

ToRs of Advisors / Specialists / Consultants

I. Technical Advisors / Specialists / Consultants

Areas:

- i) Steel & Other Metals
- ii) Chemicals, Plastics, Petrochemicals
- iii) Electrical & Power Equipment
- iv) Heavy Engineering
- v) Industrial Engineering (Process Automation, Industry 4.0)
- vi) Engineering Services (EPC, Civil, etc.)

The following, unless otherwise specified, will be the general Terms of Reference for the Technical Advisors / Consultants / Specialists / Experts:

- i. Providing leadership to the function and support to other team members
- ii. Perform value chain analysis of assigned industrial sectors / clusters
- iii. Benchmark the assigned industrial sectors / clusters with internationally competitive sectors / clusters
- iv. Analyzing and identifying existing and potential problems and bottlenecks hampering the growth of the sector/cluster and propose area-wise specific solutions for consideration and decision by the competent authority.
- v. Preparation of sector studies in consultation with the stakeholders (private and public) and effective implementation of recommendations of the studies.
- vi. Propose / develop national targets for assigned sectors / clusters in line with national development goals.
- vii. Prepare development models for assigned industrial sectors / clusters.
- viii. Develop / propose appropriate policies and programs for development of the assigned sectors/clusters for import substitution and exports enhancement in order for the sector / cluster to live up to its true potential.
- ix. Prepare and deliver capacity building programs for assigned sectors / clusters, incorporating the latest international developments and best practices.
- x. Identify target countries for exports of assigned sectors / clusters, analysis trade barriers in those countries and propose solutions to address the same.
- xi. Appraise, monitor and evaluate the progress of implementation of policies / projects and advising corrective actions as may be necessary for enabling their effective implementation in realizing the approved goals and targets.
- xii. Advise on any matter relating to the assigned sectors / clusters.
- xiii. Any other duty / task / work assigned by higher authorities.

Qualification & Experience:

- i. The candidate should be at least B.Sc. / B.E. with (16 years experience) OR MS(with 12 year experience) OR PhD(with 8 years experience) in relevant field of engineering from a HEC recognized and a reputable foreign/local university.
- ii. Must have sound knowledge of policy framing/implementation and must have developed at least two or more policies related to industrial clusters.
- iii. Proficient in the use and application of IT and other tools, technologies, methodologies relevant to the field / sector.
- iv. Proficient in the use of office productivity tools, including but not limited to MS Office, Access, Visio, Project etc.
- v. Should not be more than 55 years of age.
- vi. Salary package negotiable and commensurate with qualification and experience.

II. TORs OF FINANCIAL ANALYST

The following, unless otherwise specified will be the general Terms of Reference for the Financial Analyst:

- i. Providing leadership to the function and support to other team members
- ii. Assemble, analyze and summarize financial data to structure sophisticated reports leading to decision making
- iii. Develop financial models, conduct benchmarking and process analysis
- iv. Conduct studies on past, future and comparative performance and develop forecast models
- v. Identify trends, advise and recommend actions to concerned specialists and higher authorities
- vi. Track and determine financial status by analyzing actual results in comparison with forecasts
- vii. Keep abreast of latest developments in the field and apply novelty in the field
- viii. Consult with management to guide and influence long term and strategic decision making
- ix. Support the process improvement and policy development initiatives.
- x. Advise on any matter relating to the field.
- xi. Any other duty / task / work assigned by higher authorities.

Qualification & Experience:

- i. The candidate should have at least CA/ACMA/ACCA or Master's degree in Finance or related field from a HEC recognized and reputable foreign/local university and must have a minimum of 10-15 years post qualification experience as a Financial Analyst.
- ii. Proficient in the use and application of IT and other tools, technologies, methodologies relevant to the field / sector.

- iii. Proficient in the use of office productivity tools, MS Office, Access, Visio, Project etc. and statistical packages/tools like SPSS
- iv. Hands on experience with statistical analysis using statistical packages
- v. Good presentation, reporting and communication skills
- vi. Proven knowledge of financial forecasting and diagnosis, corporate finance and information analysis
- vii. Should not be more than 55 years of age.
- viii. Salary package negotiable and commensurate with qualification and experience.

