

**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 (Tech)**
- ii. **Consultant (Coordination)**

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 **08.04.2025** 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>11. 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 <b>plant 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> <p style="text-align: center;">vi. <b>Consultant (Tech),</b> vii. <b>Consultant (Coordination)</b></p>
<p><b>12. 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>13. 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>14. 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>ix. Request for RFP/Letter of Invitation</li> <li>x. Instructions to Consultants</li> <li>xi. Evaluation Criteria</li> <li>xii. Terms of Reference</li> <li>xiii. Guidelines for Submission of Interests</li> <li>xiv. Letter for Submission of Interest</li> <li>xv. Applicant Information Form</li> <li>xvi. Format of Undertaking</li> </ul>
<p><b>15. Amendment of RFP Documents</b></p>	<ul style="list-style-type: none"> <li>iv. 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>v. 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>vi. 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. 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.

## 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 20years** 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.
- Digitalize 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)

- 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 03months based on performance and organizational requirements.
- 02 weeks **probationary period** with remuneration will apply.



## 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, 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 (Coord.) NFSAPHRA 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.

## 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.