

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES– SELECTION OF INDIVIDUAL CONSULTANT)

Credit No. IDA-6243

Contact No. PK-PMDFC-207204-CS-INDV

Assignment Title: “HIRING OF INDIVIDUAL CONSULTANT FOR PREPARATION / REVISION OF PROCUREMENT SOPS DEVELOPED UNDER PCGIP FOR THE PROJECT “PUNJAB CITIES PROGRAM (PCP)”

The Govt of Punjab (hereinafter called “Borrower”) has received financing from the International Development Association (IDA) in the form of a “credit” (hereinafter called “Credit”) towards the cost of “Punjab Cities Program (PCP)”. Punjab Municipal Development Fund Company (PMDFC), an implementing/executing agency of the Client, hereinafter referred to as ‘Client’ intends to apply a portion of the proceeds of this credit to eligible payments.

PMDFC now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Consultants having the required qualification & experience as mentioned below should provide information demonstrating that they can to perform the Services;

Area of Consultancy	Qualification & Experience
<ul style="list-style-type: none">Individual Consultant for Preparation / Revision of Procurement SOPs Developed Under PCGIP for The Project “Punjab Cities Program (PCP)” for Three Months	<ul style="list-style-type: none">Master’s degree in Management Sciences/Business Administration/Commerce/ BS Engineering or related field from reputable local or foreign institution. A diploma/degree in the field of Procurement Management from reputable local or foreign institution shall be preferred.Minimum (15) years of experience in the procurement processes, development sector demonstrating evidence of achieving results and graduation to responsible positions.Significant Experience in development of Procurement SOPs/Manual and to conduct training sessions on Public Sector Procurement Rules and Procedures.Excellent knowledge of relevant rules and PPRA Rules 2014.In-depth understanding of procurement cycle management.Familiarity with Government structures, operations, and procedures.

EOIs along with updated CV, copies of CNIC, and copies of all educational degrees & experience should be submitted according in line with criteria as mentioned above. The detailed Terms of Reference (TOR) of the assignment can be found at the following website:
<https://pmdfc.punjab.gov.pk/>

The attention of interested Consultants is drawn to Section VII, paragraphs, 7.36 and 7.37 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 [Revised November 2017 and August 2018] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

The individual Consultant will be hired in the light of the World Bank Procurement Regulation (Revised).

Women are encouraged to apply.

Expressions of interest must be delivered in a written form to the address below by **December 03, 2021 till 1700 hours.**

Punjab Municipal Development Fund Company (PMDFC)

Attn.: Managing Director, PMDFC

Building No.184 Scotch Corner, Upper Mall Scheme, Lahore – 54500 Pakistan

Tel: +92 **042-99204386-89**

E-mail: info@pmdfc.org.pk

Website: <https://pmdfc.punjab.gov.pk/>



PUNJAB MUNICIPAL DEVELOPMENT FUND COMPANY

TERMS OF REFERENCE
FOR
HIRING OF INDIVIDUAL CONSULTANT
FOR
PREPARATION / REVISION OF PROCUREMENT SOPS DEVELOPED UNDER
PCGIP
FOR THE PROJECT
“PUNJAB CITIES PROGRAM (PCP)”

184, Scotch Corner, Upper Mall, Lahore
Tel #: 042-99204386-89
Fax #: 042-99204390
Website: www.pmdfc.org.pk
E-mail: info@pmdfc.org.pk

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I. Background

- ✓ A Program captioned as Punjab Cities Program (PCP), introduced as a Program for Results (P4R), funded by World Bank with total cost of 200.00 million USD and gestation period of 5 years, has been launched in 16 MCs of Punjab. The development objective of the Program is to strengthen the performance of participating Municipal Committees (MCs), focusing on urban management and improvement of municipal services infrastructure for satisfactory service delivery. The operation is financed through a hybrid of Investment Project Financing (IPF) and Program-for-Results (PforR) instruments.
- ✓ The PforR (Window-1) pilot the Performance Based Grants (PBGs) to the MCs of the 16 selected cities (*Bahawalnagar, Burewala, Daska, Gojra, Hafizabad, Jaranwala, Jhang, Jhelum, Kamalia, Kamoki, Khanewal, Kot Addu, Muridkey, Okara, Vehari, and Wazirabad*).
- ✓ The IPF (Window-2) support provincial government agencies i.e. Local Government & Community Development Department (LG&CDD), Punjab Local Government Board (PLGB), Punjab Municipal Development Fund Company (PMDFC) and PFC Unit of Finance Department (FD) in Program Management, Release of funds, Capacity building of MCs in municipal service delivery along with developing and implementing gender responsive systems for human resource management, grant management, reporting and audit, and MC performance assessment.