III. TORs OF COST ACCOUNTANT

The following, unless otherwise specified, will be the general Terms of Reference for the Cost Accountant:

- i. Providing leadership to the function and support to other team members.
- ii. Analyzing and identifying existing and potential problems in the target sectors and developing area-wise specific solutions for consideration and decision by the competent authority.
- iii. Collecting, analyzing data about typical costs in assigned sectors and developing cost standards in the same.
- iv. Analyzing financial statements and manufacturing costs, and conducting variance analysis
- v. Developing, populating and maintaining databases related to the engineering sectors within the country, including those related to sectoral and aggregate production, employment, investment, imports, exports, production processes and wastages, variances, benchmarking etc.
- vi. Work with companies in assigned sectors to determine and propose process improvements
- vii. Provide management with reports
- viii. Advise on any matter relating to the field.
- ix. Any other duty / task / work assigned by higher authorities.

Qualification & Experience:

- i. The candidate should be at least CA/ACMA/ACCA from recognized local/foreign institute concerned and must have a minimum of 10-15 years post qualification experience as a cost accountant.
- ii. Proficient in the use and application of IT and other tools, technologies, methodologies relevant to the field / sector.
- iii. Proficient in the use of office productivity tools, MS Office, Access, Visio, Project etc. and statistical packages/tools
- iv. Good presentation, reporting and communication skills

- v. Should not be more than 55 years of age.
- vi. Salary package negotiable and commensurate with qualification and experience.

IV. TORs OF Economist

The following, unless other-wise specified, will be the general Terms of Reference for the Economist:

- i. Providing leadership to the function and support to other team members.
- ii. Perform Financial and Economic Analysis of the various policies, studies, plans being prepared by technical teams.
- iii. Provide technical assistance to the technical teams during the conduct of studies in the field, and preparation of economic and financial analysis for the different feasibility studies and business plans and other related activities.
- iv. Conduct appraisal of emerging benefits.
- v. Lead the development / enhancement of economic models and related analytical methods and tools.
- vi. Conduct primary research, data collection and analysis and literature reviews as required for various assignments.
- vii. Formulate/update a research agenda, work plan, protocol, and methodology based on project requirements
- viii. Conduct researches, produce policy papers and formulate key policy recommendations on assigned sectors.
- ix. Advise on any matter relating to the field.
- x. Any other duty / task / work assigned by higher authorities.

Qualification & Experience:

- i. The candidate should have at least Maters' degree with (16 years experience) OR MS(with 12 year experience) OR PhD(with 8 years experience) in Economics/ Development Economics or related field from a HEC recognized and reputable foreign/local university.
- ii. Proficient in the use and application of IT and other tools, technologies, methodologies relevant to the field / sector.
- iii. Proficient in the use of office productivity tools, MS Office, Access, Visio, Project etc. and statistical packages/tools
- iv. Good presentation, reporting and communication skills
- v. Should not be more than 55 years of age.
- vi. Salary package negotiable and commensurate with qualification and experience.

V. TORs OF Business Development & Outreach Expert / Advisor

The following, unless other-wise specified, will be the general Terms of Reference for the Business Development & Outreach Expert / Advisor:

- i. Providing leadership to the function and support to other team members.
- ii. Undertake research and study on the current state of business development and outreach activities / models of domestic engineering industry.
- iii. Study the legal, regulatory and business environment of various target countries and propose go-to-market models/strategies for our domestic engineering industry.
- iv. Work with stakeholders in providing a conducive and facilitative environment for domestic engineering sectors and companies in target countries. This will involve managing the facilitation through relevant government offices/officials within the country and within target countries.
- v. Act as a one-stop shop to cater to all domestic and international needs related to exhibitions / seminars / delegations of domestic engineering companies / associations / sectors for setting up or facilitating business ventures within and outside Pakistan.
- vi. Develop and execute a marketing plan to help local companies reach out to potential clients abroad, attract and facilitate foreign companies to establish their facilities in Pakistan.
- vii. Facilitate foreign investors.
- viii. Facilitate match making of domestic engineering companies and associations with foreign companies domestically and internationally
- ix. Establish a web portal for customers, investors and companies; prepare and disseminate marketing collateral.
- x. Provide management with reports
- xi. Advise on any matter relating to the field.
- xii. Any other duty / task / work assigned by higher authorities.

Qualification & Experience:

- i. The candidate should have at least a Masters degree in Business Administration, Management Sciences, Marketing, Public Relations or related field with (16 years experience) OR MS(with 12 year experience) OR PhD(with 8 years experience) from a HEC recognized and reputable foreign/local university.
- ii. Proficient in the use and application of IT and other tools, technologies, methodologies relevant to the field / sector.
- iii. Good presentation, reporting and communication skills
- iv. Should not be more than 55 years of age.
- v. Salary package negotiable and commensurate with qualification and experience.

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