

**EXPORT DEVELOPMENT FUND**

**MINISTRY OF COMMERCE  
GOVERNMENT OF PAKISTAN**

**TERMS OF REFERENCE (TORs)**

**FOR**

**HIRING OF CONSULTANCY SERVICES FOR EDF FUNDED  
PROJECT APPRAISING AND ANALYSIS**

## 1. INTRODUCTION AND OBJECTIVE OF ASSIGNMENT

Export Development Fund (EDF) operates under the management of its board appointed by Federal Government as per provision of Export Development Fund Act 1999. It receives proposals from trade associations, chambers and Federal Government entities and based on analysis approves funding required for execution of the proposed activities.

The proposals encompass activities linked to international trade events, establishment of training institutes, testing laboratories, soft training interventions, conducting research studies, hiring of technical experts, services for increasing compliance, branding etc.

The fund is currently going through a reform process and intends to acquire professional consultancy services to conduct independent technical, financial, and economic appraisals of project proposals already submitted to the EDF by various Chambers, Exporters Associations and Government Entities.

## 2. SCOPE OF WORK:

The services shall include following tasks:

- i. **Strategic Analysis:** Help in formulating the future strategic direction of EDF.
- ii. **Data Analysis:** Review, analyze, evaluate and report on export related data collected by Pakistan Single Window.
- iii. **Proposal Screening:** Review submitted project proposals for completeness and alignment with EDF's objectives.
- iv. **Board assigned Tasks:** Any other tasks assigned by the Board.

## 3. DELIVERABLES AND TIMELINE:

The assignment is typically expected to be completed within **3 months**.

Key deliverables include:

The Selected consultant will provide a resource for 3 months to EDF.

The resource will report to the Board on the following ;

- Data Analysis, Proposal Screening & Strategic Analysis and any other related matter as the Board requires.

#### **4. SELECTION CRITERIA FOR SERVICE PROVIDER: -**

Consultant will be selected after an open and transparent bidding process in accordance with Public Procurement Regulatory Authority (PPRA) guidelines. Bidding process shall be carried as per **Procurement of Consultancy Services Regulations, 2010** of PPRA as mentioned below: -

- i. The Least cost method as mentioned in the rules shall be adopted in the bidding process.
- ii. The bid shall comprise on one sealed Package containing two separate envelopes marked as "TECHNICAL PROPOSAL" & "FINANCIAL PROPOSALS".
- iii. Technical and financial proposals shall be submitted by the bidders in compliance with all the requirements laid down in this bidding document.
- iv. Bids prepared in accordance with the terms and condition laid down in TORs including complete profile of the consultant s, must be submitted **ONLINE** on **PPRA's-EPADS** on or before **7<sup>th</sup> April, 2026 at 11:00 a.m.**
- v. **Application received through online (PPRA-EPADS) shall only be entertained.**
- vi. The "TECHNICAL PROPOSAL" will be opened on the same day at **11:30 a.m.** in the presence of interested bidders or their authorized representatives.
- vii. The "TECHNICAL PROPOSAL" will be evaluated as per evaluation criteria mentioned in the bidding document.
- viii. The "Financial Bids" shall be opened only for the technically qualified bidders and the unopened financial bids shall be returned to technically unqualified bidders.
- ix. The consultant s will be selected on least cost method (lowest price in the financial bid).
- x. The successful consultant shall be issued with work order and signing of the contract accordingly.

## 5. ELIGIBILITY CRITERIA

The following documents/certificates should become the mandatory requirement for submission of the bid/proposal and shall be submitted by the bidder as integral part of the technical proposal.

- i. Certificate of incorporation
- ii. Has National Tax (NTN) and General Sales Tax (GST) or Registered with Provincial Sales Tax Authorities
- iii. Declaration on stamp paper that the consultant /bidder has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan;
- iv. 2% bid security of the total bid with the Financial bid in favor of the Export Development Fund (EDF)

## 6. EXPERIENCE & SKILLS REQUIRED:

- i. The resource person(s) to be assigned must have Master's degree (16 years) in Business Administration, specializing in Finance and Marketing.
- ii. CV/Profiles of consultant who will be assigned to the task must be submitted along with Name and CNIC (as mentioned above) along with the proposal/bid.

## 7. TECHNICAL EVALUATION CRITERIA (100 POINTS TOTAL)

Consultants must typically achieve a minimum qualifying score of 70% on the technical proposal to proceed to the financial opening.

S#	Main Criteria	Points	Sub-Criteria Details

1	Specific Experience of Consultant	40	<p>Minimum 10 Years of experience in creation / appraisal of Business Development / Product Development assignments (Local/International)</p> <p>20 – 6 or more years of Local Business Development / Product Development experience</p> <p>20 – 6 or more years International Business Development / Product Development experience</p> <p>Consultancy experience a plus</p>
2	Qualifications	40	<p>Educational background and relevant experience of consultant</p> <p>20 – Master’s degree in Business Administration with specialization in Finance</p> <p>20 – Master’s degree in Business Administration with specialization in Marketing</p>
3	Methodology & Work Plan	20	2 page proposal on the methodology and work plan