LINE:**

The Consultant (ID) will report directly to the Joint Secretary (Concerned) and work closely with other departments to ensure operational coherence.

**JOB TENURE**

- Initial contract for 03months, renewable for another 03 based on performance and organizational requirements.
- 02 weeks probationary period with remuneration will apply.

## **CONSULTANT (LEGAL)**

The Ministry of National Food Security & Research (MNFSR) seeks a dynamic and capable Full Time Consultant (Legal) at NFSAPHRA. This role involves ensuring legal compliance in administrative operations, guiding human resource management practices, supporting financial planning, and ensuring adherence to relevant regulations and laws. The Consultant legal will assist in the creation and review of legal documentation and contracts, provide strategic legal advice, and ensure that NFSAPHRA's activities align with national and international legal standards. The ideal candidate for the Consultant Legal role will possess relevant legal experience, a collaborative approach, and the ability to provide effective legal support to help the authority achieve its operational objectives. The candidate should be adept at navigating complex legal frameworks, ensuring compliance, and offering strategic legal guidance to ensure the smooth functioning of NFSAPHRA.

**Age: 30-40 years**

### **Educational Qualifications:**

Master's degree in **Law (LLM)** from a HEC recognized foreign university, demonstrating expertise in legal principles, policies, and practices relevant to the position including expertise in international trade law.

### **Experience:**

- Minimum 10 years of professional experience in legal practice, regulatory compliance, or advisory roles, preferably within public sector organizations, regulatory bodies, or private institutions.
- Experience in working on contentious as well as non-contentious matters with respect to plant and animal quarantine laws, food standard laws and regulations, sanitary and phytosanitary measures, international trade law, and structuring of statutory bodies and corporations.
- Experience in incorporation of companies and dealing with corporate governance regulations.
- Has remained a legal Advisor of at least two federal government institutions/bodies/corporations/companies.
- Familiarity with government legal procedures, legislative drafting, contract management, and regulatory frameworks is desirable.



## **BACKGROUND:**

The National Food Security, Animal and Plant Health Regulatory Authority (NAPHRA) operates under the Ministry of National Food Security & Research (MNFSR). It regulates plant quarantine, animal quarantine, and seed certification, ensuring biosecurity, compliance, and facilitation of agricultural trade. The Consultant legal will play a vital role in supporting NFSAPHRA's operations by ensuring efficient administrative management, effective human resource policies, financial discipline, and legal compliance.

## **STATEMENT OF PURPOSE:**

To enhance Pakistan's export competitiveness and improve the quality of agricultural exports, it is crucial to address the existing gaps within the regulatory framework. While the country has a strong crop production base, there are significant challenges in farm practices that often fail to meet international quarantine and food safety standards. This not only limits access to key global markets but also increases the risk of trade interceptions. Therefore, developing a regulatory framework that aligns with global Sanitary and Phytosanitary (SPS) standards is of utmost importance.

The establishment of the **National Food Safety, Animal, and Plant Health Regulatory Authority (NFSAPHRA)** represents a strategic and necessary step in modernizing Pakistan's regulatory infrastructure. A Consultant (Legal) is sought to provide essential support in designing this regulatory framework. This role will be instrumental in laying a solid foundation for regulatory processes, building effective national and international linkages, and contributing to the country's efforts to meet global trade standards. By assisting in the development and implementation of this framework, the Consultant will directly support Pakistan's efforts to reduce trade barriers, ensure compliance with international regulations, and facilitate the growth of agricultural exports. This opportunity offers the Consultant a chance to play a key role in unlocking Pakistan's full potential within international markets, paving the way for expanded trade and economic growth.

## **JOB DESCRIPTION:**

- Develop and draft the foundational documents for NFSAPHRA, including the authority's charter, governance framework, and regulatory policies.
- Outline and implement the key legal steps necessary for the establishment of NFSAPHRA, ensuring compliance with government protocols and relevant legal frameworks.
- Prepare, review, and finalize the authority's bylaws, organizational structure, and operational guidelines.