II. Objectives of Consultancy Services

PMDFC under the Punjab Cities Program (PCP) undertake the lead role in rolling out the Procurement Standard Operating Procedures (SOP) in accordance with the PPRA rules for the sixteen (16) Partner Municipal Corporations/Committees (MCs). The underlying objective is to build and enhance the capacity of partner MCs to ensure the transparency, effectiveness and efficiency of the public procurement procedures in order to achieve the value for money. Procurement SOPs would enable the relevant stakeholders to implement all applicable mandatory provisions envisaged in the procurement regulations at Province level.

III. Scope of Work

1. To review the existing Procurement SOPs rolled out under the Punjab Cities Governance Improvement Project (PCGIP) in the year 2014.
2. To propose the changes required in the aforementioned Procurement SOPs in line with the prevailing procurement rules for Goods, Works and Consultancy Services.
3. To review the relevant stakeholders existing procurement mechanisms being followed

at MCs level by organizing field visits of one (01) Municipal Corporations and two (02) Municipal Committees. Identify bottlenecks and propose certain improvements in procurement mechanisms. Address the issue of delegations of powers for the procurement procedures under the standard delegation of powers chart for all MCs.

4. To draft the Procurement SOPs to be rolled out in the partner MCs in line with PPRA rules 2014 covering all aspects of Procurement of Goods, Works and Consultancy Services.
5. Review existing procurement committees and propose constitution of procurement & contract award committees at the MCs level.
6. Review existing complaint redress committee as well as complaint redress mechanism and also propose constitution of complaint redress committee along with complaint redress mechanism in line with the PPRA rules 2014.
7. To get feedback from all stakeholders at the initial phase before rolling out the Procurement SOPs and incorporate the suggestions by the relevant stakeholders through collaborative orientation sessions.
8. To conduct formal training sessions of partner MCs on the approved SOPs and submission of training report.
9. The consultant will also make part of the report pre and post assessment. Training series will be conducted on properly framed training modules duly approved by PMDFC

IV. Time frame and Supervision

The consultancy services will be performed for the duration of three (03) months from the date of signing of contract.

The consultant will be under the supervision of Senior Program Officer (Procurement), PCP- PMDFC for required progress reporting and management of the assigned functions.

V. Hiring Process

The hiring will be conducted in line with the World Bank Procurement Regulations through open competition.

VI. Consultant Fee

The Consultant fee shall be based on Lump sum basis. All payments made to the Consultant shall be subject to prevalent applicable taxes.

VII. Deliverables/Reports with timelines

S No	Deliverable	Payment %	Proposed Time (Days)	Hard Copies	Soft Copies
1	Inception Report including work plan	10 % of the total contract amount	10	02	01
2	Draft report on Analysis of existing SOPs, proposed modifications.	15 % of the total contract amount	10	02	01
3	Draft report on review of existing procurement mechanism of MCs covering aspects of bottlenecks and proposed improvements.	15 % of the total contract amount	20	02	01
4	1 st draft of the updated Procurement SOPs	20 % of the total contract amount	20	03	01
5.	Training module on SOPs & final training report	10 % of the total contract amount	20	03	01
6.	Final draft of the Procurement SOPs	30 % of the total contract amount	10	03	01
	Total Days required		90		

VIII. Qualifications:

- Master's degree in Management Sciences/Business Administration/Commerce/ BS Engineering or related field from reputable local or foreign institution. A diploma/degree in the field of Procurement Management from reputable local or foreign institution shall be preferred.

X. Experience:

- Minimum (15) years of experience in the procurement processes, development sector demonstrating evidence of achieving results and graduation to responsible positions.
- Significant Experience in development of Procurement SOPs/Manual and to conduct training sessions on Public Sector Procurement Rules and Procedures.
- Excellent knowledge of relevant rules and PPRA Rules 2014.
- In-depth understanding of procurement cycle management.
- Familiarity with Government structures, operations, and procedures.
