

## **Terms of Reference (ToR)**

### **Hiring an Individual Consultant to Review the Visa Implementation Policy for Afghan Refugees in Pakistan**

#### **1. Background**

In 2017, the Federal Cabinet of Pakistan approved a policy, titled, “Management and Repatriation Policy for Afghan Refugees”. One of the key components of the said policy is the implementation of flexible visa regime for Afghan refugees to facilitate voluntary repatriation and regulate the entry/stay of Afghan nationals into the country.

This policy outlines various visa categories named: Business Visa, Skilled/Unskilled Labor Visa, Student Visa, Health Visa and Spouse/Inter-marriages Visa. The visa component, including the five categories of visa, has been reflected in a ‘Manual’ issued by the Ministry of Interior in 2020. It states that, *“one time dispensation may be granted to Afghan Refugees who are POR card holders, if they voluntarily surrender their POR cards, they may be granted appropriate visa on their valid passport within Pakistan on the recommendation of the Ministry of States & Frontier Regions subject to fulfilment of all the required conditions”*.

For such purpose, the SOPs have been drafted however an eligibility criterion, application processing procedures and specific provisions for these categories of Afghan refugees are yet to be finalized. To ensure its continued relevance, efficiency, and alignment with international best practices, a comprehensive review of the policy is necessary.

#### **2. Objective**

The objective of this consultancy is to undertake a comprehensive review of the 2017 Visa Policy for Afghan Refugees, assess its adequacy, relevance and challenges that have delayed its implementation, and recommend improvements to the policy to facilitate voluntary repatriation and improve the way in which the entry/stay of Afghan nationals in the country is regulated.

#### **3. Scope of Work**

The Consultant will:

- i. Conduct a detailed review of the existing visa policy document.
- ii. Analyze the clarity, comprehensiveness and applicability of the visa categories and processes outlined.
- iii. Using available data and reports (to be furnished by CCAR and including, amongst others, the survey of refugees in urban areas and the forthcoming refugee displacement survey,) conduct a qualitative and quantitative assessment of the policy’s socio-economic impact on refugee and host communities in Pakistan’s top refugee-hosting district.
- iv. Assess the policy’s alignment with national security priorities/requirements and identify any gaps, ambiguities.

- v. Conduct a detailed consultative process with government and UN stakeholders to understand the challenges to implementation in the current context.
- vi. Conduct an internal consultative workshop with Ministry, CCAR and CARs' staff (maximum 10 participants) to discuss the visa implementation policy.
- vii. Present the report, with recommendations, to the Intergovernmental Steering Committee of SIRA (IMSC).

#### 4. Deliverables

The consultant will provide the following deliverables:

- i. **Inception Report:** Detailed work plan, methodology and timelines for the review (within one week of contract signing).
- ii. **Stakeholder Consultation Report:** Summary of consultations with stakeholders and key insights gathered including proposals/comments.
- iii. **Draft Visa Implementation Policy Review Report:** Analysis of gaps, proposed reforms/actions.
- iv. **Final Visa Implementation Policy Review Report:** Incorporating feedback from CCAR and CARs' and relevant stakeholders. Put forward actionable recommendations and detailed proposals for visa implementation policy framework and subsequent improvements.
- v. **Presentation to IMSC.**

#### 5. Duration of the Assignment

The consultancy will be for a period of **65 days**, expected to start in September 2025 and will be completed in the end of November 2025.

#### 6. Deliverable-based Payment Schedule

Project Phase	Description	Deliverables	Days	Payment (%)
Inception phase	Project kickoff, review of existing policies, work plan development	Inception Report	7 days	20%
Stakeholder consultations and fieldwork	Engagement with key stakeholders, data collection, preliminary analysis	Data Analysis Report	15 days	15%
Internal Consultative Workshop (01 day)	Engagement with Top Management from Ministry, CCAR and CARs (Maximum 10 participants)	Workshop Report	5 day	10%
Preparation of Report (draft)	Development of draft Visa Implementation Policy Review Report: Analysis of gaps, proposed reforms/actions.	Draft Report	15 days	20%
Review and finalization of Report	Incorporation of feedback, final report delivery, presentation to stakeholders	Presentation on Visa Implementation	10 days	20%

		Policy Report		
Submission of Formal Report	Report on Recommendations on Visa Implementation Policy Review	Final Report	5 days	15%
Total			65 days	100%

## 7. Duration

The duration of the consultancy services shall be sixty-five (65) days, commencing from the date of contract execution.

The price of the Contract will be inclusive of the applicable taxes.

SIRA-CCAR reserves the right to terminate the contract in case of:

- Non-compliance with contract terms
- Failure to deliver within the agreed timeline
- Fraud, corruption, or misrepresentation
- Leaking of the official data or officers' / officials' data.

## 8. Qualifications and Experience:

- i. Master's degree in Law, International Relations, Migration Studies, Public Policy, Political Science, Social Sciences, Human Rights, or Refugee Studies.
- ii. Minimum of 5 years' relevant experience in migration policy, legal reform, administrative review, or refugee and asylum policy implementation.
- iii. Proven expertise in visa policy analysis, refugee and asylum frameworks, and international protection frameworks for displaced populations.
- iv. Knowledge of legal reform or visa policy of Pakistan will be considered a strong asset.
- v. Experience in conducting policy impact assessments, stakeholder consultations, and drafting legal/policy recommendations.
- vi. Prior work with Afghan refugee communities, or experience in post-conflict or humanitarian contexts, is highly desirable.
- vii. Demonstrated experience in migration policy development and review, including engagement with government agencies, international organizations (e.g., UNHCR, IOM), or refugee-hosting communities in Pakistan.
- viii. Strong analytical, writing, communication, and computer skills.
- ix. Female candidates are strongly encouraged to apply.

## 9. Reporting

The Consultant will report to the Project Director SIRA under the supervision of Chief Commissioner Afghan Refugees.