



Pakistan Horticulture Development & Export Company (PHDEC), registered under Section 42 of the Companies Act 2017, is dedicated to promoting, coordinating and enhancing Pakistan's horticulture sector. PHDEC plays a pivotal role in advancing the export of high-quality horticultural products to premium international markets through strategic initiatives, integrated value chain interventions and stakeholder collaboration. Under the initiative “**Strengthening Pakistan's Horticulture Sector: Support for Global GAP, HACCP & ISO 22000 Certifications**”, PHDEC aims to enhance the export potential of horticultural products by facilitating selected stakeholders (farmers, exporters, and processors) in obtaining international food safety certifications. To achieve this, PHDEC intends to engage services of;

- A Consultant/firm is to provide end-to-end support and technical assistance to stakeholders (farmers, exporters, processors) for acquiring relevant food safety certifications, ensuring compliance with international standards, and strengthening their capacity through training and facilitation throughout the certification lifecycle.

Sealed bids (**Technical and Financial**) are invited from reputed firms/agencies/ having minimum 5 years of relevant experience as detailed in the ToRs and registered with relevant tax authorities of Pakistan including having a valid NTN/STN. The firm/agency should not have been black listed by any government office. Two Stage-Two Envelope (TSTE) bidding process will be followed.

Complete Set of bidding documents containing detailed terms and conditions for hiring of services can be accessed from [www.eprocure.gov.pk](http://www.eprocure.gov.pk), [www.phdec.gov.pk](http://www.phdec.gov.pk) or can be asked from this address [muhammad.khalid@phdec.gov.pk](mailto:muhammad.khalid@phdec.gov.pk). Submission of bids through EPADS is a mandatory requirement. The sealed bids (Technical and Financial) must also reach to the undersigned at the given address on or before **29<sup>th</sup> September, 2025** at 11:00 am. Technical Bids will be opened on the same day at 12:30 pm. Bids submitted late/incomplete shall not be considered/entertained.



## TERMS OF REFERENCE (TORs)

### Hiring of Consultant/firm

#### for the Project

### "Strengthening Pakistan's Horticulture Sector: Support for Global GAP, HACCP & ISO 22000 Certifications"

#### 1. Introduction

The Pakistan Horticulture Development & Export Company (PHDEC), registered under Section 42 of the Companies Act 2017, is dedicated to promoting, coordinating, and enhancing Pakistan's horticulture sector. PHDEC plays a pivotal role in advancing the export of high-quality horticultural products to premium international markets through strategic initiatives, integrated value chain interventions, and stakeholder collaboration. Pakistan's horticulture sector holds significant export potential, but faces challenges in meeting international food safety and quality standards. To enhance market access, compliance with international certification schemes such as Global GAP, HACCP, and ISO 22000 is essential. PHDEC, under this initiative, aims to assist exporters, farmers, processors, and stakeholders in achieving these certifications.

#### 2. Objectives of the Assignment

The objective of hiring a Consultant/firm is to provide **end-to-end support and technical assistance** to stakeholders (farmers, exporters, processors) for acquiring relevant food safety certifications, ensuring compliance with international standards, and strengthening their capacity through training and facilitation throughout the certification lifecycle.

#### 3. Scope of Work / Responsibilities

The Consultant/firm will be responsible for the **complete facilitation process** for selected stakeholders including the following:

##### a. Capacity Building

- Conduct tailored **training sessions** for farmers, farm workers, exporters, and processors on:
  - Global GAP
  - HACCP
  - ISO 22000 standards and compliance requirements.
- Deliver **training materials** and practical guidance based on certification requirements.

##### b. Documentation & Compliance

- Assist stakeholders in developing and maintaining:
  - **Standard Operating Procedures (SOPs)**
  - **Manuals, logs, and record-keeping templates**
  - **Documentation required for certification audit.**

##### c. Registration and Coordination

- Facilitate the **registration of shortlisted stakeholders** with the Certification Body (CB).
- Ensure accurate submission of required forms and preliminary documentation.

##### d. Internal Audit

- Conduct internal audits of selected farms or processing units.



- Submit an **internal audit report** identifying gaps, non-conformities (NCs), and corrective actions.

#### **e. Preparation for Certification**

- Guide stakeholders on **corrective actions and improvements**.
- Ensure readiness for the **external audit** conducted by the Certification Body.

#### **f. External Audit Support**

- Liaise with the CB and support stakeholders during the external audit process.
- Facilitate the **resolution and removal of NCs**, if identified during external audit.

