

# **PUNJAB RURAL MUNICIPAL SERVICES COMPANY (PRMSC)**

## **TERMS OF REFERENCES (TORs) FOR HIRING OF INDIVIDUAL CONSULTANT (INFRASTRUCTURE DEVELOPMENT SPECIALIST)**

**PROJECT: PUNJAB RURAL SUSTAINABLE WATER SUPPLY & SANITATION PROJECT  
(Funded by World Bank)**

### **1. Brief Background:**

The Government of Islamic Republic of Pakistan has received financing from the World Bank towards the cost of the Punjab Rural Sustainable Water Supply and Sanitation Project for improving service delivery standards of the rural water & sanitation system and has extended the said financing to Punjab Rural Municipal Services Company (PRMSC); a not-for-profit company registered under Section 42 of Companies Act 2017. PRMSC as Client intends to apply part of the proceeds for hiring consulting firms for Detailed Engineering Design and Construction Supervision Under Component - Sanitation and Water Supply infrastructure Development Project. The PRMSC has aimed at developing the infrastructure to help in addressing the lack of Water Supply & Sanitation Systems in 2,000 revenue villages (including the small habitations/basis in each Revenue Village) of sixteen (16) poorest and most underserved districts of Rural Punjab that underlies the low access to safely managed water and sanitation and poses threats to public health and the environment.

PRMSC has intention to hire a Individual consultant (infrastructure development specialist) to especially provide technical support to the PRMSC Technical tehsil teams in execution of infrastructure activities.

### **2. Objectives/TORs of Individual Consultant (Infrastructure Development Specialist):**

The primary objectives of hiring a consultant (Infrastructure Development Specialist) are as follows (but not limited to);

#### **For Existing Civil Works Contracts (Pilot Phase) & Upcoming phase**

**Leading Engineering Team:** Lead the Infrastructure Development wing PRMSC-HO and PRMSC TOs, establishing coordination and communication mechanism within the engineering teams in PIMU/SDUs, assigning short and long-term targets for successful completion of the civil works projects under PRSWSSP.

**Technical Support:** Provide technical support to the Infrastructure Development Wing HO & Technical Tehsil teams in the execution of infrastructure activities and provide the cost-effective solutions to ensure project completion within the stipulated time and cost. Review the progress of all project activities and ensure that all civil work projects stay on budget and complete within the projected time schedule. Evaluates all costs associated with each project including materials, costs of labor, and time expended.

**Verification:** Verify the payment cases submitted by contractors and consultants. Endorse the specifications of goods and works prepared by the EDCS Consultants. Endorse/verify the engineering estimates, BOQs (MRS and Non-MRS Items) of all projects under the PRSWSSP.

**Verification of IPC and Variation Orders:** Verify the payment claims of contractor / consultant technically in coordination with Infrastructure Development wing PRMSC HO/TOs. Verify the contract variations, if any, after detailed due diligence of project on site activity in coordination with site staff.

**Performance Evaluation:** Evaluate the performance of the Infrastructure Development Wing (HO), PRMSC Tehsil team, and Resident Consultant supervision team in their respective tasks as per their job descriptions.

**Coordination:** Coordinate with the Infrastructure Development Wing (HO), PRMSC Tehsil team, and Resident Consultant supervision team to promptly resolve site issues. Maintain liaison and coordination with PRMSC-HO & PRMSC-TO on a regular basis to track the progress of the project.

**Design Coordination:** Coordinate with the Consultant design team for the issuance of drawings or any required data on time.

**Project Completion:** Ensure the completion of project packages within the stipulated time frame and cost.

**Quality and Quantity Assurance:** Ensure the Quality and Quantity of the works/goods at site as per specifications and standards mentioned in the tender document and detail engineering design.

**Reporting:** Develop and submit regular reports related to infrastructure activities to the Project Director/CEO of PRMSC.

**Evaluation of Proposals:** Evaluate RFQs, and technical and financial proposals of EDCS supervision consultants.

**Compliance:** Ensure compliance with the World bank guidelines, Govt. of Punjab regulations, procurement plan, Project Appraisal Document (PAD), and loan agreement in the execution of civil works projects in the target tehsils of PRSWSSP.

**Highlighting Issues:** Highlight project progress, areas for improvement, and any issues or risks that may impact project implementation.

**Meetings:** Arrange meetings with Consultants and Contractors to expedite physical activities and resolve issues.

**Stakeholder Meetings:** Attend meetings with the Project Director/CEO, implementation teams, and other stakeholders as required, to report on infrastructure activities and address any issues or risks that arise.

**Data Collection and MIS:** Ensure that the implementation teams collect data according to the monitoring plan and results framework, and that the data is entered into the project's MIS system in a timely manner. Conduct targeted evaluations and operations research, including design, data collection, management and analysis

**Submission Monitoring:** Ensure the submission of IPCs, VOs, escalation cases, and physical progress on the Management Information System (MIS).

**Additional Tasks:** Perform any other tasks assigned by the Project Director/CEO.

**Approving and Supervising Designs:** Supervise, review and approve the concept designs, feasibility reports, PC-1, tender drawings, bidding documents, detail engineering designs and IFC drawings, specifications of goods and works prepared by the EDCS Consultants for next upcoming phase. Verify the engineering estimates, BOQs (MRS and Non-MRS Items) of all projects under the PRSWSSP. Will provide cost effective solutions and innovations in infrastructure design. Will assist in the approval of all packages from all stakeholders including ECNEC, PDWP, Local government board.

**Contract Negotiations and Budget Approvals:** Negotiate contracts with contractors and consultants to ensure the most cost-effective means of achieving the project objectives. Approve plans and budgets for each project and make any adjustments required in consultation with the Project Director.

**Evaluation of Proposals:** Evaluate RFQs, and technical and financial proposals of EDCS supervision consultants of 2<sup>nd</sup> Phase.

### 3. Role of the Client:

Following are the roles of PRMSC (but not limited to);

**Documentation:** PRMSC/PRMSC-TO will provide all necessary documentation to the Individual Consultant, including, but not limited to, design documentation from consulting design firms and soft files of design models and drawings.

**Meeting Facilitation:** PRMSC will facilitate meetings between the Individual Consultant, contractors, and consultants.

**Liaison with Consultants:** PRMSC will liaise with consultants to ensure the incorporation of any review comments provided by the Individual Consultant, as applicable.

**Site Visit Support:** PRMSC will provide a vehicle with fuel and a driver for any required site visits.

#### **4. Duration of the Assignment**

The Individual Consultant will be hired initially for 12 months (extendable as per rules and regulations) to provide infrastructure development services as mentioned above starting from the award of the contract.

#### **5. Reporting Requirements**

Individual Consultant will be reporting directly to Project Director. Fortnightly/Monthly report shall be submitted by the Individual Consultant to competent authority.

#### **6. Qualification of Consultant**

16 years or higher degree (preferably Masters) in Civil Engineering with minimum of 15 years of work experience in matters related to site execution and designing of infrastructure development projects (Water Supply and sewerage projects). Experience in project management and implementation of Infrastructure project. Preferably of work experience in similar projects particularly related to local governments and urban development infrastructure development, Experience of working in the development sector with government organizations or with international donor organizations would be preferred; knowledge of best practices & assessment of development projects is essential for this position; excellent communication skills (written and oral) and strong inter-personal skills would be considered an advantage.

#### **7. Selection Process** The selection will be based on Limited Based method and contract will be awarded to the Lowest Bidder.