- Draft, review, and finalize agreements, contracts, and Memorandum of Understanding (MOUs) for partnerships, regulatory arrangements, and collaborative agreements.
- Provide legal support for the formation and establishment of a public sector company under NFSAPHRA, including drafting Terms of Reference (ToR), policies, and procedural guidelines for the committee.
- Drafting and implementing regulations governing quarantine operations for animal and plant products, ensuring compliance with national laws and international conventions governing trade and biosecurity.
- Getting the draft law of Authority and incorporation of Company vetted from law division and other necessary stakeholders.
- Collaborate with relevant stakeholders to develop long-term legal and operational strategies for NFSAPHRA.
- Identify potential legal challenges related to the establishment and operation of NFSAPHRA, and propose proactive solutions.
- Act as the primary liaison with government entities, legal experts, and international organizations to ensure effective legal support and compliance with the authority's regulatory mandates.
- 
- Develop legal processes and frameworks for the registration of public sector company under NFSAPHRA's jurisdiction.
- Oversee the verification, documentation, and compliance of firm to ensure it meets all regulatory standards.
- Draft, review, and finalize all agreements, contracts, and legal documentation required for the operation of registered firm within NFSAPHRA's regulatory framework.
- Ensure that registered company comply with legal obligations concerning quarantine, trade, and biosecurity standards.
- Provide ongoing legal support to registered firm, addressing compliance issues, regulatory challenges, and ensuring continuous alignment with NFSAPHRA's operational requirements.
- Any other related task assigned by Ministry.

### **DELIVERABLES:**

- **Prepare all legal documents** required for the establishment and formal registration of the authority.
- **Register a public sector company** under the administrative control of MNFSR to undertake quarantine operations for animal and plant products, ensuring compliance with all relevant legal frameworks, government protocols, and statutory requirements.
- **Finalize all necessary legal documents** for the formation, governance, and operationalization of the public sector company, including its Articles of Association, Memorandum of Association, and other regulatory documents and filings
- **Operationalization of the company** by addressing all legal prerequisites, obtaining required permits, licenses, and approvals, and establishing policies for compliance with regulatory obligations.
- **Review Report of transboundary food safety and SPS compliance regime** and regulatory framework to be internalised in the operation of Company and Authority.
- Any other milestone, action, knowledge, instrument required during course of assignment relevant to the scope of assignment.

**DESIRED SKILL SET:**

- Strong organizational, analytical, and problem-solving skills.
- Proficiency in MS Office and digital tools for administrative and financial tasks.
- Basic understanding of HR practices, financial planning, and compliance procedures.
- Effective communication skills and the ability to work collaboratively with diverse teams.
- Attention to detail and a proactive approach to resolving challenges.

**REPORTING LINE:**

The Consultant will report directly to the **Joint Secretary (Concerned), Ministry of National Food Security & Research (MNFSR)**.

**JOB TENURE:**

Initial contract for **03 months full time**, extendable 03 months based on performance and organizational requirements.

02 weeks probationary period with full salary and benefits will apply.

**Estimated Contract Cost:**

- Estimated contract cost of **Rs.3.00 Million** for 03 Months.

## CONSULTANT (TECH)

The Ministry of National Food Security & Research (MNFSR) seeks to engage a highly qualified and experienced professional as **Full Time Consultant (Tech.)** to lead the process of establishment of new regulatory framework for international trade of plant **quarantine, animal quarantine, and seed certification**, and aligning NFSAPHRA's operations with international standards and enhancing Pakistan's food and agricultural export potential. The ideal candidate will possess exceptional leadership skills, a strong regulatory background, and a vision for building institutional capacity to ensure biosecurity and compliance in agricultural trade.

Age: 45-65 years

### Educational Qualifications

- Masters/M.Phil. degree in Entomology/Plant Protection/Plant Pathology or equivalent qualification from a university recognized by HEC.

### Experience

- **Minimum 20 years** of professional experience, in public, private., corporate intl. or development sector, in the field of Intl. trade compliance regime, food safety or SPS regime or institutional development in the related sectors.
- Prior Experience of working in a regulatory sector shall be given preference.

