



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



TERMS OF REFERENCE

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

**ISLAMIC REPUBLIC OF PAKISTAN
PUNJAB PROVINCE**

**HIRING OF AN INDIVIDUAL CONSULTANT AS
CONTRACT MANAGER**

May 2024

TERMS FOR REFERENCE FOR CONTRACT MANAGER

1. BACKGROUND INFORMATION: -

Board of Revenue, Punjab with the technical & financial support of the World Bank is implementing Punjab Urban Land System Enhancement (PULSE) project for the establishment of a unified central database of all types of urban properties (societies / authorities / development agencies), rights and charges. The proposed system will not merely a GIS & Parcel based one but has all possible functionalities to serve as a robust platform for creation of 'Spatial Data Infrastructure' (SDI), an inevitable need of the future. The project will provide a complete and transparent record of title in land and immovable property. Digitization of remaining parts of rural land, digitization of Katchi Abadis (KAs) record, automation of sub-registrar record rooms is also part of the project.

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, the Project Management Unit (PMU), Board of Revenue (BOR), Government of Punjab is the contracting authority.

2. OBEJECTIVE: -

One of the core objectives of the PMU is to provide the analytical services and value-added information and solutions to BOR in Punjab, project beneficiaries, project stakeholders, and donor organizations in a manner that broadens and strengthens the digitization of land record on BOR and maximizes the effectiveness of PULSE.

The Contract Manager will provide support to the PMU and Project Implementation Unit for diligent contract administration and support under the Project. The support of the consultant is critical in strengthening fiduciary performance, achieving results and capacity for the Project Contract Management System.

3. SCOPE OF SERVICES

- i. Assist to prepare and maintain contract roster of all the Services, Goods and Non-Consulting/ Consulting Services procured under the Project to the technical team in the system.
- ii. Assist the Employer/Purchaser to manage the contracts as per applicable contractual provisions in the contract.
- iii. Facilitate a technical dialogue between PULSE, Consultant/s and assist in achieving closure on divergent interpretation of contractual clauses.
- iv. Assist technical team to keep track of contract proceedings, monitoring deliverables, processing payments, and identifying any delays.
- v. Assessment of variation orders/amendments to the contracts including Extension of Time (EOT) proposals as per the applicable clauses of the contract.
- vi. Assist the technical team with advice to manage the contract management module of the Bank's STEP system and uploading timely entries including payment information as and where required.
- vii. Providing advice to the Employer/Purchaser on claims and disputes and associated payments as per the terms and conditions of the respective contract;
- viii. Act as a focal person on behalf of PULSE for contract administration issues that may accrue liabilities for the project/employer/purchaser.
- ix. Provide support to Procurement Specialist/s in maintaining record for the contracts procured under the project.
- x. In addition, the Consultant will also be responsible to perform any other tasks assigned and entrusted by the PULSE Competent Authority.

4. DELIVERABLES

The consultant is required to deliver the following:

- i. Regular monthly time sheets and status reports.

5. QUALIFICATION AND EXPERIENCE

The individual consultants shall fulfill the following criteria:

- i. At least Bachelor degree or equivalent (sixteen (16) years of education) in Social Science / Economics / Business Administration / Engineering / Management or related field from foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- ii. At least five (05) years of documentary verifiable experience, after acquiring stipulated qualification, in contract management and administration related to the contracts for Goods, Works, Non Consulting and Consulting Services.
- iii. Knowledge and implementation experience of the World Bank Procurement Regulations, procurement practices and MDB financed contracts shall be accorded due weightage.
- iv. Strong leadership and negotiation skills.
- v. Strong and demonstrated capacity for planning, organization and management with excellent reporting and coordination skills.
- vi. Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- vii. Strong interpersonal and communication skills, resourcefulness, initiative, tact, and ability to cope with challenging solutions.
- viii. Proficiency in using MS Office (Word, Excel and Power Point).

6. TYPE OF CONTRACT

Time-based Contract.

7. ESTIMATED DURATION OF CONTRACT

The duration of the contract is initially for one year and shall be extendable to three (03) years subject to satisfactory performance.

8. SELECTION METHOD

The selection will be made in accordance with Section VII, paragraph 7.36 on Open Competitive Selection of Individual Consultants of the World Bank Procurement Regulations for IPF Borrowers”, dated November 2020. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” dated November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.
