



**PROJECT MANAGEMENT UNIT (PMU)  
PUNJAB URBAN LAND SYSTEMS  
ENHANCEMENT (PULSE) PROJECT  
Board of Revenue (BOR)  
Government of the Punjab**

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**TERMS OF REFERENCE**

**PUNJAB URBAN LAND SYSTEMS ENHANCEMENT (PULSE)  
PROJECT**

**ISLAMIC REPUBLIC OF PAKISTAN  
PUNJAB PROVINCE**

**HIRING OF AN INDIVIDUAL CONSULTANT AS**

**Social Safeguard Associate**

**JUNE 2025**

## **TERMS OF REFERENCE (TORs) – ASSOCIATE SOCIAL SAFEGUARDS**

### **1. BACKGROUND INFORMATION: -**

The Government of Punjab, through the Board of Revenue, is implementing the Punjab Urban Land Systems Enhancement (PULSE) Project with technical and financial support from the World Bank. The primary objective of the project is to strengthen land tenure security and improve the accuracy, accessibility, and transparency of land records in urban and peri-urban areas. To achieve this, the project includes components such as digital parcel mapping, cadastral surveys, public land identification, and strengthening land record systems and services. Ensuring the inclusion and participation of all stakeholders—especially women, informal settlers, and marginalized communities vulnerable groups is central to the project's success.

Given the socially sensitive nature of land governance, the PULSE Project adopts the World Bank's Environmental and Social Framework (ESF) to guide the management of social risks and impacts. A robust approach to social safeguards is essential to address issues such as land disputes, stakeholder's engagement, social change, gender-based discrimination, and stakeholder grievances. The Associate Social Safeguards plays a vital role within the Social Safeguards team of the Punjab Urban Land Systems Enhancement (PULSE) project. Reporting to the Social Safeguards Specialist, the associate assists in implementing and monitoring social safeguard measures in line with project guidelines. Their responsibilities include conducting field monitoring visits, supporting third party social firms in conducting stakeholder engagements, maintaining social risk documentation, and ensuring that community concern particularly those of vulnerable group are addressed.

#### **1.1. Beneficiary Country and Province:**

Islamic Republic of Pakistan and Punjab Province.

#### **1.2. Contracting Authority:**

Under the Punjab Urban Land Systems Enhancement (PULSE) Project and in agreement with the World Bank, the Project Management Unit (PMU), Board of Revenue (BOR), Government of Punjab is the contracting authority.

## **2. OBEJECTIVE: -**

The objective of this assignment is to aid and oversight for the effective implementation of Environment and Social Commitment Plan and Environment and Social Management Plan of the PULSE Project. The Associate Social Safeguards will ensure that all project activities, particularly those involving community engagements, focus group discussions with the vulnerable groups, field monitoring visits to check the process of Partition, Monitoring visits of the various field activities, youth engagement sessions and any other activity under Stakeholder's engagement Plan and Labor Management Plan.

The associate Social Safeguards will also play a key role in operationalizing key safeguards instruments such as the Stakeholder Engagement Plan (SEP), Labor Management Procedures (LMP), and the Grievance Redress Mechanism (GRM). The assignment focuses on strengthening community engagement, monitoring social impact, preventing and addressing gender-based violence and sexual exploitation (GBV/SEA/SH), and enhancing the overall social sustainability of the project. He will also maintain a close coordination with Community Engagement Associates at district level, implementing partners, and local civil society organizations to enhance stakeholder's participation and social cohesion during all phases of the project.

## **3. SCOPE OF WORK:**

The Social Safeguards Associate will be responsible for planning, coordinating, supervising and monitoring of the implementation of the activities under Stakeholders Engagement Plan and compliances of Labor Management Plan across all project components and locations under the PULSE Project.

Specific tasks include, but are not limited to:

### **Compliance & Planning:**

- Under the guidelines of Social Safeguards Specialist, ensure that all the project activities comply with the World Bank Social Safeguards standards, policies and procedures.

- Field Monitoring of the different activities to be performed by the third-party social mobilization firms, community engagement associates, Compliances of Labor Management Plan (LMP).
- Integrate social inclusion, gender, and vulnerability concerns into field activities planning with contractors, district level associates and gender team.

#### **Stakeholder Engagement:**

- Facilitation and district level coordination with stakeholders, especially with vulnerable groups (women, minorities, informal settlers).
- Design strategies to create awareness in urban areas, communication tools in collaboration with the Community Engagement team.
- Document and report outcomes of consultations and FGDs as per the SoPs already approved by the World Bank.

#### **Monitoring & Supervision:**

- Monitor the implementation of social safeguards in coordination with district-level teams and implementing partners.
- Maintain a database of daily level progress and Monthly progress to track the activities as per the inception reports.
- Prepare periodic monitoring reports and success stories to be shared with the Management of the Project.
- Conduct field visits to assess community perceptions, prepare FAQs.

#### **Training & Capacity Building:**

- Develop and deliver training modules on social safeguards, GBV/SEA/SH prevention, Standardized SOPs for Community Engagements in field and on mobilization strategy.
- Build the capacity of the social organizers of third-party firms and other implementation partners on various tasks assigned by the Social Section Lead.

#### **4. DELIVERABLES: -**

The consultant is expected to deliver the following:

- Field Monitoring Reports on Monthly basis
- Training / Refresher session reports after completion of task.
- Preparation of Modules and Questionnaire for Vulnerable Groups specific FGDs, Documentation of stakeholder consultations, conduction of FGDs, and community engagement sessions
- Reports on trainings and capacity-building sessions, including materials and participant lists
- Monthly/quarterly monitoring reports on safeguard compliance and field observations
- Review and provide inputs on the deliverable reports by third party contractors firms

## **5. QUALIFICATION & EXPERIENCE: -**

- Master's degree in Social Sciences, Sociology, Agricultural Sciences, Environmental Sciences or related fields.
- At least three (3) years of post-qualification experience in the field of environment and social safeguards or social development in donor-funded projects (World Bank experience preferred).
- Proven experience in stakeholder engagement, designing social mobilization strategy, grievance redressals, and gender mainstreaming.
- Familiarity with World Bank Environment and Social Safeguards Standards.
- Strong communication, writing, and field coordination skills.
- Fluency in English, Urdu, and Punjabi.

## **6. TYPE OF CONTRACT**

Time-Based Contract.

## **7. DURATION OF CONTRACT**

The duration of the contract is for a period of one (01) year (extendable).

## **8. SELECTION PROCEDURE**

The Social Safeguards Associate will be selected following the World Bank's Individual Consultant Selection (ICS) method as per its Procurement Regulations. The process includes advertising the position through suitable channels, shortlisting

candidates based on qualifications and relevant experience, and evaluating applications against predefined criteria. Shortlisted candidates will be interviewed to assess their suitability and understanding of social safeguards. The final selection will be made by the competent authority in consultation with the World Bank if needed, followed by contract signing outlining deliverables, reporting, and payment terms.

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