

## **TERMS OF REFERENCE FOR HIRING OF CONSULTANT FOR IMU INSTITUTIONAL CAPACITY BUILDING**

### **Background:**

1. Asian Development Bank (ADB) has provided a Technical Loan (TA Loan) to the Government of Pakistan in the area of infrastructure development. The TA loan will (i) strengthen the environment for, and improve the sustainability of the infrastructure investment; (ii) outline an infrastructure investment program for the short, medium and long term; and (iii) prepare specific investment and institutional capacity interventions for the infrastructure sector. The infrastructure sectors covered under the project are power, transport and water resources.

### **Summary of the Project:**

2. The overall objective of the TA loan is to assist the Government of Pakistan define, plan, prepare and implement a program for infrastructure development consistent with the Medium Term Development Framework (MTDF), and thus reduce poverty. The scope of the TA loan is to (i) assist the Government create an enabling environment for infrastructure investments for domestic public and private participation as well as bilateral and multilateral agencies, and (ii) increase infrastructure services in Pakistan, by improving institutional capacities to plan, develop, and implement infrastructure projects, and by implementing an infrastructure investment program in the power, transport, and water resource sectors.

3. The TA loan consists of four components. One will focus on strengthening the infrastructure investment enabling environment. The others will each cover a major infrastructure sector: power, transport, and water resources. Under each sector component the TA Loan will help prepare, as appropriate, (i) project feasibility studies, (ii) project detailed designs, (iii) project bidding documents and evaluation, (iv) capacity building and development of public-private partnership (PPP) models for the financing, construction, and operation and maintenance of infrastructure facilities, and (v) institutional capacity building and policy development.

4. The project will be executed by the Planning and Development Division (PDD), Government of Pakistan. An Infrastructure Management Unit (IMU) has been established in PDD. The IMU will be responsible for implementation of all components, day to day operation of TA Loan.

### **Functions of IMU**

5. The IMU will be responsible for implementation of all components, day-to-day operations of the TA Loan, and coordination with ADB. The IMU will steer infrastructure development and coordinate with all involved Government ministries and agencies. It will discuss, review, and approve the program on utilizing the TA Loan, including approval of subprojects.

6. The Government and ADB have identified a need to improve and supplement the skills of the IMU for its planning and coordinating the infrastructure components and implementing subproject preparatory and monitoring activities, inclusive of proposal writing, selection and contracting of consultants, and monitoring implementation

activities at the implementing agency level. Accordingly, the IMU and ADB found that a senior program officer and two senior procurement and contracts management specialists need to be hired as consultants to fill this void in the current staff strength of IMU. The specific terms of reference are attached as Appendix A and B.

**Station of Duty**

7. The duty station will be Islamabad, Pakistan with the possibility of extensive traveling inland and abroad.

**Institutional Arrangements**

8. The consultant will be provided with an office in IMU with telephone, a laptop/desktop computer and a printer.

**Remuneration**

9. A negotiable lucrative package will be offered commensurate with the qualifications / experience.

Terms of Reference  
**TA 4635-PAK: Support for the TA Loan for Infrastructure Development  
Senior Procurement & Contracts Management Specialist**

**A. Background**

1. The Government of Pakistan has increased its focus on attracting private sector funding for infrastructure development with assistance of Asian Development Bank (ADB) to undertake project preparatory activities and diagnostic work to remove bottlenecks for the private sector to invest in Pakistan. The key objective is to increase the development of infrastructure services by non-public sector entities, and by increased infrastructure services increase the economic growth as well as reduce the level of poverty in Pakistan.
2. The Infrastructure Management Unit (IMU) within the Planning Division is responsible for implementation and coordination of the Program and related activities. A subproject under the Technical Assistance (TA) loan resources has been provided by the Government to support the IMU through provision of experts and consultants to implement activities under the TA Loan.
3. Services of two Senior Procurement & Contracts Management Specialists are required to strengthen the capacity of IMU in all aspects of procurement and contract management and carry out responsibilities and tasks outlined below. The two experts will have identical terms of reference but will be assigned different sectors by the Executive Director of the IMU.

**B. Key Responsibilities and Outputs**

4. The Senior Procurement & Contracts Management Specialist will assist IMU staff and the Implementing Agencies (IAs) by providing advise on development of PC-I/PC-II documents related to the respective subprojects, review the existing procurement and contracting arrangements applicable to the procurement activities of the IMU and IAs, and perform all duties relevant in this respect. In particular, the Senior Procurement & Contracts Management Specialist will be responsible for but not limited to:
  - (i) Assist IMU and IAs to further refine the proposed/selected Subprojects;
  - (ii) Advise and assist IAs with procurement and contract management procedures, project formulation, development of PC-I/PC-II documents, preparation of requests for proposal documents, and financing and accounting systems and procedures for each subproject;
  - (iii) Advise and assist IMU on preparation of relevant information for the IAs regarding financing of the subprojects, develop criteria for selection of consultants, inviting expression of interest, evaluation of the proposals made by the bidding firms/individuals, and contract negotiations with the preferred consultants;
  - (iv) Assist the IMU and ADB to ensure effective coordination between the IMU, IAs, and ADB on procurement and contract related issues under the TA Loan and advice on refinements on the same for efficient TA Loan implementation;

- (v) Advise the IMU on all aspects of procurement and contract management to ensure that the Government policy and rules wherever possible are implemented in light of its agreements with the ADB, including:
  - (a) Assist the IMU and IAs to regularly update a time bound procurement plan for TA loan including reviewing the TORs, the consultant selection methods against each subproject's outputs;
  - (b) Assist the IMU and IAs to ensure that relevant administrative matters associated with contracting consultants including: advertisements of procurement requirements, 'packages' for engagement of consultants for delivery of technical services, bid documents for the supply of goods are adequately prepared by the IMU and IAs, oversee and participate in bid evaluation where applicable, and contract negotiations;
  - (c) Assist IMU and IAs to prepare an action plan to embed ADB and GoP commitments to anti-corruption, quality assurance and transparency in the procurement of goods and services under TA Loan
- (vi) Any other duties that may be assigned by the IMU Executive Director.

