

Government of Pakistan  
Ministry of National Food Security and Research  
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**NEED ASSESSMENT FORM FOR LEGAL CONSULTANT / CONTRACT  
MANAGEMENT SPECIALIST (SPPS-II)**

Sr. No.	Heading	Details
1.	Name of Ministry/Division/Organization:	Ministry of National Food Security and Research
2.	Title of the Position (Technical Advisor, Consultant, Research Associate):	Legal Consultant / Contract Management Specialist. SPPS-II
3.	Duration & Location:	1 year extendable based on performance. Islamabad
4.	Disqualification:	Annex-I
5.	Need Assessment: a) Identified Challenge / Gap b) Area of Expertise c) Requisite qualifications: d) Requisite experience/skills: e) Level of Role and Responsibility f) Reporting Channel	Annex-II
6.	Expected impact on the Performance of the Ministry Performance:	Annex-III
7.	Job Description	Annex-IV
8.	Key Performance Indicators, Targets, Timelines and Deliverables:	Annex-V
9.	Performance Evaluation:	Annex-VI

(to be signed and Stamped by the concerned Secretary/PAO)

Signature

Secretary, Ministry of National Food  
Security and Research

**Annex-I**

**Disqualification Criteria for the Position of Legal Consultant / Contract Management Specialist. SPPS-II**

- i. Lack of a degree/Qualification as per advertisement i.e. A Master's degree/ Bachelor degree in law (LLM) from a HEC-recognized University, demonstrating expertise in legal principles, policies and practices relevant to the position.
- ii. Lack of minimum 15 years of professional experience/ practice in Supreme Court/ High Court.
- iii. Candidates with a history of ethical misconduct, including dishonesty, plagiarism, or unethical research practices, fail to meet any regulatory requirements.
- iv. Any conflict of interest



**Need Assessment: Legal Consultant / Contract Management Specialist. SPPS-II**

**a) Identified Challenge / Gap:**

The Ministry of National Food Security and Research (MNFS&R) is facing significant challenges in ensuring compliance with relevant laws and regulations. These challenges include navigating complex regulatory frameworks as well as addressing institutional and capacity gaps that hinder effective policy implementation. There are deficiencies in the current legal framework, and additional challenges stem from limited institutional capacity, inadequate stakeholder engagement, and insufficient coordination among government agencies. As a result, there is a pressing need for specialized legal expertise to address these issues and support effective **Right-Sizing initiatives**. To resolve these issues, MNFS&R is seeking to engage a highly qualified and experienced professional who can tackle these challenges as part of the **"Right Sizing" initiative**. The legal consultant will provide expert legal advice and will be responsible for drafting, reviewing, revamping, and negotiating laws and legal documents.

**b) Area of Expertise:**

The Legal Consultant should possess expertise in various areas of law, including corporate law, contract law, intellectual property law, labor law, and regulatory compliance. The Legal Consultant has experience in drafting, reviewing, and negotiating contracts, agreements, and other legal documents. Additionally, an incumbent knows the laws and regulations related to agriculture, food security, and trade, including international trade agreements and treaties. They should also have expertise in dispute resolution, mediation, and arbitration, experience in providing legal advice and guidance to government agencies, private sector companies, and other stakeholders.

**c) Requisite qualifications:**

Master's degree in law (LLM) from a HEC recognized University, demonstrating expertise in legal principles, policies and practices relevant to the position.

**d) Requisite experience/skills:**

- i. Minimum 15 years of professional experience/ practice in Supreme Court/ High Court.
- ii. Experience in corporate law, including company formation, mergers and acquisitions, and corporate governance.
- iii. Experience in drafting, reviewing, and negotiating contracts, agreements, and other legal documents.
- iv. Experience in ensuring regulatory compliance, including laws and regulations related to agriculture, food security, and trade.
- v. Ability to communicate complex legal concepts to non-legal stakeholders, including government officials, private sector companies, and farmers.
- vi. Ability to negotiate and mediate disputes, including experience in alternative dispute resolution mechanisms.
- vii. Ability to conduct research on complex legal issues, including laws and regulations related to agriculture, food security, and trade.

- viii. Fluency in English, with excellent writing and speaking skills.
- ix. Familiarity with local laws and regulations, including laws related to agriculture, food security, and trade.
- x. Experience working with international organizations, including experience in international trade law and agreements.
- xi. Experience in laws and regulations related to agriculture and food security, including experience in agricultural trade and food safety standards.
- xii. Experience in dispute resolution, including experience in arbitration, mediation, and negotiation.

**e) Level of Role and Responsibility:**

- i. **Providing Legal Advice:** Providing legal advice and guidance on laws and regulations related to agriculture, food security, and trade.
- ii. **Drafting and Revamping Legal Documents:** Drafting and revisiting/reviewing different Laws, including PASSCO, PARC, PTB, LDDDB, FDB, PCCC, PCSI, NSDRA, NFSA etc., contracts, agreements, and other legal documents related to agricultural trade and food security.
- iii. **Conducting Legal Research:** Researching complex legal issues related to agriculture, food security, and trade.
- iv. **Representing the Ministry:** Representing the Ministry in legal proceedings, negotiations, and other forums related to agricultural trade and food security.
- v. **Developing and Implementing Legal Frameworks:** Developing and implementing legal frameworks and policies related to agriculture, food security, and trade.
- vi. **Collaborating with Stakeholders:** Collaborating with stakeholders, including government agencies, private sector companies, and farmers' organizations, to promote agricultural trade and food security.
- vii. **Reporting and Monitoring:** Preparing and submitting regular reports on legal issues related to agricultural trade and food security, and monitoring the implementation of legal frameworks and policies.