### STATEMENT OF PURPOSE

To enhance Pakistan's export competitiveness and improve the quality of agricultural and food exports, it is crucial to address the gaps in the existing regulatory regime. Despite the country's strong crop production, farm practices often fail to meet quarantine and food safety standards, limiting access to international markets and increasing the risk of trade interceptions. To bridge these gaps, Pakistan requires a robust food safety and SPS-compliance, regulatory framework that aligns with global standards. This framework is essential to strengthen the country's capacity to meet export requirements, ensure food safety, and promote sustainable growth in the agricultural export sector.

The establishment of the National Food Safety, Animal, and Plant Health Regulatory Authority (NFSAPHRA) aims to modernize and update Pakistan's regulatory infrastructure. A Senior Consultant is required to design the organizational framework, establish a robust regulatory infrastructure, and develop national and international linkages. By driving the campaign for export competitiveness and quality enhancement, the consultant will play a pivotal

role in building Pakistan's capacity to meet global trade standards, reduce trade barriers, and unlock the full potential of its food and agricultural exports.

## **BACKGROUND**

The **NFSAPHRA** shall be an Authority under the Ministry of National Food Security & Research (MNFSR). It oversees **plant quarantine, animal quarantine, and seed certification** in compliance with international treaties and frameworks such as **WTO-SPS, IPPC, OIE, WOA, Codex Alimentarius** and **ISTA**.

NFSAPHRA shall play a critical role in ensuring export competitiveness, compliance with SPS and food safety standards, biosecurity, trade facilitation, and agricultural sustainability. The Consultant NAPHRA shall provide strategic leadership to address operational gaps, streamline processes, and align the authority with international best practices.

## **JOB DESCRIPTION**

- Draft and refine policies, rules, and SOPs for plant health, animal quarantine, and seed certification.
- Ensure compliance of food and agri-exports with international frameworks such as **WTO-SPS, IPPC, OIE, WOA, and ISTA**.
- Propose solutions to mitigate trade barriers and enhance export facilitation.
- Design and implement a robust organizational framework with clear roles and systemic workflows, business procedures to achieve SPS and food safety standard.
- Recommend staffing levels and oversee recruitment for technical positions.
- Develop operational manuals and SOPs to streamline functions across NFSAPHRA units.
- Digitalise the issuance of Food Safety and SPS-Certificates and implement intl. food safety standards for food and agri-exports.
- Collaborate with exporters and stakeholders to ensure compliance with international trade standards.
- Identify skill gaps and design training programs for staff.
- Establish partnerships with IDPs, NGOs, and relevant organizations for capacity enhancement.
- Liaison with provincial governments, industry representatives, and IDPs to strengthen regulatory compliance.
- Represent NFSAPHRA at international fora to build partnerships, strategic alliances and networks to enhance its global outreach, footprint, profile and impact.

- To review the protocols of inspection of food and agri-export consignments for inspectors of DPP (Import/Export)
- To propose farm to port Supply Chain Regulatory Guidelines for food and agri-exports.
- To propose internationally acceptable SOPs for fumigation of import/export consignments
- To propose process mapping, business flow chart and staging of enforcement standards from farm to port.
- To propose Lab testing SOPs for food and agri-exports before issuance of IP/PCs and R.Os.
- Supervise the implementation of quarantine protocols and seed certification processes.
- Submit **monthly progress reports** to MNFSR, highlighting key achievements and challenges.
- Prepare a **Periodic comprehensive report** outlining policy recommendations and organizational improvements.
- Any other related task assigned by the Ministry.

#### **DELIVERABLES:**

- **Develop project design documents** with clear objectives and timelines.
- Outline a **project execution strategy** with defined methodology and tools.
- **Engage stakeholders** through consultation for coordinated and synchronised policy development.
- Create a **regulatory framework** for NFSAPHRA.
- **Develop protocols, guidelines and SOPs** for quarantine functions, including inspection, sampling, fumigation, testing and quality assurance.
- Prepare **plan for upgradation of public Labs.** of the merged departments to achieve international accreditation.
- **Digitalise quarantine regulatory processes** for traceability and compliance-alignment across the supply chain, from farm to port.
- Any other milestone, action, knowledge, instrument required during course of assignment relevant to the scope of assignment.

