GOVERNMENT OF THE PUNJAB
PUNJAB CLEAN AIR PROGRAM | PCAP
PLANNING & DEVELOPMENT BOARD

MINUTES OF MEETING OF CONSULTANT SELECTION COMMITTEE MEETING			
Date of Meeting:	02-12-2025	**Time:**	12:30 PM
Location:	11-A, Upper Mall Mian Meer Road, Lahore.		

Participants

1. Program Director, CMU-PCAP in chair
2. Program Manager, CMU, PCAP
3. M&E Specialist, CMU, PCAP
4. Environment Specialist, CMU, PCAP
5. Procurement & Contract Management Specialist, CMU, PCAP.

Background

The Consultant Selection Committee (CSC) meeting was convened under the chairmanship of the Program Director, Coordination & Monitoring Unit, Punjab Clean Air Program (PCAP) for evaluation of CVs for following position of CMU-PCAP.

- **Hiring of Individual Consultant for development of TORs for procurement of consultancy firm for Carbon Credit Monetization under PCAP.**

S/N	Discussion & Decisions
01	**Evaluation of CVs for hiring of Individual Consultant for Development of TORs, for procurement of Consultancy Firm for Carbon Credit Monetization under PCAP** The committee participants were briefed that the hiring process was initiated for the position of **Individual Consultant for Development of TORs, for procurement of Consultancy Firm for Carbon Credit Monetization under PCAP** and approached to three potential consultants on 01.12.2025 with the closing date of submission of application on or before 02.12.2025 **Annex-A.** It was briefed that each applicant applied for the above-mentioned position was evaluated as per qualification and experience requirements mentioned in the Terms of Reference (TORs) against the position by the Consultant Selection Committee. The TORs of the said position are placed at **Annex-B**. Whereas, the evaluation report is placed at **Annex-C** respectively. The summary of the applicant is given as under:

S/N	Discussion & Decisions

Sr. No.	Position	CVs received
01	Individual Consultant for Development of TORs, for procurement of Consultancy Firm for Carbon Credit Monetization under PCAP	03

Afterwards, the CSC reviewed and evaluate the technical knowledge and competence and requisite skill level of the shortlisted candidates for the above-mentioned position. After conducting the evaluation report for the said post finalized by the CSC attached at **Annex-D.**

Decision:

i. The committee cleared the evaluation report for the said position and allowed to issue notification to the top ranked candidates. The top-ranked candidates are:

- Ms. Mahin Azam Khan

CVs of three candidates are attached at **Annex-E.**

Procurement & Contract Management Specialist
CMU-PCAP

M&E Specialist
CMU-PCAP

Environment Specialist
CMU-PCAP

Program Manager
CMU-PCAP

Program Director
CMU-PCAP

REQUEST FOR EXPRESSION OF INTEREST

The Punjab Clean Air Program (PCAP) is a flagship initiative by the Government of Punjab, supported by the World Bank. It aims to reduce ambient air pollution—especially PM2.5-by addressing emission sources in the transport, agriculture, and industrial sectors.

CMU-PCAP, P&D Board intends to hire the Individual Consultant as Senior Advisor for the Formulation of Punjab Growth Strategy for 2026-31. Qualification & Experience requirements are mentioned below:

Sr.	Position	Qualifications/ Experience/Skills
01	Individual Consultant for Development of TORs, for procurement of Consultancy Firm for Carbon Credit Monetization under PCAP	i. Master's degree in a relevant field such as environmental studies, economics, public policy, sustainable finance, or development. ii. At least five years of experience working in climate change, carbon markets, or related areas. iii. Good understanding of carbon finance and how carbon credits and market-based mechanisms work. iv. Experience in planning and managing climate or environment-related projects. v. Strong grasp of climate change issues, including key national and global policies and trends. vi. Ability to prepare clear, well-structured reports and documents to support decision-making. vii. Strong communication and writing skills, with the ability to explain technical topics in simple terms. viii. Awareness of the challenges developing countries face in accessing climate and carbon finance.

