

**TERMS OF REFERENCE**

**ESTABLISHMENT OF MODEL FARMS LINKED WITH  
IMPROVED SUPPLY CHAIN AND VALUE ADDITION  
PROJECT**

**AGRICULTURE DEPARTMENT  
GOVERNMENT OF THE PUNJAB**

**FOR  
HIRING OF AN INDIVIDUAL CONSULTANT AS  
LEGAL ADVISER ON RETAINERSHIP BASIS  
FOR CONTRACT MANAGEMENT**

**July 2019**

## **Terms of Reference for Visual Communications Consultant**

### **1. BACKGROUND INFORMATION**

#### **1.1. Beneficiary Country and Province**

**Islamic Republic of Pakistan, Punjab Province**

#### **1.2. Contracting Authority**

Under the Establishment of Model Farms Linked with Improved Supply Chain and Value Addition Project, the Project Coordination Unit (PCU), Agriculture Department, Government of the Punjab is the contracting authority.

#### **1.3 Objective**

The main objective of the EMFP project is to establish model farms to produce quality selected agricultural products best quality products and enhance their export, especially in the high end markets of different countries demanding Pakistani products having quality, good taste and cosmetic beauty.

#### **1.4 Scope**

The services which will be covered by the retainer arrangement, which will not be subject to additional billing, include the following:

- i.** Where sought providing legal opinion/endorsement on day to day business affairs of EMFP;
- ii.** Review and advise on all procurement related documents i.e. Pre-qualification Documents (PQD), EOIs, RFP/Tender/Bidding Documents, Contracts/Agreements, and assistance in grievances handling;  
Provided that the Legal Adviser's responsibility shall be limited to the legal part of the procurement documents and shall not include technical part of any procurement e.g Technical Specifications, Scope of work, BOQs etc.
- iii.** Providing legal assistance in the process of contract negotiations, legal endorsement of performance guarantees or any other guarantee and signing of contract agreement;
- iv.** Provide legal advice / suggestion with relating to Contract Management VCTAT & Monitoring & Evaluation Consultant (M&E)

- v. Provide legal advice regarding performance & implementation of contracts, contract compliance and management;
- vi. Provide legal advice against any litigation arising out of its daily business affairs or during execution of the projects;
- vii. Any litigation at any forum shall not be included. Professional Fee and cost to represent in such litigation shall be mutually decided and paid to the Law Firm, in addition to the Retainership charges.
- viii. Any other matter require legal opinion time to time.

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## **QUALIFICATION & EXPERIENCE**

### **Education**

- a) At least HEC approved Bachelor's Degree in Law (LLB) with license to practice as an Advocate of High Court. And;
- b) MBA or LLM (with business/corporate law) shall be given preference.
- c) Foreign qualification or foreign professional membership will be given preference.

### **Work experience**

- a) At least 10 years of post LLB experience in reputable public or private sector.
- b) Experience in managing procurements in PPRA and contract management.
- c) Preferably advised in procurement/contracts matters to public or private sector organizations.
- d) Experience and strong grip over contracts drafting, vetting and management.
- e) Experience and strong grip over public procurement management and PPRA Rules.

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