

SHORT TERM INDIVIDUAL CONSULTANCY SERVICES REQUIRED IN
AGRICULTURE DELIVERY UNIT (ADU), AGRICULTURE DEPARTMENT,
GOVERNMENT OF THE PUNJAB.

1. BACKGROUND

The Agriculture Department has established Agriculture Delivery Unit which comprises a body of competitive individuals who have been working on multi-dimensional lines e.g. policy analysis, strategic planning, data analysis, identifying issues and challenges of Agriculture Sector and also working as quick response unit in emergency issues.

2. MAIN OBJECTIVES OF THE ADVISORY SERVICES

ADU is currently engaged in a number of highly technical assignments including; building resilience against effects of climate change on agriculture in Punjab; to adopt a strategic communications plan to properly communicate with a diverse range of stakeholders and affected parties, both external and internal. Highly specialized, innovative and complex working is involved in timely formulation and implementation of these programs/projects, Therefore the climate change and communication experts are required to provide their inputs toward day to day activities of the programs/projects execution.

3. SCOPE OF WORK, RESPONSIBILITIES AND TERMS OF REFERENCES (TORs)

A. Climate Change Consultant

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

- Develop strategies for mitigation and adoption of climate change in context of agriculture sector and agriculture value chain with a robust framework to act as basis for climate change action
- Develop a financing structure for implementation of adaptation, and align donor support behind Agriculture Department's priorities, engage in planning processes to ensure that climate resilience and low carbon growth issues are well integrated.
- Conceptualize and provide guidance and technical backstopping in the implementation of projects and programs to the Wing of Agriculture Department, ensuring their readiness by capacity building in climate smart programming

- Coordinate with the internal and external stakeholders in policy formation and advocacy through building awareness on climate change implication and mitigation strategies
- Support the Department to attract international financing for climate change adaptation, resilience and mitigation measures particular to agriculture sector and agriculture value chain
- Provide effective technical support to project teams on roll out recognized and approved models on environment and climate change (e.g. Farmer Managed Natural Regeneration, Climate Smart Agriculture, Conservation Agriculture with Trees etc.)
- Provide guidance and assistance in monitoring and evaluation and documentation of climate change results
- Represent Agriculture Department in climate change related discussion at different forums
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit

Qualification and experience requirements:

- Bachelors (04 years) or Masters degree in Environmental Sciences, Sustainable Development or relevant field
- More than 08 years of experience in program management in the area of environment and climate change
- Excellent knowledge in a range of climate change thematic areas (adaptation, mitigation, technology transfer, and financing)
- Excellent Urdu and English writing skills

B. Communication Consultant

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

- Develop strategies for integrating communication and media management, in close collaboration with Wings of Agriculture Department
- Work with policy makers, related staff from Wings of Agriculture Department, donor community and other stakeholders in gathering data to ensure that the communication needs of various beneficiary groups are being considered in developing communication and media plans
- Develop annual work plan with design, implementation, and reporting related to initiatives in communication and media management in collaboration with the Information Directorate of the Agriculture Department
- Conceptualize and provide technical backstopping to Wings of Agriculture Department in improving information dissemination and positive projection of the department in farming communities, general public, donor community and decision makers

- Provide technical support to Wings of Agriculture Departments in communicating success stories, developing fact sheets, information packs, project presentations etc.
- Oversee the development, production and distribution of print and electronic communication material, including management of department's website and initiate a social media program for Agriculture Department
- Provide guidance and assistance in monitoring and evaluation and documentation of communication and media results
- Represent Agriculture Department in communication and media management related discussion at different forums
- Work closely with concerned departments and donors to develop and implement communication strategy in the context of special donor funded projects
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit

Qualification and experience requirements:

- Bachelors (04 years) or Masters degree in Information, Communication or other related field
- More than 06 years of experience in the agricultural and/or international development sector
- Experience in developing communication strategies and communication material for development programs
- Excellent Urdu and English writing skills

4. APPLICATION PROCESS AND SELECTION CRITERIA

Following documents must be submitted by interested person to become an eligible candidate. Failing to comply with these requirements will result in rejection of application.

- Application Form
- CV
- Attested copies of all relevant documents, CNIC, academic Certificates/Degrees and Experience Certificates.
- A brief (500-words) statement explaining why you are the most suitable candidate for the assignment. In addition to interview, this statement will also be used for the purpose of evaluating a candidate's writing skills/expression.

5. EVALUATION PROCESS/CRITERIA

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
 - Approach and methodology
 - Quality of management
 - Creativity/ Out of box thinking
- Interested eligible candidates may download detailed Terms of Reference (TORs), qualification and experience details, application forms and instructions from the website of Punjab Agriculture Department www.agripunjab.gov.pk/jobs .
- Applications must be reached along with all relevant documents in the office of the Chief Technical Advisor, Room No. 09, 1st Floor, Special Secretary Agriculture Marketing Building, 21 Davis Road, Lahore **on or before 04:00 pm on 16-02-2018.**
- Only short listed candidates will be called for interview, late and incomplete applications will not be considered. No TA/DA shall be paid for appearing in the interview.
- For obtaining any further information or clarifications, please contact the person named below:

Babar Zafar Malik
Chief Technical Advisor
Special Secretary Agriculture Marketing Building,
21 Davis Road, Lahore.
Ph: (042)-99205547, Email: b.malik@agripunjab.gov.pk