EXPERSSION OF INTEREST FOR PROCUREMENT OF TWO INDIVIDUAL CONSULTANTS (SHORT-TERM CONSULTANCY)

SUBMISSION DATE: **27-12-2025**

PUNJAB OVERSEAS PAKISTANIS COMMISSION

01 CLUB ROAD, GOR-I, LAHORE

Contact No.: 042-99202299

Note: Consultant is expected to examine the documents carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the department would result in the rejection of the EOIs.

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GOVERNMENT OF THE PUNJAB
PUNJAB OVERSEAS PAKISTANIS COMMISSION
01-CLUB ROAD, GOR-I, LAHORE

SUBJECT: **INVITATION FOR EXPRESSION OF INTEREST FOR PROCUREMENT OF TWO (02) INDIVIDUAL CONSULTANTS (SHORT-TERM CONSULTANCY).**

Punjab OPC invites applications from qualified Individual Consultants for a short-term consultancy of six (06) months to assist in the preparation of Commission briefings, reports, and related assignments, underscoring the need for consultants with expertise across diverse thematic areas to effectively support the Commission's multifaceted functions. The detail is given below: -

Description	Qualification & Criteria	Quantity	EOI Submission Deadline (Date & Time)	Estimated Cost
Expression of Interest for Procurement of Two (02) Individual Consultants (Short-Term Consultancy)	**Qualification:** 1) Master's degree (or equivalent 16 years of education) from an HEC-recognized local or foreign institution of repute. **Skills:** 2) Well-versed in policy research, government affairs, institutional reform, and strategic documentation, policy research, government affairs, institutional reform, or strategy documentation. 3) Excellence in preparing high-impact presentations, policy briefs, and reports for senior government forums. 4) Strong analytical, drafting, and communication skills. 5) High level of English language proficiency.	Two (02)	27-12-2025 14:00 hours	PKR 1 Million (1,000,000) for each inclusive of all applicable taxes.

- Detailed TORs are available on the Punjab OPC notice board, 1 Club Rd, G.O.R. - I, Mall Road, Lahore and website (opc.punjab.gov.pk), and may be downloaded free of cost.
- **Submission Deadline:** Complete EOIs (CV, cover letter, supporting documents & expected fee proposal) must reach the undersigned on or before 27.12.2025 at 14:00 hours PST. Late or incomplete submissions shall not be entertained.
- The Procuring Agency reserves the right to accept or reject any or all EOIs in accordance with Rule 35 of Punjab Procurement Rules 2014.
- In case the last date for submission of the proposal submission is declared a public holiday then the next working day will be considered for proposal submission.
- **Only shortlisted candidates will be called for interview and No TA/DA shall be paid for interview.** The Selection of procurement of Individual Consultant (Short-Term Consultancy) will be in accordance with the procurement provision of Rule 46 of Punjab Public Procurement Rules, 2014 (as amended from time to time).

MUHAMMAD FAISAL
ASSISTANT DIRECTOR (Admn)
Punjab Overseas Pakistanis Commission
01 Club Road, GOR-I, Lahore

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TERMS OF REFERENCE (TORs)

1. **Background**:
   Punjab Overseas Pakistanis Commission (Punjab OPC), established under the Punjab Overseas Pakistanis Commission Act, 2021, is mandated to safeguard the welfare, rights, and interests of Overseas Pakistanis and to coordinate with relevant government departments for grievance redressal. To strengthen institutional performance, enhance visibility, and support the expanding mandate of the Commission, Punjab OPC intends to engage two (02) experienced individual consultants for a period of six (06) months.
2. **Objectives**:
   - To support the Commission in managing an expanded and diversified scope of work, requiring multitasking across various thematic and administrative functions.
   - To assist in handling correspondence, briefs, and official communications pertaining to the Chief Minister's Office and the Services & General Administration Department (S&GAD).
3. **Scope of Work:**
   - Prepare policy briefs, progress reports, summaries, and other documents as and when required.
4. **Expanded Scope of Consultancy**
   - The Terms of Reference (TORs) have been broadened to encompass a wider range of consultancy services required by Punjab OPC.
   - The Commission now requires expertise across multiple thematic areas to effectively support its diverse and multifaceted functions.
   - Consultants will be expected to contribute not only to documentation and presentations but also to research, analytical work, strategic inputs, institutional reform support, and coordination with high-level government forums.
   - The enhanced scope highlights the need for professionals with strong analytical, drafting, research, and communication skills to support emerging institutional priorities.
5. **Deliverables:**
   - Policy briefs, presentations, decks, and related documentation.
   - A comprehensive final report along with an implementation roadmap.
   - Stakeholder consultation notes, meeting briefs, and analytical summaries.
   - Communication and awareness materials (draft messages, campaign content, and outreach plans).
   - Periodic progress updates and a final completion report submitted to the Commission.
6. **Duration**:
   The consultancy period will be six (06) months from the date of issuance of the Letter of Award (Work Order).

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7. **Reporting and Supervision:**
The Consultants will work under the supervision of the Director General from 9:00 a.m. to 5:00 p.m. and will report directly to the Director General, Punjab Overseas Pakistanis Commission.

8. **Source of Funding:** The consultancy will be financed by the Punjab Overseas Pakistanis Commission, Government of the Punjab.

9. **Payment:** The consultants shall receive payment on a monthly basis.

10. **EOI Deadline:**

- Interested Individual Consultants possessing relevant expertise are invited to submit their detailed CVs along with supporting documents (educational credentials, experience certificates, portfolio samples, references) and a financial proposal/fee quote (inclusive of all applicable taxes).
- Submissions may be made in a sealed envelope to the office of **Assistant Director (Admn), Punjab Overseas Pakistanis Commission, 01-Club Road, GOR-I, Lahore till 27-12-2025** via hard copy or via email.
- Late or incomplete applications will not be entertained.

11. **Evaluation & Selection Method:**

CRITERION	DESCRIPTION	MAX MARKS
1. Academic Qualification		**30 points**
	Fulfills the required minimum qualification	30pts
2. Relevant Experience		**20 points**
	If ≤ 01 Year	15pts
	If > 01 Year	20pts
3. Interview		**30 points**
4. Financial Offer		**20 points**
	Lowest Financial Offer	20pts
	2nd Lowest Financial Offer	18pts
	3rd Lowest & other Financial Offers	15pts

12. **Application Process:**

- A cover letter explaining suitability for the assignment outlining their suitability for the position addressing the TORs outlined above along with all relevant documents mentioned in section 10 above.
- Detailed Curriculum Vitae (CV), including educational background and relevant experience.
- Evidence of relevant previous assignments.
- Proposed approach and timeline for completing the assignment.

13. **Selection Process:**

The Selection of procurement of Two (02) Individual Consultants (Short-Term Consultancy) will be in accordance with the provision of Rule 46 of Punjab Public Procurement Rules, 2014 (as amended from time to time).

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14. Cost of Consultancy:

The total cost of each consultant shall be Approx. Rs. 1 million/- Inclusive of all applicable taxes.

Note:

Punjab Overseas Pakistanis Commission reserves the right to reject any or all applications and is not bound to accept any proposal. **Shortlisted candidates may be invited for an interview or additional assessments.**

(MUHAMMAD FAISAL)
Assistant Director (Admn)
Punjab Overseas Pakistanis Commission
01-Club Road, GOR-I, Lahore

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