#### **DESIRED SKILL SET**

- Exceptional leadership, decision-making, and strategic planning abilities.

- Expertise in **policy drafting, regulatory compliance, and international trade frameworks.**
- Strong communication skills, including proficiency in drafting concept papers and delivering impactful presentations.
- Digital proficiency in tools such as **MS Office** and familiarity with data management systems.
- Advanced interpersonal skills and strong communication skills for conflict resolution and team management.

### **REPORTING LINE**

The Consultant will report directly to the **Joint Secretary (Concerned), Ministry of National Food Security & Research (MNFSR).**

### **JOB TENURE**

- Initial contract for **03 months**, extendable for another 03 months based on performance and organizational requirements.
- 02 weeks **probationary period** with remuneration will apply.

## **CONSULTANT (FOOD SAFETY)**

The Ministry of National Food Security & Research (MNFSR) seeks a dynamic and capable **International Consultant (Food Safety)** at NFSAPHRA. This role involves ensuring compliance with national and international food safety standards, developing regulatory frameworks, guiding industry practices, and supporting the authority in promoting safe food production and trade. The Consultant will play a pivotal role in building food safety systems, enhancing export competitiveness, and aligning regulatory practices with global standards. The ideal candidate will bring extensive experience in food safety and regulatory compliance, through collaborative approach, and the ability to design and implement effective strategies to accomplish NFSAPHRA's objectives.

**Age:**30-65 years

### **Educational Qualifications:**

- Masters Degree in Food Science, Food Safety, Public Health, or a related discipline from a globally recognized university, with demonstrated expertise in setting a compliance with the food safety standards, policies, and systems

### **Experience:**

- At least 15 years of senior-level professional experience in food safety management, regulatory compliance, or advisory roles within international organizations, government bodies, or leading private institutions.
- Proven track record of working with global food safety standards (e.g., Codex Alimentarius, HACCP, ISO 22000) etc., international trade facilitation, and risk assessment frameworks.
- Expertise in advising subnational, national or international regulatory authorities on food safety policies and frameworks.
- Strong familiarity with international trade agreements, including WTO Sanitary and Phytosanitary (SPS) measures.

### **BACKGROUND:**



The National Food Safety, Animal, and Plant Health Regulatory Authority (NFSAPHRA) under MNFSR regulates plant quarantine, animal quarantine, and seed certification while ensuring biosecurity, food safety, and trade facilitation. The Food Safety Consultant will be instrumental in addressing the gaps in the current food safety framework, building robust systems to meet international requirements, and facilitating compliance with global trade standards.

#### **STATEMENT OF PURPOSE:**

With the increasing demand for safe and high-quality food products in both domestic and international markets, addressing food safety challenges is critical for ensuring consumer protection and enhancing agricultural trade. Pakistan's agricultural sector faces significant barriers due to non-compliance with international food safety standards, often resulting in trade interceptions and limited market access.

The establishment of NFSAPHRA marks a strategic step towards building an integrated regulatory framework and environment that aligns with global food safety standards. A Food Safety Consultant is sought to guide the authority in designing this framework, fostering compliance, and promoting the growth of agricultural exports. This role offers the opportunity to make a meaningful impact on public health, international trade, and the agricultural economy.

#### **JOB DESCRIPTION:**

- Formulate and draft comprehensive food safety policies and frameworks, ensuring full alignment with globally recognized standards, including Codex Alimentarius, WTO-SPS, and ISO food safety regulations.
- Conduct detailed and methodical food safety risk assessments to identify critical gaps in the current system, proposing evidence-based, actionable recommendations for strengthening and enhancing the national food safety framework.
- Design, implement, and continually update advanced inspection protocols and guidelines for food production, processing, transportation, and international trade, ensuring the internationally accepted standards of food safety and quality control.
- Critically analyze the FAO study report on food safety in Pakistan, offering expert recommendations to address systemic gaps and improve national food safety practices based on international best practices.

