

**EXPORT DEVELOPMENT FUND**

**MINISTRY OF COMMERCE  
GOVERNMENT OF PAKISTAN**

**TERMS OF REFERENCE (TORs)**

**FOR**

**PREQUALIFICATION OF HEADHUNTING FIRM FOR EXPORT  
DEVELOPMENT FUND, MINISTRY OF COMMERCE**

## 1. INTRODUCTION AND OBJECTIVE OF ASSIGNMENT

The Export Development Fund (EDF) is an autonomous body established under the EDF Act, 1999 (Amendment 2026) to fund export development activities. The objective of current assignment is to engage a professional executive **Search/Headhunting Firm** to recruit a high-caliber C-Levels Professional for Export Development Fund (EDF) through a transparent and merit-based process, adhering to the PPRA Rules and federal government guidelines.

## 2. SCOPE OF WORK:

The headhunting firm will perform the following tasks:

- i. **Job Profiling:** Define the C-Levels job description, key performance indicators (KPIs), and specialized skill sets required for the export sector with consultation/directions of the Search Committee EDF.
- ii. **Targeted Sourcing:** Identify potential candidates from national and international markets using advanced headhunting techniques.
- iii. **Screening & Shortlisting:** Conduct initial technical screenings and background checks.
- iv. **Candidate Assessment:** Facilitate multi-tiered interviews and provide an expert analysis of the top 3–5 candidates.
- v. **Final Reporting:** Submit a comprehensive merit-based selection report to the Search Committee of the EDF Board.

## 3. DELIVERABLES:

- i. **Inception Report:** Profiling, JD and Criteria with 3 days of contract award.
- ii. **Advertisement and Outreach Launching:** Within one week of contract award.
- iii. **Candidates Dossier:** Disclosing all relevant information and CV of the concerning candidates to EDF within (15) fifteen days after the closing date of advertisement

- iv. **Shortlisted Candidates with Reasoning:** List of shortlisted CVs and the list of not shortlisted CVs with the reason alongside referrals from two previous employers within four weeks of advertisement
- v. **Assistance in Interviews:** Assistance to Search Committee during interview process. (one week process)

#### **4. SELECTION CRITERIA FOR SERVICE PROVIDER: -**

Firms/bidders will be selected after an open and transparent bidding process in accordance with Public Procurement Regulatory Authority (PPRA) guidelines. Bidding process shall be carried out for pre-qualification of the Headhunting firms as follows:

- a. The technical proposals will be opened only for the bidders who successfully qualified through initial screening under “Eligibility Criteria” and the technical proposals will be returned to the bidders who did not qualify at initial screening stage.
- b. The bid shall comprise on “TECHNICAL PROPOSAL” a single package containing one envelope only. Technical Proposals to be submitted by the applicants shall be in compliance with all the requirements laid down.
- c. Bids prepared in accordance with the terms and condition laid down in TORs including complete profile of the Firm s, must be submitted ONLINE on PPRA’s-EPADS on or before **11th June, 2026** at 11:00 a.m.
- d. Application received through **online (PPRA-EPADS) shall only be entertained. Technical proposals** shall be opened at **11:30 am** on the same day.
- e. Scores will be allocated based on evidence available in the bidding document only.
- f. The firms will be pre-qualified for a period of two (02) years initially.
- g. Once head hunting is pre-qualified, EDF will utilize its services for C-level and other management posts/consultants as per its needs for which financial quotes will be requested.

#### **5. ELIGIBILITY CRITERIA**

- i. **Experience:** Minimum 10 years of establishment in executive search/headhunting public or private sector.
- ii. **Track Record:** Successfully completed at least 5 similar assignments for C-level positions in the public or private sector in the last 5 years.

- iii. **Legal Compliance:** Registered with FBR (Active Taxpayer List) and not blacklisted by any government agency.

## 6. PAYMENT PLAN TO THE FIRM

The full professional fee (as per financial bid) for the recruitment of the C-Levels posts shall be settled in a single lump-sum payment, due and payable only upon the candidate's successful completion of the onboarding process (Final selection report).

## 7. TECHNICAL EVALUATION CRITERIA (100 POINTS TOTAL)

S#	Main Criteria	Points	Sub-Criteria Details
1	Specific Experience of Firm	10	Years in Operation (10 Marks): 01 mark per year of experience (Minimum 5-year experience)
2	Relevant Executive Search Experience	30	Evidence of successfully placing <b>C-Suite executives</b> in public sector autonomous bodies or large international/private organizations/ in the last 5 years 3 marks for each placement
3	Client Base	20	Number of public sector autonomous bodies or large international/private organizations clients served 2 marks for each organization
4	Feedback from Clients	15	EDF will take feedback from top 4 clients Positive feedback 3 mark per client
5	Key Personnel	10	Experience and Qualification of Team Lead <ul style="list-style-type: none"> <li>• Experience in heading HR Departments</li> <li>• Team Lead position in HR Headhunting</li> </ul>

			1 mark for each year
6	<b>Methodology, Resource &amp; Systems</b>	15	<ul style="list-style-type: none"> <li>• Depth of candidate database, specialized methods for reaching</li> <li>• Screening &amp; Assessment Strategy &amp; Tools</li> <li>• Profiling of suitable candidate</li> </ul>
<b>Total Marks</b>		<b>100</b>	

**Note:-** For Queries (if any) please contact Mr. Syed Ejaz Ali Shah, Deputy Director (HR & Admn), EDF Office, 2<sup>nd</sup> Floor, FPCCI Capital House, Sector G-8/1, Islamabad Tel: 051-9107430-35 - ejaz.shah@edf.gov.pk