**f) Reporting Channel:**

The Legal Consultant-SPPS-II will report to the concerned Additional Secretary, M/o NFS&R.



**Expected Impact on the Performance of the Ministry of National Food Security & Research**

**Legal Consultant / Contract Management Specialist. SPPS-II**

The Legal Consultant / Contract Management Specialist is expected to extend the following significant and multifaceted impact on the performance of the Ministry of National Food Security & Research. The anticipated impacts include:

- i. **Improved Legal Compliance:** Enhanced compliance with laws and regulations related to agriculture, food security, and trade, reducing the risk of legal disputes and penalties.
- ii. **Effective Contract Management:** Improved drafting, review, and negotiation of contracts, agreements, and other legal documents, ensuring the Ministry's interests are protected.
- iii. **Reduced Legal Risks:** Identification and mitigation of legal risks, ensuring the Ministry is adequately prepared to address potential legal challenges.
- iv. **Enhanced Policy Development:** Informed policy development, ensuring that laws and regulations related to agriculture, food security, and trade are aligned with the Ministry's goals and objectives.
- v. **Increased Transparency and Accountability:** Improved transparency and accountability, ensuring that the Ministry's actions are lawful, reasonable, and fair.
- vi. **Better Representation:** Effective representation of the Ministry in legal proceedings, negotiations, and other forums, ensuring the Ministry's interests are protected and promoted.
- vii. **Capacity Building:** Strengthened capacity of Ministry staff in legal matters, ensuring they are equipped to handle legal issues related to agriculture, food security, and trade.

**Job Description: Legal Consultant / Contract Management Specialist. SPPS-II**

- i. **Provide Legal Advice:** Provide expert legal advice and guidance on laws and regulations related to agriculture, food security, and trade.
- ii. **Draft and Review Legal Documents:** Draft and review contracts, agreements, and other legal documents related to agricultural trade and food security.
- iii. **Conduct Legal Research:** Conduct research on complex legal issues related to agriculture, food security, and trade.
- iv. **Represent the Ministry:** Represent the Ministry in legal proceedings, negotiations, and other forums related to agricultural trade and food security.
- v. **Develop and Implement Legal Frameworks:** Develop and implement legal frameworks and policies related to agriculture, food security, and trade.
- vi. **Collaborate with Stakeholders:** Collaborate with stakeholders, including government agencies, private sector companies, and farmers' organizations, to promote agricultural trade and food security.
- vii. **Report and Monitor:** Prepare and submit regular reports on legal issues related to agricultural trade and food security, and monitor the implementation of legal frameworks and policies.

**Key Performance Indicators, Targets, Timelines and Deliverables****Legal Consultant / Contract Management Specialist. SPPS-II****a) Key Performance Matrix with Quantitative Targets**

<b>Key Performance Indicators (KPIs)</b>	<b>Quantitative Targets</b>
Legal Opinions:	Provide written legal opinions on complex legal issues related to agriculture, food security, and trade
Legal Documents:	Draft and revamp different Laws, including PTB, LDDDB, FDB, etc., contracts, agreements, and other legal documents related to agricultural trade and food security.
Research Reports:	Prepare research reports on complex legal issues related to agriculture, food security, and trade.
Legal Frameworks:	Develop and implement legal frameworks and policies related to agriculture, food security, and trade
Negotiation and Mediation Support:	Support and guidance during negotiations and mediations related to agricultural trade and food security, ensuring that the Ministry's interests are protected and promoted.
Capacity Building and Training:	Developed and delivered training programs for Ministry staff on legal issues related to agriculture, food security, and trade, ensuring that they have the necessary knowledge and skills to handle these issues effectively.



**Annex-VI****Performance Evaluation of Legal Consultant / Contract Management Specialist. SPPS-II**

<b>Key Performance Indicators (KPIs)</b>	<b>Quantitative Targets</b>	<b>% of Target Achieved</b>	<b>Percentage Weightage</b>	<b>% Score</b>
Legal Opinions:	Provide written legal opinions on complex legal issues related to agriculture, food security, and trade	90	25	2250
Legal Documents:	Draft and revamp different Laws, including PTB, LDDDB, FDB, etc., contracts, agreements, and other legal documents related to agricultural trade and food security.	90	20	1800
Research Reports:	Prepare research reports on complex legal issues related to agriculture, food security, and trade.	90	20	1800
Legal Frameworks:	Develop and implement legal frameworks and policies related to agriculture, food security, and trade	90	10	900
Negotiation and Mediation Support:	Support and guidance during negotiations and mediations related to agricultural trade and food security, ensuring that the Ministry's interests are protected and promoted.	80	15	1200
Capacity Building and Training:	Developed and delivered training programs for Ministry staff on legal issues related to agriculture, food security, and trade, ensuring that they have the necessary knowledge and skills to handle these issues effectively.	80	10	800

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