

## **TERMS OF REFERENCE (TORs) AND EVALUATION CRITERIA FOR LEGAL ADVISORY SERVICES**

Punjab Public Private Partnership Authority (the “Authority”) is a public sector company constituted under the Punjab Public Private Partnership Act, 2019, working as an autonomous body under the Government of Punjab.

The Authority is desirous of hiring a Legal Advisor to handle all legal affairs of the Authority.

The following are the criteria which need to be fulfilled by the Legal Advisor in order to be shortlisted, where after interviews may be carried out by the Authority.

### **Terms of References:**

- i. Provide legal assistance against any litigation arising out of P4A/Punjab PPP Authority, daily business affairs or during contract administration or general O&M affairs;
- ii. Representing and defending the Client before the Courts of Law including but not limited to Magistrate/Civil/Labor Courts/Tribunals/Sessions/All High Courts of Pakistan as the case may be/ Federal Shariat Cour/Supreme Court for the cases filed by the Client against Consultants/Contractors/ Suppliers/ Sub- Contractors/ Employees etc. or vice versa;
- iii. Interact on behalf of the P4A/Punjab PPP Authority with relevant federal and provincial Government Authorities as and when required with regard to Corporate / Contractual / Commercial/ Procurement/ Transactional/ Regulatory/ Employment/ Intellectual Property/ Banking and other legal matters;
- iv. Furnish legal opinions, as and when required;
- v. Drafting and vetting of legal proposal / agreements of P4A/Punjab PPP Authority;
- vi. Preparation of legal cases/ act as legal counsel on behalf of P4A/Punjab PPP Authority;
- vii. Vetting of P4A/Punjab PPP Authority legal documents;
- viii. Provide legal assistance in preparation of replies against complaints lodged on Prime Minister’s Citizen Portal;
- ix. Providing legal assistance in Dispute Resolution at International/ National Forums as and when required;
- x. Negotiate and reply legal notices and help the P4A/Punjab PPP Authority in sorting out issues out of courts through Alternate Dispute Resolution (ADR) mechanism;

- xi. The Legal Advisor shall be willing to travel throughout Pakistan to represent the Client and defend in cases in the courts of as and required by the P4A/Punjab PPP Authority.
- xii. Any other task may be assigned by the authority.

### **Experience / Evaluation Criteria:**

- LLM/Barrister at Law/LLB/LLB (Hons.) from a local or foreign university / a well reputed Institute recognized from the HEC.
- Higher education in the same discipline will be preferred.
- Minimum ten (10) years post-qualification professional experience and registered with Bar.
- The candidate should have expertise of handling corporate legal matters, price matters, drafting of laws, rules, procedures and appearing before the Punjab Service Tribunal / Civil / Subordinate Court, High Court & Labor Appellate Tribunal.
- Knowledge of Public Financial Rules as well as Legal Documentation of PPP Agreements/Contract Management.
- The candidate should be well versed with Labor Laws, Income Tax Ordinance 2001, Sales Tax Act, 1990 & PPRA Rules, 2014.

**INDIVIDUAL CONSULTANT REQUIRED FOR SHORT TERM CONSULTANCIES****Punjab Public Private Partnership Authority (P4A) requires support of the following:**

Sr	Consultancy	No.	Eligibility Criteria for Short Term Consultancies
1	Consultancy for Consultant Financial Advisory Services	01	<ul style="list-style-type: none"> <li>• CFA/ CA/ ACMA/ ACCA, CIMA, MBA in Finance from a local or foreign university / a well reputed institute recognized from the HEC.</li> <li>• Higher education in the same discipline will be preferred.</li> <li>• Minimum four (04) years post-qualification professional experience in leading program/ projects (preferably PPP Projects) with thorough understanding of Financial Models and Financial Appraisal Tools for evaluation of PPP Projects proposals.</li> <li>• Knowledge of Capital Markets and Investment Funds will be an added advantage.</li> </ul>
2	Legal Advisor for Legal Advisory Services	01	<ul style="list-style-type: none"> <li>• LL.M/Barrister at Law/LL.B/LL.B (Hons.) from a local or foreign university / a well reputed institute recognized from the HEC.</li> <li>• Higher education in the same discipline will be preferred.</li> <li>• Minimum ten (10) years post-qualification professional experience and registered with Bar. The candidate should have expertise of handling corporate legal matters, price matters, drafting of laws, rules, procedures and appearing before the Punjab Service Tribunal / Civil / Subordinate Court, High Court &amp; Labor Appellate Tribunal.</li> <li>• Knowledge of Public Financial Rules as well as Legal Documentation of PPP Agreements/Contract Management.</li> <li>• The candidate should be well versed with Labor Laws, Income Tax Ordinance 2001, Sales Tax Act, 1990 &amp; PPRA Rules, 2014</li> </ul>

**Application Instruction For financial Advisory**

1. The interested individual consultants having expertise in above mentioned fields may submit their applications not later than 1100 Hours on last date of submission of bids i.e. 08th January, 2024, and bids shall be opened at 1130 hours on the same date, as per PPRA Rules, 2014.
2. The application should clearly indicate the Nature of Consultancy applied for one side of envelope along with detailed CV, 01 Passport size photograph and attested copies of all relevant documents, copy of domicile, CNIC, Certificates, Degrees. Late and incomplete applications will not be entertained.
3. The services of aforementioned individual consultant will be hired initially for the period of six (06) months through competitive process.
4. The hiring/recruitments will be made strictly on merit basis in accordance with the rules and selection criteria.
5. Detailed terms of references (TORs), qualification, and experience detail are available at <https://p4a.punjab.gov.pk/>.
6. Only shortlisted consultants will be called for interview, if required & No TA/DA shall be paid for appearing in the interview.
7. Individual Consultancy fee is as per Punjab PPRA rules, 2014.
8. P4A management may reject the acceptance of a proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.

**Application Instructions for Legal Advisory**

1. The interested individual consultants having expertise in above mentioned fields may submit their applications not later than 1100 Hours on last date of submission of bids i.e. 08th January, 2024, and bids shall be opened at 1130 hours on the same date, as per PPRA Rules, 2014.
2. Monthly retainer ship fee Rs. 150,000/- to 200,000/- as lump-sum inclusive of all applicable taxes will be paid.
3. The application should clearly indicate the position applied for on side of envelope along with detailed CV, 01 passport size photograph and attested copies of all relevant documents, copy of domicile, CNIC, Experience Certificates, Degrees, Copy of Legal Practice license from bar council. Late and incomplete applications will not be entertained.
4. The retainer ship tenure is for the period of two (02) years.
5. The hiring/recruitment will be made strictly on merit basis in accordance with the rules and selection criteria.
6. Detailed terms of references (TORs), qualification, and experience are available at [www.p4a.punjab.gov.pk/](http://www.p4a.punjab.gov.pk/).
7. Only shortlisted candidates will be called for interview & No TA/DA shall be paid for appearing in the interview.
8. Individual Consultancy fee is as per Punjab PPRA rules, 2014.
9. P4A management may reject the acceptance of a proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.