



**PROJECT IMPLEMENTATION UNIT (PIU)
PUNJAB URBAN LAND SYSTEMS
ENHANCEMENT (PULSE)
Punjab Land Records Authority (PLRA)
Government of the Punjab



TERMS OF REFERENCE

PUNJAB URBAN LAND SYSTEM ENHANCEMENT (PULSE)

**ISLAMIC REPUBLIC OF PAKISTAN
PUNJAB PROVINCE**

HIRING OF AN INDIVIDUAL CONSULTANT AS

IT ASSISTANT

July 2023

Terms for Reference for IT ASSISTANT

1. BACKGROUND INFORMATION

Board of Revenue, Punjab with the technical & financial support of World Bank is preparing 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 abadi 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 System Enhancement (PULSE) Project and in agreement with the World Bank, the Project Implementation Unit (PIU), Punjab Land Records Authority (PLRA), Government of Punjab is the contracting authority.

2. OBEJECTIVE

One of the core objectives of the PIU is to provide the analytical services and value-added information and solutions to Punjab Land Records Authority (PLRA) in Punjab and other users such as World Bank, donor organizations etc. in a manner that broadens and strengthens the digitization of land record on PLRA and maximizes the effectiveness of the Punjab Urban Land System Enhancement (PULSE).

The IT Assistant will provide assistance to the PIU-PLRA, PULSE team in the IT related functions.

3. SCOPE OF WORK

- i. Assist in the maintenance and administration of Management Information Systems (MIS), ensuring data accuracy and system availability.
- ii. Support the development and implementation of software applications, including coding, testing, and debugging.
- iii. Collaborate with team members to gather requirements and assist in translating them into technical specifications.
- iv. Conduct research and analysis to identify areas for improvement in existing systems and propose solutions.
- v. Assist in data analysis and reporting tasks to support decision-making processes.
- vi. Provide technical support to end-users, troubleshoot system issues, and assist with user training.
- vii. Contribute to the documentation of systems, processes, and procedures.
- viii. Stay updated with the latest industry trends and technologies related to MIS and software development.

- ix. In addition, the Consultant will also be responsible to perform any other tasks assigned and entrusted by the PC-PIU.
- x. High-quality, well-documented, and maintainable code.
- xi. Detailed documentation of software design, architecture, and implementation.
- xii. Regular progress updates and status reports.

4. DELIVERABLES

The Consultant will submit monthly reports about the Terms of Reference (TOR).

5. QUALIFICATION AND EXPERIENCE

We are seeking enthusiastic and motivated individuals, to work with us on this dynamic and engaging project, who fulfill the following criteria:

- i. Minimum 16 years of education in computer science/ IT or equivalent education from HEC recognized University / Institute.
- ii. Preferable experience in any of the programming languages, such as Java, C#, Python, or JavaScript.
- iii. Familiarity with relational databases and SQL for data manipulation and querying.
- iv. Excellent attention to detail to ensure accuracy and quality in system maintenance and development tasks.
- v. Ability to work collaboratively in a team environment and support the achievement of project goals.
- vi. Demonstrated professionalism and a commitment to maintaining confidentiality and data security.

6. TYPE OF CONTRACT

Time-Based Contract.

7. ESTIMATED DURATION OF CONTRACT

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

8. SELECTION METHOD

The selection will be made in accordance with the Open Competitive Selection of Individual Consultants of 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 July 2016 revised November 2017 and August 2018 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.