#### **g. Reporting and Certification Follow-Up**

- Prepare a **comprehensive final report** including:
  - External audit results
  - Actions taken for NC removal
  - Certification outcome.
- Coordinate with the Certification Body to ensure **issuance of the certificate**.

#### **h. End-to-End Project Responsibility**

- The consultant/firm will be **accountable for the complete process**, from:
  - Initial engagement of stakeholders
  - Training
  - Documentation
  - Audit support
  - NCs removal
  - Certification award

### **4. Deliverables**

- Inception Report detailing methodology, timelines, and stakeholder engagement plan.
- Training material and workshop reports.
- Internal audit reports and NCs tracking sheets.
- Stakeholder-wise certification documentation.
- Final Certification Report summarizing outcomes for each stakeholder.
- Copies of issued certificates (where applicable).

### **5. Qualifications & Experience**

- Master's degree in Food Science, Agriculture, Quality Assurance, or a related field.
- At least **5 years of experience** in food safety certification consulting.
- Demonstrated experience in facilitating Global GAP, HACCP, or ISO 22000 certifications.
- Strong knowledge of international certification procedures and audit readiness.
- Excellent coordination, documentation, and stakeholder training skills.

### **6. Duration and Timeline**

- Total duration: 3 years
- Assignment expected to commence from: October, 2025
- Detailed timelines will be developed in consultation with PHDEC at the time of contract signing.

### **7. Reporting & Supervision**

- The consultant will report directly to the **Project Manager** or **designated official at PHDEC**.



- All reports and deliverables shall be submitted in both hard and soft copy.

### 8. Payment Terms

- Payment will be made in tranches linked with achievement of key deliverables, as specified in the contract.

### 9. Evaluation Criteria for Selection of Consultant/Firm

**Project:** Strengthening Pakistan's Horticulture Sector: Support for Global GAP, HACCP & ISO 22000 Certifications

Proposals will be evaluated in two stages: **(i) Technical Evaluation** and **(ii) Financial Evaluation**. Only those firms/consultants meeting the eligibility criteria will proceed for technical scoring.

#### 9.1. Eligibility Compliance (Mandatory)

Applicants must meet the following minimum conditions:

- Master’s degree (for lead consultant) in Agriculture, Quality Assurance, or any other related field.
- Minimum 5 years’ relevant consulting experience in the requisite food safety certifications (Global GAP, HACCP, ISO 22000).
- Proven capacity to deliver trainings, develop documentation, and conduct internal audits across Pakistan (all provinces including AJK & GB).
- Presence or operational capacity within Pakistan.

*Firms/consultants not meeting these requirements will be disqualified.*

#### 9.2. Technical Evaluation (70 Marks)

Proposals that meet eligibility will be assessed against the following weighted criteria:

Criteria	Sub-Criteria	Marks Allocation
<b>A. Relevant Experience (25)</b>	Past assignments in facilitating Global GAP, HACCP, ISO 22000 certifications 50-99 (10) 100-199 (15) >200 (25)	25



<b>B. Technical Expertise &amp; Team Composition (20)</b>	Qualifications of key experts (Lead Consultant, Trainers, Auditors) Masters 18 years (10) PhD (20)	20
<b>C. Methodology &amp; Action Plan (15)</b>	Soundness and clarity of proposed approach, including training, documentation, audits, and NC removal (15)	15
<b>D. Training &amp; Capacity Building Plan (10)</b>	Quality, relevance, and practicality of proposed training modules/materials (10)	10

**Minimum Passing Score (Technical): 40 out of 70**

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### 9.3. Financial Evaluation (30 Marks)

- Only technically qualified proposals will be financially evaluated.
  - The lowest quoted bid will be awarded **30 marks**.
  - Other bids will be scored proportionately using the formula:
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### 9.4. Final Selection

- Combined Score = Technical (70%) + Financial (30%)
- The firm/consultant with the highest combined score will be recommended for award of contract.

### 10. Submission Guidelines

- Proposals should be submitted in PDF format by the specified deadline at e-pads system at PPRA and to Pakistan Horticulture Development & Export Company (PHDEC) at Ground Floor, State Life No.5, Phase-II, Jinnah Avenue, Blue Area, Islamabad

### 11. Timeline

- (a). Proposal submission deadline: **September 29, 2025**
- (b). Submitted bids shall be valid for 30-06-2026

### 12. Inquiries

- For any inquiries, please contact;
- Name: Mr. Muhammad Khalid, Asst. Manager (GA & HR)
- Email: [muhammad.khalid@phdec.gov.pk](mailto:muhammad.khalid@phdec.gov.pk)
- Office: 051-9217979-84 Cell: 03014191735

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