The Term of Rerences (TORs) is enclosed with the last date of submission of CVs on or before December 2, 2025 (12:00 PM). The Individual Consultant will be selected as per World Bank Procurement Regulations using the limited competitive market approach.

Program Director,
Punjab Clean Air Program
Planning & Development Board,
11–A, Upper Mall, Mian Mir Road,
Lahore.
Ph. # 042 – 99332566 – 69

Annex-B.

TERMS OF REFERENCE (TORS)

Hiring of Individual Consultant for Development of TORs, for procurement of Consultancy Firm for Carbon Credit Monetization under PCAP

1. Background

The Punjab Clean Air Program (PCAP) is a flagship initiative by the Government of Punjab, supported by the World Bank. It aims to reduce ambient air pollution—especially PM2.5—by addressing emission sources in the transport, agriculture, and industrial sectors. PCAP also includes behavioral change programs, capacity building, and regulatory reforms aligned with national climate and environmental strategies. In line with Pakistan's commitments under the Paris Agreement and its Nationally Determined Contributions (NDCs), the program seeks to leverage carbon finance to accelerate mitigation co-benefits from afforestation, reforestation, and emission-reduction activities.

Under the broader provincial climate and environmental strategy, the program is developing a carbon market framework to mobilize finance for green interventions. To support this, a short-term consultant (STC) is being engaged to provide technical, analytical, and coordination support on carbon credit and carbon market–related activities.

2. Objectives of the Assignment

The overall objective of this assignment is to support the Punjab Clean Air Program and the firm engaged in developing a provincial carbon market framework and related carbon-finance mechanisms. More specifically, the assignment aims to assess and strengthen the Program's readiness to participate in and monetize carbon markets. This includes evaluating and enhancing its capacity to generate, certify, and trade carbon credits, as well as identifying the policy, legal, and institutional arrangements required for effective engagement.

3. Scope of Work

In consultation with the Punjab Clean Air Program (PCAP) team, the Environmental Protection Department (EPD), the Planning & Development Department (P&D), and other relevant stakeholders, the consultant is expected to:

1. **Support the integration of carbon finance into the Punjab Clean Air Program**, focusing on leveraging both compliance and voluntary carbon markets under Article 6 of the Paris Agreement to monetize emission reductions and removals from PCAP interventions.
2. **Conduct comprehensive policy, regulatory, and institutional reviews** to assess PCAP's readiness to participate in carbon markets — identifying policy gaps,

institutional needs, and regulatory enablers required for effective carbon credit generation, registration, and trading.

3. **Develop safeguard and stakeholder engagement frameworks** for carbon credit projects under PCAP, ensuring compliance with environmental, social, and community rights standards. Review and strengthen consultation processes, grievance redress mechanisms, and benefit-sharing arrangements in line with World Bank safeguard principles and voluntary carbon market protocols (e.g., Cercarbono, Verra, Gold Standard).

4. **Liaison** with the firm engaged for carbon credit development — coordinating on work plans, technical documentation, data requirements, and validation processes — and ensure the firm's outputs align with national and international standards for high-integrity carbon markets.

5. **Conduct awareness sessions and workshops** on carbon finance and related topics, and support the dissemination of information and learning materials among relevant departments and stakeholders.

6. **Follow and record systematically the latest trends, studies, and developments** in carbon markets, including evolving Article 6 mechanisms, and synthesize insights and lessons for program-level decision-making.

7. **Prepare periodic progress reports and technical summaries**, capturing key milestones, analytical findings, coordination outcomes, and recommendations for strengthening PCAP's carbon market readiness and monetization pathways.