- Undertake an in-depth review of global food safety regulations, comparing and contrasting the frameworks of leading international regulatory bodies (such as the FDA and EFSA), with a focus on adapting relevant, effective practices for Pakistan's regulatory context.
- Develop and establish standardized, robust protocols for managing the farm-to-foreign consumer supply chain, ensuring seamless coordination between quarantine departments of MNFSR to uphold stringent food safety standards.
- Design and lead the implementation of comprehensive food safety compliance programs, including but not limited to certification, accreditation, and monitoring systems, aimed at enhancing trade facilitation and safeguarding consumer health.
- Provide expert advisory on the development of food safety regulations, encompassing inspections, audits, and certification processes, ensuring these regulatory mechanisms adhere to both national and international legal standards.
- Spearhead stakeholder consultations, fostering collaborative partnerships between industry players, governmental agencies, and international organizations, to ensure the effective adoption and operationalization of food safety standards throughout the entire supply chain.
- Cultivate and maintain strategic alliances with prominent international food safety organizations, trade bodies, and donor agencies, facilitating knowledge exchange, technical support, and access to global best practices.
- Ensure full compliance with WTO-SPS provisions and other applicable international trade agreements, ensuring that food safety protocols remain in harmony with the global trade and regulatory landscape and designing a mechanism for their continuous updation.
- Provide high-level technical guidance for capacity-building initiatives, including the development of cutting-edge training materials and the facilitation of specialized workshops on global food safety standards and compliance procedures.
- Design and implement sophisticated monitoring and evaluation mechanisms to track the performance and continuous improvement of the national food safety systems.
- Draft and negotiate key food safety-related agreements, contracts to foster international collaboration and promote knowledge transfer across borders.
- Contribute expert advice to the Ministry on the strategic formulation of food safety policies, ensuring preparedness for food safety emergencies and aligning national strategies with global health and safety priorities.

- Undertake any other task as assigned by the Ministry, consistent with the objectives of enhancing Pakistan's food safety framework and international trade compliance.

#### **DELIVERABLES:**

- **Formulate, finalize and get approved comprehensive food safety policy for federal government of Pakistan.**
- **Developing regulatory coordination framework** for implementation of food safety policy in alignment with Codex Alimentarius, WTO-SPS, and ISO food safety regulations.
- **Design, implement, and update inspection protocols** for food production, processing, transportation, and international trade.
- **Develop and implement protocols for the farm-to-port supply chain** in quarantine departments of MNFSR.
- **Design and implement food safety compliance programs**, including certification, accreditation, and monitoring systems.
- **Design a robust monitoring and evaluation mechanisms** to assess food safety system performance.
- **Assist in Drafting and negotiating international agreements and contracts** to foster global collaboration if required.
- Perform any other tasks assigned by the Ministry to enhance Pakistan's food safety framework and trade compliance.

#### **DESIRED SKILL SET:**

- Exceptional analytical and problem-solving skills with a global perspective.
- Proficiency in advanced tools and software related to food safety and regulatory management.
- Possessing extensive knowledge of international food safety standards, compliance mechanisms, and trade facilitation practices.
- Exceptional communication and negotiation skills to collaborate effectively with diverse global stakeholders.
- Strong leadership skill and ability to resolve complex challenges proactively.

#### **REPORTING LINE:**

- The Consultant Food safety will report directly to the Joint Secretary (Concerned), Ministry of National Food Security & Research (MNFSR).

**JOB TENURE:**

- Initial contract for 08 weeks, extendable based on performance and project requirements
- A 02-week probationary period with full salary and benefits will apply.

**Section V – GUIDELINES FOR SUBMISSION OF REQUEST FOR PROPOSAL (RFP)**

1. Only Consultants from Pakistan are eligible to submit the EOI for the “**Procurement of Consultancy Services for External Quality Assessment of Internal Audit & Compliance Department (ICAD) of State Bank of Pakistan (SBP) & Internal Audit Department (IAD) of SBP BSC (Bank)**”.
2. Eligible Consultant(s) should submit Request for Proposal (RFP) in English / Urdu language along with relevant complete details of their qualification and experience as requested under **Section III – Eligibility / Qualification Criteria**.
3. Consultant(s) must provide lucid information as per above requirements indicating that they are qualified to perform above services and must provide only materials that would be specific to the proposed services, and to avoid submitting generic promotional material.
4. Any further information / clarification by the Procuring agency can be sought.

