

Terms of Reference

1. Background

The Pakistan Land Port Authority (PLPA) is a Federal Government Authority established to enhance trade operations at Pakistan's border regions, for the benefit of the business community, including exporters and importers. PLPA operates across three primary functional domains (i) Governance, (ii) Trade Logistics, and (iii) Border Security with the mandate to modernize Pakistan's international land borders and unify cross-border operations under a singular, cohesive framework.

To support the Managing Director in providing site coordination to the authority, PLPA intends to engage an individual consultant to provide Coordination Services.

2. Objectives of the Assignment

The objective of the Individual Consultant is to ensure the seamless management, efficient operational coordination, and timely execution of border procedures. Streamline the flow of commercial cargo, transit trade, and pedestrian movement. Serve as the central focal point to bridge communication between government agencies, trade unions, security forces, and provincial administrations. Monitor and evaluate day-to-day border operations to align with national trade policies, customs regulations, and international border management standards. Proactively identify infrastructure, logistical, or administrative delays and implement immediate corrective actions.

3. Scope of Services

- Facilitate daily inter-agency coordination among Pakistan Customs, Federal Investigation Agency (FIA), Frontier Corps (FC), Anti-Narcotics Force (ANF), and the National Logistics Corporation (NLC).
- Act as the direct liaison between border authorities and the Chamber of Commerce, local traders, and transport associations from both the Pakistani and Iranian sides.
- Coordinate cross-border operational meetings with Iranian border counterparts to resolve bilateral trade or transit issues.
- Oversee the utilization and maintenance of border infrastructure, including scanning bays, terminal gates, weighing bridges, and warehouse facilities.
- Monitor immigration and customs clearance queues, ensuring that checking mechanisms do not cause unnecessary traffic gridlocks.
- Supervise the implementation of any ongoing border upgradation, digitization, or expansion projects.
- Maintain accurate daily logs of trade volumes, vehicle influx, pedestrian movement, and revenue collection trends.
- Flag security, or environmental safety hazards to relevant authorities immediately.

4. Deliverables

- The Consultant will submit the following deliverables to the supervising authority according to the specified timelines:
- Submit the Inception Report within 15 days of contract signing, detailing the mobilization plan, initial site assessment, and stakeholder mapping.
- Provide a daily Operational dashboard with detailed brief, digitized end-of-day report detailing total vehicle clearances, average processing times, and any critical border incidents.
- Create Monthly Progress Reports comprising comprehensive monthly reviews outlining trade volume statistics, documented operational bottlenecks, minutes of stakeholder meetings, and infrastructure performance.

- Draft Standard Operating Procedures (SOPs) for quarterly evaluation report recommending updates to existing border clearance workflows to enhance efficiency.
- Submit Final Assignment report for 2 weeks before contract completion, providing a comprehensive overview of achievements, remaining structural challenges, and a sustainability handover plan for the border site.

5. Duration of Assignment

The assignment is expected to be carried out over a period of six (06) months from the date of contract signing, extendable by mutual consent based on satisfactory performance and continued requirement, as specified in the Data Sheet.

6. Nature of the Assignment

The assignment shall be undertaken by a single individual consultant (Site Coordinator), who shall report directly to the Managing Director, PLPA, and shall perform the Services personally on a full-time or part-time basis, as agreed in the Contract. No substitution of the consultant, or delegation of the assignment to another person, is permitted without PLPA's prior written approval.

Position	Minimum Qualification & Experience	Estimated Input
Site Coordinator (Individual Consultant)	Bachelor's degree (or higher) in Arts, Public Administration, or a related field, with at least 15 years of experience combining Coordination, monitoring & management, security/border management, preferably with public sector, border/trade organizations or Armed Forces	06 person-months

7. Reporting and Coordination

The consultant shall report directly to the Managing Director, PLPA, and shall coordinate closely with PLPA HQ during the course of the assignment.

8. Procuring Agency Input

PLPA shall provide the consultant with reasonable office space, access to relevant documents, data, and counterpart staff, and shall facilitate meetings with relevant government departments and stakeholders, as needed for the performance of the Services.

9. Qualification Requirements of the Individual Consultant

- The consultant must be a citizen of Pakistan (or as otherwise specified in the Data Sheet), holding a valid CNIC and NTN (where applicable).
- The consultant must possess a Bachelor's degree (or higher) in a relevant field and a minimum of fifteen (15) years of experience as specified in Section 6 above.
- The consultant must not be a serving employee of the Federal or Provincial Government, unless a No-Objection Certificate from the parent department is furnished.
- The consultant must not be blacklisted by PPRA, any government department, or public/private sector organization.
- The consultant must be available to undertake the assignment personally for its full duration, without conflicting commitments.