4. Responsibilities and Tasked

No.	Activities	Description
2	Draft ToRs for Carbon Credit Firm	Terms of Reference for the firm and experts responsible for supporting carbon-finance activities under PCAP.
3	Policy and Readiness Review Report	Assessment of Punjab's readiness to participate in carbon markets, including policy, legal, and institutional recommendations.
4	Stakeholder Consultation and Safeguard Report	Summary of stakeholder consultations and safeguard assessments, including meeting records and outreach materials for local communities.
5	Communication and Awareness Materials	Preparation of safeguard-related communication materials, internal briefing notes, and knowledge-sharing summaries.

6	Awareness Sessions / Workshop Report	Documentation and summary of awareness sessions and workshops conducted on carbon finance, safeguards, and stakeholder engagement.
7	Final Summary Report	Consolidated final report capturing key activities, findings, and recommendations for future carbon-credit initiatives.

5. Required experience and skills: (made a sample table, subject to change at your discretion)

- Master's degree in a relevant field such as environmental studies, economics, public policy, sustainable finance, or development.
- At least five years of experience working in climate change, carbon markets, or related areas.
- Good understanding of carbon finance and how carbon credits and market-based mechanisms work.
- Experience in planning and managing climate or environment-related projects.
- Strong grasp of climate change issues, including key national and global policies and trends.
- Ability to prepare clear, well-structured reports and documents to support decision-making.
- Strong communication and writing skills, with the ability to explain technical topics in simple terms.
- Awareness of the challenges developing countries face in accessing climate and carbon finance.

Duration of Contract

Individual Consultant will be selected for a period of Six months (extendable)

Type of Contract

Time based contract will be signed with the selected Consultant

EVALUATION REPORT

Individual Consultant for Development of TORs, for procurement of Consultancy Firm for Carbon Credit Monetization under PCAP

December 02, 2025

Coordination & Monitoring Unit
Punjab Clean Air Program (PCAP)

CONTENTS

Section - I	Technical Evaluation Report - Text
Section - II	Technical Evaluation Report – Forms
Section-III	Draft Contract

Section I. Technical Evaluation Report – Text

(a) Applications Received

<table>
<tr><td>1. Project Background</td><td>Government of the Punjab has received Credit No. 7735-PK from the International Development Association (IDA) towards the cost of the Punjab Clean Air Program. PCAP is a flagship initiative by the Government of Punjab, supported by the World Bank. It aims to reduce ambient air pollution - especially PM 2.5 - by addressing emission sources in the transport, agriculture, and industrial sectors. PCAP also includes behavioral change programs, capacity building, and regulatory reforms aligned with national climate and environmental strategies.</td></tr>
<tr><td>2. Assignment Background</td><td>The overall objective of this assignment is to support the Punjab Clean Air Program and the firm engaged in developing a provincial carbon market framework and related carbon-finance mechanisms. More specifically, the assignment aims to assess and strengthen the Program's readiness to participate in and monetize carbon markets. This includes evaluating and enhancing its capacity to generate, certify, and trade carbon credits, as well as identifying the policy, legal, and institutional arrangements required for effective engagement.</td></tr>
<tr><td>3. Applications Received</td><td>The Request for Expression of Interest (REOI) alongwith Terms of Reference (ToRs) were shared with the potential consultants in accordance with the World Bank Procurement Regulations using limited competition market approached as cleared by the World Bank. In response, 03 CVs from the following candidates were received on or before closing date and time i.e; 02.12.2025 at 12:00 PM:
<table>
<tr><th>Sr. No.</th><th>Full Name</th></tr>
<tr><td>1</td><td>Ms. Mahin Azam Khan</td></tr>
<tr><td>2</td><td>Syed Kashif Rasheed Ahmad Gilani</td></tr>
<tr><td>3</td><td>Mr. Rizwan Haider</td></tr>
</table>
The CVs of above-mentioned applicants, were handed over to the Evaluation Team for evaluation and shortlisting of the candidates</td></tr>
</table>

b) Shortlisting Process

<table>
<tr><td>Minimum Criteria</td><td><u>Education & Experience</u>
Master's degree in a relevant field such as environmental studies, economics, public policy, sustainable finance, or development.
At least five years of experience working in climate change, carbon markets, or related areas.
Good understanding of carbon finance and how carbon credits and market-based mechanisms work.
Experience in planning and managing climate or environment-related projects.
Strong grasp of climate change issues, including key national and global policies and trends.</td></tr>
</table>

<table>
<tr><td></td><td>

Ability to prepare clear, well-structured reports and documents to support decision-making.
Strong communication and writing skills, with the ability to explain technical topics in simple terms.
Awareness of the challenges developing countries face in accessing climate and carbon finance.

