



**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  
NON-LINEAR EDITOR**

**DECEMBER 2025**

## **TERMS OF REFERENCE (TORs) – NON-LINEAR EDITOR**

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

The Government of the Punjab, through the Board of Revenue, is implementing the Punjab Urban Land Systems Enhancement (PULSE) Project. The Communication Wing of the project is responsible for public awareness, documentation of field activities, production of IEC material, event coverage, and dissemination of information through digital and conventional media.

In view of continuous and extensive audio-visual requirements, the services of a professional Non-Linear Editor (NLE) are required on a consultancy basis to ensure timely, high-quality video outputs aligned with project objectives.

#### **1.1. 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. OBJECTIVE: -**

The objective of this assignment is to engage a professional Non-Linear Editor (NLE) to edit, compile, and finalize audio-visual content for the PULSE Project, ensuring consistency, accuracy, and high production standards.

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

The consultant shall work under the supervision of the Communication Specialist and shall:

- Edit raw video footage into documentaries, short films, reels, promos, and event highlights.
- Apply graphics, animations, subtitles, transitions, sound design, and color correction.
- Prepare platform-specific video outputs for social media, presentations, and broadcast.
- Ensure compliance with approved branding and communication guidelines.
- Maintain organized archives of footage and edited videos.
- Incorporate feedback and revisions as required.
- Any other task assigned by Competent Authority / Communication Specialist

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

The consultant is expected to deliver the following:

- Edited videos as per approved briefs.
- Short video clips and social media reels.
- Event coverage and highlight videos.
- Final videos in required formats and resolutions.

**5. QUALIFICATION & EXPERIENCE: -**

- Bachelor's degree in Media Studies, Film & TV Production, Mass Communication, or related field.
- Minimum three (03) years of professional experience as a Non-Linear Editor.
- Proficiency in Adobe Premiere Pro, After Effects, Final Cut Pro, DaVinci Resolve, or equivalent software.
- Strong storytelling and visual editing skills.
- Experience with public sector or development projects will be an added advantage.

**6. TYPE OF CONTRACT**

- Time-Based Contract.

**7. DURATION OF CONTRACT**

The duration of the contract is for a period of six (06) months (extendable).

**8. CODE OF CONDUCT AND COMPLIANCE**

The Consultant shall comply with applicable Government of Punjab rules, PMU-BOR policies, and World Bank guidelines relating to ethics, fraud, corruption, and confidentiality.

**9. PAYMENT SCHEDULE**

Payments shall be made on monthly basis against satisfactory completion and acceptance of deliverables, in accordance with the milestones specified in the contract and subject to applicable tax deductions under Government rules.

**10. SELECTION PROCEDURE**

The selection will be made in accordance with Section VII, paragraph 7.22 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.

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