## SECTION VI

### LETTER OF SUBMISSION OF INTEREST

*Over Consultant's Letterhead*

*Date: dd-mm-yyyy*

**RFP Title:- Procurement of Consultant {please insert name of the post}** to assist the process of establishment of new regulatory framework for international trade of plant **quarantine, animal quarantine, and seed certification**, and aligning National Food Safety, Animal Plant and Health regulatory Authority (NFSAPHRA)

**Reference No.**

To:

Joint Secretary (Admn),  
Ministry of National Food Security and Research  
Room No. 312, 3<sup>rd</sup> Floor, Pakistan  
Secretariat, Islamabad Ph: 051-9203635

We, the undersigned, apply to be shortlisted for the referenced Request for RFP and declare that:

- a) **No reservations:** We have examined and have no reservations to the RFP Documents, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA): [insert the number and issuing date of each addendum].
- b) **No conflict of interest:** We have no conflict of interest;
- c) **Eligibility:** We meet the eligibility requirements, we have not been suspended by Procuring Agency based on execution of a Bid / Proposal Securing Declaration;
- d) **State-owned enterprise or institution:** [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];
- e) **Not bound to accept:** We understand that you may cancel the short listing process at any time without incurring any liability to the Applicants. Only applicants who have been shortlisted shall be entitled to participate further in the procurement proceedings.
- f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

**Signed:** [insert signature(s) of an authorized representative(s) of the Consultant]

**Name:** [insert full name of the person signing the Application]

**In the capacity of** [insert capacity of the person signing the Application]

**Duly authorized to sign the Application for and on behalf of:** [insert full name of the Consultant]

**Address:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

## SECTION VII

### APPLICANT INFORMATION FROM

*Over Consultant's Letterhead*

*Date: dd-mm-yyyy*

**RFP Title:- Procurement of Consultant *{please insert name of the post}*** to assist the process of establishment of new regulatory framework for international trade of plant **quarantine, animal quarantine, and seed certification**, and aligning National Food Safety, Animal Plant and Health regulatory Authority (NFSAPHRA)

**Reference No.**

<b>Post Name</b>	<i>[insert the title of consultant applied for]</i>
<b>Consultant's Name:</b>	<i>[insert full name]</i>
<b>Tax Registration Details</b>	
<b>Consultant's legal address:</b>	<i>[insert street / number / town or city / country]</i>
<b>E-mail Address:</b>	
<b>Telephone / Mobile Number:</b>	
<b>Official Web Site:</b>	
<b>Consultant's Authorized Representative Information</b>	<b>Name:</b> <i>[insert full name]</i> <b>Address:</b> <i>[insert street / number / town or city / country]</i> <b>Telephone / Fax number:</b> <i>[insert telephone / fax numbers, including country and city codes]</i> <b>E-mail address:</b> <i>[indicate e-mail address]</i>

**SECTION VIII  
FORMAT OF UNDERTAKING**

**Over Stamp Paper of Rs. 100/-**

***Undertaking for Non-Blacklisting / Non-Debarment & Non-Sanctioning***

***Date: dd-mm-yyy***

**RFP Title:- Procurement of Consultant *{please insert name of the post}*** to assist the process of establishment of new regulatory framework for international trade of plant **quarantine, animal quarantine, and seed certification**, and aligning National Food Safety, Animal Plant and Health regulatory Authority (NFSAPHRA)

)

**Reference No.**

**Dear Concern,**

I / We hereby confirm and declare that I/We, M/s \_\_\_\_\_, has never been blacklisted / debarred under Rule 19 of PPR-2004 by any government / semi-government organization.

Detection of false declaration / statement at any stage of the entire application / Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Bid Proposal Security or Performance Guarantee, as the case may be, and termination of the contract.

**Seal & Signature of**

**Consultant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Signature along with the stamp of authorized representative.*