</td></tr>
<tr><td>Evaluation of Candidates:</td><td>The Evaluation team evaluated the qualifications and relevant experience of the candidates, as per evaluation criteria, the summary is given below:
<table>
<tr><th>Sr. No.</th><th>Full Name</th><th>Ranking</th></tr>
<tr><td>1</td><td>Ms. Mahin Azam Khan</td><td>1st</td></tr>
<tr><td>2</td><td>Syed Kashif Rasheed Ahmad Gilani</td><td>2nd</td></tr>
<tr><td>3</td><td>Mr. Rizwan Haider</td><td>3rd</td></tr>
</table>
</td></tr>
</table>

Section II. Technical Evaluation Report – Forms Basic Data

<table>
<tr><td>Name of the Country</td><td>Islamic Republic of Pakistan</td></tr>
<tr><td>Name of the Client and Address</td><td>Coordination & Monitoring Unit, Punjab Clean Air Program (PCAP).
Address: 11-A, Upper Mall, Mian Meer Road, Lahore</td></tr>
<tr><td>Name of the Position</td><td>Individual Consultant for Development of TORs, for procurement of Consultancy Firm for Carbon Credit Monetization under PCAP.</td></tr>
<tr><td>Method of Selection</td><td>Hiring of Individual Consultant under the World Bank Procurement Regulations using the Limited Competitive market approach.</td></tr>
<tr><td>Type of Contract</td><td>Time Based Contract for a period of Six month</td></tr>
<tr><td>Remuneration</td><td>PKR. 450,000/- per month (inclusive of all applicable taxes)</td></tr>
<tr><td>Names of applicants, who expressed interest</td><td>Short listed candidates:
<table>
<tr><th>Sr. No.</th><th>Name</th></tr>
<tr><td>1</td><td>Ms. Mahin Azam Khan</td></tr>
<tr><td>2</td><td>Syed Kashif Rasheed Ahmad Gilani</td></tr>
<tr><td>3</td><td>Mr. Rizwan Haider</td></tr>
</table></td></tr>
<tr><td>Qualitative Assessment of the Shortlisted Candidates</td><td>The Consultant Selection Committee (CSC) reviewed the candidates during its meeting held on 02.12.2025. The final qualitative ranking of the applicants is as below:
<table>
<tr><th>Sr. No.</th><th>Name</th><th>Qualitative Score (out of 100)</th></tr>
<tr><td>1</td><td>Ms. Mahin Azam Khan</td><td>1st</td></tr>
<tr><td>2</td><td>Syed Kashif Rasheed Ahmad Gilani</td><td>2nd</td></tr>
<tr><td>3</td><td>Mr. Rizwan Haider</td><td>3rd</td></tr>
<tr><td colspan="3">CVs: The CVs of the shortlisted applicants are attached as Annex – I</td></tr>
</table></td></tr>
</table>

Recommended for Selection:

Based on the evaluation of qualifications, experience and interview of candidates, the top ranked candidate, **Ms. Mahin Azam Khan** was recommended for selection at a total negotiated amount of PKR.450,000/- (inclusive of all applicable taxes) for a period of Six months as cleared by the World Bank.

Procurement & Contract Management Specialist
CMU-PCAP

M&E Specialist
CMU-PCAP

Environment Specialist
CMU-PCAP

Program Manager
CMU-PCAP

Program Director
CMU-PCAP