

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 development of investment programs to promote horticulture value chain; legal frameworks & regulatory reforms in agriculture markets and marketing systems; building resilience against effects of climate change on agriculture in Punjab; strengthening of skills development infrastructure and portfolio of the Department; setting up institutions like Investment and Innovation Fund and Punjab Horticulture Development Board etc. Highly specialized, innovative and complex working is involved in timely formulation and implementation of these programs/projects, Therefore the technical, legal, climate change and program implementation 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. Technical Advisor

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

- Work collaboratively with the key stakeholders to design and implement various key interventions, especially those related to farm productivity and skills development
- This position requires comprehensive understanding of and experience in the areas of agricultural development, value chain activities, engagement with skills in capacity building and technical provision.
- Identify issues and risks in projects implementation in a timely manner, provide technical advice & suggestions
- Provide technical leadership with expertise including (but not limited to):

- I. Rural economic development
- II. Agricultural development
- III. Agribusiness
- IV. Market systems or value chain development
- V. Food security programming
- VI. Poverty reduction and other areas

- Provide technical guidance in design, development, planning, implementation, and capacity building for agriculture components of ADP projects and initiatives
- Provide technical assistance on key agricultural and value chain development concepts and principles.
- Provide day-to-day technical advice and guidance to the office of Secretary Agriculture
- Manage the work of any research firms and/or consultants hired by the DoA to ensure the quality outputs
- Collaborate with other technical specialists and stakeholders across department to ensure coordination of materials and communication message strategies and avoid gaps and overlaps.

Qualification and Eligibility:

- Bachelors/Masters degree in Agriculture/Agricultural Engineering/Agricultural Economics/Development Economics/Public Policy, International Development, Agriculture, International Business or agriculture & rural development or animal sciences or life sciences or equivalent
- More than 08 years of relevant experience in agriculture sector.
- Proven abilities to set priorities, to multitask, and to work collaboratively across technical disciplines.
- Possess outstanding professional reputation and have strong demonstrated interpersonal, written, and oral presentation skills.
- Well-developed written and oral communication skills in English
- Experience and demonstrated knowledge of agricultural development programs and market systems approaches.
- Ability to work well with others and to develop and maintain compatibility among project staff, subcontractors, consultants, and recipients of assistance.
- Familiarity and understanding of donor funded programs, policies and procedures community-based projects etc.

B. Legal Advisor

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

- Develop a strategy for legal consulting and advisory programming, in close collaboration with the senior policy officials and various wings of Agriculture Department

- Work with policy makers, related staff from various wings of Agriculture Department and other stakeholders to conduct legal analysis and research on various legal matters of the Department
- Develop annual work plan with design, implementation, and reporting related to legal consulting and advisory activities
- Conceptualize and provide technical backstopping to various wings of Agriculture Departments in legal issues and assist in drafting legal opinions, memoranda and other briefing documents
- Assist in reviewing the legal material and any other relevant documents and to identify the most important issues that need to be sorted out on a priority basis
- Providing high quality advice to the Department on major legal issues and problems, formulating the best possible legal solution after analyzing the problem in depth
- Advise the organization so that there is minimum legal exposure and liability.
- Provide guidance and assistance in monitoring and evaluation and documentation of legal consulting and advisory results
- Represent Agriculture Department in legal advisory and consultation related discussion at different forums
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit

Qualification requirements

- Bachelors/Masters degree in Law
- More than 10 years of legal practice
- Legal consulting and advisory experience with international development sector and/or government departments

C. Program Implementation Advisor

The responsibilities of the Program Implementation consultant will include but not limit to the following:

- Develop a strategy for implementation of sector development plans, in close collaboration with the senior officials and various wings of Agriculture Department
- Work with policy makers, related staff from various wings of Agriculture Department, donor community and other stakeholders in conducting demand research and data gathering, to ensure that the real needs of beneficiaries are being considered in the planning process, while also keeping in view the regional and international trends and best practices
- Develop annual work plan with design, implementation, and reporting related to program implementation activities

- Conceptualize and provide technical backstopping to various wings of Agriculture Department in developing good quality project proposals, and sector development plans, and programs leading towards sustainable development of the agriculture sector
- Provide technical backstopping to various wings of Agriculture Departments in implementation / execution of ongoing development programs
- Improve coordination of the Department with donor agencies and donor funded programs, ensuring synergies to maximize value and efficient delivery of aid to the farmers and other players in the value chain
- Provide technical assistance in design and implementation of organizational strengthening and capacity development programs to improve delivery of services of the Department to farmers and other private sector players in the agriculture value chain
- Provide guidance and assistance in monitoring and evaluation and documentation of program implementation results
- Represent Agriculture Department in program implementation area at different forums
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit

Qualification requirements

- Masters degree in Economics
- More than 08 years of professional experience
- Program Planning, Implementation and execution experience with international development sector and/or government departments

D. Climate Change Advisor

The responsibilities of the Climate Change Advisor 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

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. The list of short listed candidates will be available on <http://www.agripunjab.gov.pk> by date 30-10-2017.

- 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
 - 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. 2, 1st Floor, Special Secretary Agriculture Marketing Building, 21 Davis Road, Lahore **on or before 04:00 pm on 29-10-2017.**
- 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:

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