### **C. Qualification and Experience**

- 5. The selected candidate should possess the following qualifications:
  - a. An advanced degree in Engineering preferably with an additional degree in management
  - b. At least 10 years experience at progressive middle or senior levels in management, including work in the public sector, institutional reforms, program & project management and service delivery, preferably in Pakistan
  - c. Demonstrated experience with procurement of goods & services in the public sector
  - d. Demonstrated familiarity with GoP & ADB procurement and consultant selection rules & guidelines.

### **D. Schedule and Scope of Work**

- 6. The Consultant will be engaged on a one-year contract as soon as possible after selection. The contract may be extended on a mutually acceptable basis.

### **E. Reporting Obligations**

- 7. The Procurement and Contracts Specialist will report to the Executive Director, IMU and such senior official that the Executive Director may assign throughout the duration of the contract. The consultants will also discuss the Project directly with ADB, as required.

Terms of Reference  
**TA 4635-PAK: Support for the TA Loan for Infrastructure Development  
Senior Program Specialist**

**A. Background**

1. The Government of Pakistan has increased its focus on attracting private sector funding for infrastructure development with assistance of Asian Development Bank (ADB) to undertake project preparatory activities and diagnostic work to remove bottlenecks for the private sector to invest in Pakistan. The key objective is to increase the development of infrastructure services by non-public sector entities, and by increased infrastructure services increase the economic growth as well as reduce the level of poverty in Pakistan.
2. The Infrastructure Management Unit (IMU) within the Planning Division is responsible for implementation and coordination of the Program and related activities. A subproject under the Technical Assistance (TA) loan resources has been provided by the Government to support the IMU through provision of experts and consultants to implement activities under the TA Loan.
3. Services of a Senior Program Specialist is required to strengthen the capacity of IMU in all aspects of program development and coordination, and carry out responsibilities and tasks will include but not limited to as outlined below.

**B. Key Responsibilities and Outputs**

- (i) Establish and maintain a full record of strategic/technical and operational decisions made by the IMU and Implementing Agencies (IAs) in a manner that supports periodic (annual, quarterly and monthly) workplans and reporting by consultants engaged by IMU, IAs, and ADB.
- (ii) Maintain regular liaison with all stakeholders (government, civil society/NGO and donors) associated with the TA Loan for Infrastructure Development to provide appropriate technical, workplanning and operational coordination support as directed by the Executive Director, IMU.
- (iii) Assist, support and advise IMU in its coordination functions including facilitation of regular meetings with IAs and follow up on agreements reached.
- (iv) In collaboration with the Executive Director, IMU, assist, support and advise the IMU and IAs concerning capacity-building programs for IAs.
- (v) Advise and facilitate any consultants under this initiative on the implementation of subproject activities and individual work-plans.
- (vi) Maintain regular dialogue with consultants and representatives of executing and implementing agencies associated with the TA Loan and TA.
- (vii) Advise, support and participate in missions tasked to prepare, supervise and evaluate the TA Loan and TA subprojects.
- (viii) Support, the sourcing, fielding and operational supervision of technical consultants engaged to support the implementation of the TA Loan and TA for Infrastructure Development.

- (ix) Prepare time bound and monitorable work-plans and periodic reports – monthly and quarterly – as required by the Executive Director/ADB – Coordination to support effective program management.
- (x) Suggest adjustments within the overall TA activities in a way that if certain subproject(s) is dropped for any reason then help IAs to identify some other subproject(s)
- (xi) Assess the needs for training of IMU officials in the areas of operation under the TA Loan activities;
- (xii) Identify the training courses / resources available in these areas nationally and internationally and prepare a schedule for the officials for their training in consultation with IMU, as well as preparation of cases for approval of Executive Director, IMU for training program;
- (xiii) Preparing a program for organizing a series of seminars / workshops on enabling environment and identify and liaise with the resource persons and audience for such seminars / workshops;
- (xiv) Any other duties assigned by the Executive Director, IMU.

### **C. Qualifications and Experience Required**

The successful candidate should at least have:

- ? A master's degree in law, management, public administration or related social science.
- ? Experience of the public sector and local government system in Pakistan.
- ? Excellent communication skills in English.
- ? Computer skills in MS Word, Excel and Power Point.

### **D. Contract Duration**

The consultancy is expected to commence as soon as possible after selection for a one-year contract. The contract is extendable by mutual agreement of the consultant and IMU, subject to satisfactory performance of the consultant.

### **E. Reporting Obligations**

The consultant will report to the Executive Director, IMU, and ADB. The consultant's performance will be reviewed through quarterly tripartite meetings between GOP and ADB.