

# **WALK-IN-INTERVIEW**

## **PAKISTAN AGRICULTURAL RESEARCH COUNCIL**

### **CONSULTANT REQUIRED**

Pakistan Agricultural Research Council (PARC) is looking for hiring the services of One **CONSULTANT (Institutional and Administrative Reforms-PARC Revival Plan)** initially for a period of one year (extendable as required by PARC Revival Plan implementation) at PARC HQ's, Islamabad. Selected consultant will be eligible for TA/DA equivalent to SPS-10 officer at PARC system during the hired period.

➤ **Qualification:**

- i) Master's degree in Public Administration, Mathematics, Computer Science, Management, or relevant disciplines.
- ii) Proven track record in regulatory oversight, administrative reforms, and project evaluation.
- iii) Strong skills in data collection, analysis, and preparation of development plans.
- iv) More than 25 years' experience in relevant field
- v) Excellent communication, documentation, and coordination abilities.

➤ **Age Limit:** 55-62 Years

➤ **Remuneration:** Negotiable

**Address:** Pakistan Agricultural Research Council (PARC), 20 Attaturk Avenue, Sector G-5/1, Islamabad  
(Ph # 051-90762220)

TORs are available on PARC website. Candidates possessing prescribed qualifications and relevant experience may appear for walk in interview on **20.11.2025 (Thursday) at 10:00 am** on above venue along with duly filled application form (available on PARC website: [www.parc.gov.pk](http://www.parc.gov.pk)) with detail CV, original and one set of attested academic, experience credentials, copy of CNIC and one passport size photograph. No TA/DA will be admissible for interview.

**Terms of Reference (ToRs) of  
CONSULTANT  
(Institutional and Administrative Reforms)-PARC Revival Plan)**

1. **Introduction & Background:** Pakistan Agricultural Research Council (PARC) is implementing a Strategic Revival Plan to restore institutional efficiency, financial sustainability, and research performance. The plan aims to streamline governance, strengthen administrative systems, and ensure performance-based management across PARC's research and support divisions. To support this process, PARC requires the services of a qualified consultant with experience in government administration, planning, and institutional reform.
2. **Contract Description:** The contract period will be as per PARC rules and on the performance of the consultant. One-month notice will be served from both parties before termination of the contract. This is full time contract and the consultant will remain in the office as full time employee till the end or termination of the contract.
3. **Type of position:** Consultant (Institutional and Administrative Reforms)-PARC Revival Plan  
**Location:** PARC HQ's, Islamabad or as the Competent Authority may decide.  
**Type of Contract:** Individual Service Contract / National Consultant  
**Languages Required** English
4. **Overarching Objectives:** To assist PARC in designing and implementing administrative, organizational, and regulatory reforms under the Revival Plan, ensuring effective coordination, transparent governance, and operational efficiency.
5. **Scope of the Consultancy Work:** The Consultant will work closely with PARC management to:
  - Review PARC's current administrative, financial, and regulatory setup.
  - Identify systemic weaknesses, procedural overlaps, and governance gaps.
  - Analyze institutional mandates of divisions, directorates, and research centers.
  - Recommend restructuring measures for improved decision-making and accountability.
  - Review HR management systems including promotions, postings, and performance evaluation mechanisms.
  - Propose a monitoring and evaluation system for research performance and project outcomes.
  - Establish data-driven monitoring tools for institutional performance.
  - Support development of dashboards or reporting templates to track progress under the Revival Plan.
  - Train PARC staff in using data for planning and decision-making.
  - Assist in formulating annual work plans and project tracking mechanisms.
  - Conduct consultations with PARC divisions, institutions, scientists, and management.
  - Incorporate feedback from MNFSR and development partners into reform proposals.
6. **Key Deliverables:**
  - Diagnostic report on PARC's institutional and administrative structure.
  - Reform framework with actionable policy and procedural recommendations.
  - Implementation roadmap with timelines, KPIs, and responsible units.
  - Monitoring and reporting templates for continued progress tracking.
  - Final presentation and validated implementation plan.
7. **Reporting:**
  - The Consultant will report to Chairman PARC, and work in close liaison with the PARC higher management.
8. **Payment Schedule:**
  - Payment will be made on monthly basis on satisfactory performance
9. **Other Expense:**
  - The Consultant will be eligible for TA/DA equivalent to SPS-10 officer of PARC.

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