

TERMS OF REFERENCES (TORs)

AND

EVALUATION CRITERIA (EC)

FOR

HIRING OF SHORT TERM INDIVIDUAL CONSULTANT FOR CONDUCTING SUPPLY GAP ANALYSIS, MONITORING OF MONTHLY SPI REPORTS, CONDUCTING COST ANALYSIS AND DETERMINATION OF RETAIL PRICES OF ESSENTIAL ITEMS IN PUNJAB



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12/11

STRATEGIC POLICY UNIT (SPU)
INDUSTRIES COMMERCE & INVESTMENT DEPARTMENT PUNJAB
GOVERNMENT OF THE PUNJAB

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Page 1 of 5

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1. BRIEF BACKGROUND

- Pakistan has a market based economy where prices are fixed by market forces on demand and supply basis. To curb overcharging of the prices of essential items under the "Price Control and Prevention of Profiteering and Hoarding Act, 1977 ". Secretary Industries and Director Industries have been notified as Controller General of Prices at provincial level and Deputy Commissioners at district level. Under the above Act prices of essential food items are notified by the Market Committees DCs whereas rates of fruits and vegetables are fixed on daily basis by Market Committees.
- There is a need to analyze the supply gaps of essential food items and propose interventions to curb the role of middleman, to closely watch the supply and production of essential commodities with respect to consumption patterns of urban and rural population. To review prices of essential food items in order to translate the benefits of reduction of POL prices, foreign currency exchange rate, freight charges and other raw materials to the general public. Cost analysis of different items also required to assess the justified prices of different items.
- Presently the Department has no such human resource who has the capacity to analyze the supply gaps of essential food items and to propose interventions to curb the role of middleman, to closely watch the supply and production of essential commodities with respect to consumption pattern of urban and rural population and to monitor the monthly and weekly SPIs reports of Federal and Provincial Bureau of Statistics.

2. OBJECTIVES

To engage an individual consultant to analyze the supply gaps of essential food items and propose interventions to curb the role of middleman, to closely watch the supply and production of essential commodities with respect to consumption patterns of urban and rural population. To monitor the monthly and weekly SPIs reports of Federal and Provincial Bureau of Statistics. To conduct cost analysis and determination of retail price for consumer through scientific calculation. Prices so determined will help public in availability of essential food items on reasonable prices and will discourage over charging / cartelization and black marketing.

3. TORs / SCOPE OF WORK / DUTIES AND RESPONSIBILITIES

The individual consultant will be required to work in close coordination with the prices wing of D.G (IPWM) and consult Provincial / Federal Departments or institutions already working with price related issues of essential food items. The duty and responsibilities of the individual consultant would include, but not limited to the following:-



- i. To compile and map details of growing areas and crop seasons of essential food items and chart their month wise availability
- ii. To assess district wise storage capacities, storage facilities in public and private sector
- iii. To assess district wise consumption and production pattern
- iv. To analyze the markets and basis of whole sale and retail prices of essential items including all overhead expenditures
- v. To assess local demand of commodities and supply mechanism
- vi. To analyze inter and intra provincial transportation issues
- vii. To chart importable/ Exportable items and major import and export dealers
- viii. To analyze import transportation modes
- ix. To document the commodity flow routes critical markets,
- x. To document essential commodity import routes, origins, seasonal productions, seasonal shortages issues, crop failures in critical production areas
- xi. Prepare cost analysis of prices of essential commodities at wholesale and retail level
- xii. To suggest retail prices of different essential food items.
- xiii. Any other assignment given by the competent authority related with the objective of the assignment.

4. DURATION OF THE ASSIGNMENT

The individual Consultant will be hired for the above tasks for a period of six (06) months.

5. QUALIFICATION AND EXPERIENCE REQUIREMENTS

The individual consultant should have minimum Master degree (MBA, MA, MSC or equivalent) from HEC recognized Institutions and at least ten years' of Experience in relevant field.

6. DELIVERABLES

1. Monthly report (06 Reports) comprising of:

- a. Cost analysis of prices of essential commodities at wholesale and retail level
- b. Determination of retail prices of different essential food items
- c. District wise consumption and production pattern on Monthly basis

2. Reports after three (03) months (2 Reports) comprising of:

- a. Markets and basis of whole sale and retail prices of essential items including all overhead expenditures
- b. Local demand of commodities and supply mechanism
- c. District wise storage capacities, storage facilities in public and private sector
- d. Intra and inter provincial transportation issues
- e. Importable/ Exportable items and major import and export dealers

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- f. Import transportation modes
- g. Document the commodity flow routes critical markets,
- h. Essential commodity import routes, origins, seasonal productions, seasonal shortages issues, crop failures in critical production areas
- i. Details of growing areas and crop seasons of essential items, and availability of items.
- j. Markets and basis of whole sale and retail prices of essential items including all overhead expenditures on quarterly basis.

3. Comprehensive Report (1 Reports):

- a. A comprehensive (Final) report comprising of all the above mentioned deliverables comparison of all the months.

4. Capacity Building/ support to the prices wing of the Directorate General (IPWM).

k. Total Cost of Consultancy .

Total cost of consultancy is Rs. 1.5 Million (Inclusive of taxes)

l. Payment schedule

- i. Rs. 150,000 (inclusive of taxes) will be paid on submission of each monthly report
- ii. Rs. 100,000 (inclusive of taxes) will be paid on submission of each report after three (03) months.
- iii. Rs. 400,000 (inclusive of taxes) will be paid on submission of comprehensive final report

1. ELIGIBILITY AND EVALUATION CRITERIA

1. ELIGIBILITY

- iv. The individual Consultant should have minimum Master Degree (MBA, MA, MSC or equivalent) from HEC recognized university.
- v. The individual Consultant should have at least 10 years' of relevant experience.
- vi. The individual Consultant should have National Tax Number.

In addition to above mentioned eligibility criteria, the individual consultant should submit the following:

- a) Updated CV
- b) Covering letter / expressing the intention that applicant is willing to provide his / her services against the TORs /Scope of work.
- c) CV depicting experience of the applicant (in years) along with attested copies of credentials / testimonials
- d) Any other relevant information including recommendations, awards, achievements, etc.
- e) Undertaking by the applicant that, the information provided by him/her is accurate and does not contain any misrepresentation on his/her part.
- f) All documents should be in English.



EVALUATION CRITERIA:

A1	Qualification	Points
i.	Relevant degree	5
Total A1		5
A2	Relevant Experience	Points
i.	10 years relevant experience	5
Total A2		5
A3	Interview	Points
Total A3		5
Total = A1 + A2 + A3		
Top ranked candidate will be selected		

Any misinformation, false and forged statement will lead to disqualification from being selected and any other action as per applicable laws.

Applications must be submitted at the following address by post or by hand:

STRATEGIC POLICY UNIT (SPU)
INDUSTRIES COMMERCE & INVESTMENT DEPARTMENT PUNJAB
GOVERNMENT OF THE PUNJAB
TEVTA Secretariat 96-H, Gulberg II, Lahore

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