

PUNJAB RURAL MUNICIPAL SERVICES COMPANY (PRMSC)

TERMS OF REFERENCES (TORs) FOR HIRING OF INDIVIDUAL CONSULTANT (QUANTITY SURVEYOR)

Position:	Individual Consultant (Quantity Surveyor)
Implementing Agency:	Punjab Rural Municipal Services Company (PRMSC)
Project:	Punjab Rural Sustainable Water Supply and Sanitation Project (PRSWSSP)
Location:	Lahore, Pakistan
Duration:	12 months
Reporting To:	Chief Infrastructure Development, PRMSC

1. Background

The Punjab Rural Sustainable Water Supply and Sanitation Project (PRSWSSP), financed by the World Bank, is being implemented by PRMSC under the administrative control of the Local Government and Community Development Department (LG&CD). The project aims to improve the quality, reliability, and sustainability of rural water supply, sanitation, and solid waste management services in selected districts of Punjab.

To ensure effective cost estimation, financial control, and monitoring of project civil works, PRMSC intends to hire an Individual Consultant (Quantity Surveyor).

2. Objectives of the Assignment

The objective of this assignment is to provide professional expertise in cost estimation, quantity verification, financial analysis of works, and contract management support to ensure transparency, cost-effectiveness, and adherence to World Bank procurement and financial management guidelines.

3. Scope of Work / Duties and Responsibilities

A. Quantity Surveying and Cost Estimation

- Prepare detailed cost estimates, bills of quantities (BoQs), and material take-offs for water supply, sanitation, and solid waste schemes.
- Verify contractors' interim and final payment certificates in line with approved drawings and specifications.

- Assist in the preparation and review of engineers' estimates and tender documents.
- Conduct rate analysis and maintain a database of current market rates for materials and labor.

B. Contract and Financial Management Support

- Review variation orders, cost adjustments, and claims submitted by contractors.
- Support in contract evaluation, cost control, and financial forecasting.
- Maintain systematic records of project costs, quantities executed, and payments made.
- Liaise with supervision consultants and field teams for physical verification of completed works.

C. Monitoring and Reporting

- Prepare periodic reports on work progress, material consumption, and cost deviations.
- Conduct site visits to ensure the accuracy of physical quantities and compliance with specifications.
- Provide inputs for project progress reports, financial summaries, and audit documentation.

4. Reporting and Deliverables

The Quantity Surveyor will report directly to the CID, PRMSC, and work in close coordination with the Project Director and Engineering Team.

Key Deliverables:

- Monthly progress and cost verification reports.
- Verified interim and final payment certificates.
- Updated cost and quantity tracking sheets.
- Rate analysis and variation approval documentation.
- Summary report of verified project expenditures.

5. Qualification and Experience Requirements

Education: B.Sc. (Civil Engineering or Technology) with DAE Civil.

Experience: Minimum 10 years of relevant experience in cost estimation, and project verification in large-scale infrastructure or donor-funded projects.

Skills:

- Strong knowledge of BoQ preparation, cost control, and variation analysis.
- Proficiency in MS Excel, AutoCAD, and relevant quantity surveying software.
- Familiarity with World Bank procurement and financial procedures will be an asset.

Language: Excellent command of English and Urdu (written and spoken).

6. Duration and Location

The Consultant will be engaged for 12 months, based in Lahore.

7. Institutional Arrangements

The Consultant will work under the direct supervision of the CID, PRMSC.

8. Performance Evaluation

Performance will be evaluated based on:

- Quality, accuracy, and timeliness of deliverables.
- Effectiveness of cost verification and reporting.
- Compliance with project financial and procurement standards.

9. Confidentiality

The Consultant shall maintain confidentiality of all project-related data, reports, and documentation as per PRMSC and World Bank policies.

10. Selection Process

Selection will be carried out using the **Least Cost Selection (LCS)** method, and the contract will be awarded to the most responsive lowest evaluated bidder.