Individual Consultancy Services of Program Implementation Analyst Consultant required in “Agriculture Delivery Unit (ADU)” Agriculture Department, Government of the Punjab.

Government of the Punjab (GoPb) has been exceedingly successful in providing targeted subsidy to the deserving farmers (owning 12.5 acres or less agricultural land or landless farmers/tenants) to improve their socio-economic conditions through an innovative E-voucher based subsidy model under. So far, 400,000 of small farmers have been able to enhance their farm incomes by availing subsidies on Potash, DAP and Oilseeds. The success of these schemes has paved the way for targeted subsidies as the same is resulting in productivity enhancement and poverty alleviation of farmers. The GoPb through Agriculture Department is successfully working on different ongoing subsidies and introducing new initiatives to transform agriculture sector into a business-oriented profession. In this regard, the Agriculture Department has planned to include all market smart subsidies schemes under “National Agriculture Emergency Program and non-development projects for providing long term sustainable benefits for the period from FY 2019-20 to 2022-23.

ADU is responsible for assisting the Secretary Agriculture in delivery of various initiatives being carried out by the Department through working closely with various Wings of the Department and other stakeholders. Recently Agriculture Department has launched new projects and schemes and different individuals, firms and organizations are engaged with department and each has its own set of business protocols/rules, to deal with these new business complexities, contracts, issues, implementation and monitoring of the schemes, Agriculture Delivery Unit required high level technical support and services of Program Implementation Consultant.

The services of aforementioned individual consultant will be hired initially for the period of Six (6) months through competitive process:

Application Instructions

- The hiring of consultant will be made strictly on merit bases in accordance with the Punjab Public Procurement Rules-2014 and selection criteria.
- Detailed Terms of Reference (TORs), qualification and experience detail, application forms are available at www.agripunjab.gov.pk/jobs.
- Only short listed candidates will be called for interview. No TA/DA shall be paid for appearing in the interview.
- The applicant should clearly indicate the post applied for on one side of envelop along with Curriculum Vitae (CV) and attested copies of all relevant documents, CNIC/Certificates/Degrees, experience certificates. Late and incomplete applications will not be considered.
- The applications must be reached on or before October 18th, 2019 in the office of Agriculture Delivery Unit, Agriculture House, 21 Davis Road Lahore.
The Consultant will be evaluated as per following criteria:

<table>
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<tr>
<th>Criteria/Competencies</th>
<th>Maximum Points</th>
<th>Points Gained</th>
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<tbody>
<tr>
<td>Academic qualification</td>
<td>15</td>
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<td>Working Experience.</td>
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<td>Demonstrated analytical and writing experience.</td>
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<td>Communication and report writing Skills</td>
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<td>Financial capability</td>
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<td>Approach and methodology</td>
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<td>Quality of management</td>
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<td>Creativity/ Out of box thinking</td>
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<td><strong>Total</strong></td>
<td>100</td>
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Weak: Below 70% | Satisfactory: 70% - 75% | Good: 76% - 85% | Very Good: 86% - 95% | Out Standing: 96% - 100%

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**Job Descriptions / Terms of Reference/Qualification requirements for Program Implementation Consultant**

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

- Perform monitoring and conduct day to day activities for the BBOs services vendors hired for E-Voucher Subsidy Schemes.

- Coordinate operational activities on behalf of Punjab Agri Department with all the stakeholders involved in E-Voucher Scheme

- Provide trouble shooting and problem resolution by coordinating with internal relevant departments to ensure smooth business operations for E-Voucher Scheme

- Tracking of farmer registration, voucher disbursed and other data analysis for reporting on the progress of the schemes.

- Maintaining data records and other information on E-Voucher, Subsidy Schemes and support efficiently on data reporting.
• Assist in onboarding of new firms/companies in the scheme.

• Manage reconciliation activities with PITB and BBOs to ensure timely disbursement of vouchers.

• Ensure effective complaint management of BBOs and fix any process related complaints

• Participate in development of EOI process and on boarding of firms/companies for Subsidies Schemes.

• Liaison with partners such as PLRA and PITB to facilitate the development of technological module for farmer registration.

• Assist in data sifting and analysis and drafting presentations for subsidies schemes and disbursement of vouchers.

• Any other work assigned by Technical Advisor/ Chief Technical Advisor.

**Qualification, experience requirements**

• At least 16 years of education in Finance, Business Studies, Economics or related discipline
• Minimum 08 years of experience including financial analysis, pricing and data analysis, financial reporting and audit assurance with reputable local or international firms / organizations.
• Strong analytical and writing skills and experience of presenting complex technical information in a comprehensible way for non-technical readers.
• Must possess excellent communication and IT skills