



REQUEST FOR EXPRESSION OF INTEREST

Project Management Unit
The Land Records Management and Information Systems Project
Board of Revenue, Punjab
(A Project funded by the World Bank) IDA Credit No. PAK4258



Individual Consultant Services for Land Revenue Processes

Government of the Punjab has launched a project for establishment of Land Records Management and Information Systems. The higher level objective of the Project is to improve the land records service delivery in the province of the Punjab, contributing to improved title security. A key factor in this initiative is to constantly review the processes and procedures for delivery of these services as well as other business processes of the Land Revenue establishment to ensure that appropriate changes and improvements are made in Rules, Regulations and Laws as and when required in conformity with the objectives of the project.

The Project Management Unit – Board of Revenue now invites eligible candidates who are available to work as individual consultants, to indicate their interest in providing services to the project on the terms of reference which can be downloaded from the website: <http://www.punjab-zameen.gov.pk/current.asp> or obtained from the address given below. The individual consultants must meet the following requirements:

- The individual must have at least 20 years experience of work on Land Revenue related positions.
- At least 10 years must be on positions where he must have advised senior policy makers on policies, procedures, legal framework and dispute resolution.
- Experience in drafting laws and rules related to land.

Interested Individuals must provide information indicating that they are qualified to perform the services (i.e. description of similar assignments, experience in similar conditions, availability of appropriate skills with relevant qualifications, etc.).

Expressions of interest including a copy of the curriculum vitae and a list of 2 referees must be delivered at the address given below latest by 11-07-2009. PMU-Board of Revenue reserves the right to reject one or all of the proposals without assigning any reason.

Ayesha Saleem
Project Manager
Project Management Unit -LRMIS
Board of Revenue, Punjab
5th floor LDA Plaza, Egerton Road Lahore. Pakistan
Tel: 092-042-9204429, Fax: 042-9204435
E-mail: pm.lrmis@gmail.com
Web site: <http://www.punjab-zameen.gov.pk/current.asp>

Terms of Reference For Individual Consultant Land Revenue Processes

Objectives of Consulting Assignment

The Project Management Unit – Board of Revenue, is interested in contracting services of an individual having extensive experience of Land Revenue Administration, Land Revenue Law, practices and procedures. The individual must have at least 20 years experience of work on Land Revenue related positions out of which at least 10 years must be on positions where he must have advised senior policy makers on policies, procedures, legal framework and dispute resolution in respect of land laws. The consultant will have experience in drafting laws and rules related to land.

Scope of Assignment

Board of Revenue is implementing a reform initiative aimed at providing expeditious, hassle free services to the public through an automated system. A key factor in this initiative is to constantly review the processes and procedures for delivery of these services as well as other business processes of the Land Revenue establishment to ensure that appropriate changes and improvements are made in Rules, Regulations and Laws as and when required in conformity with the objectives of the project. The consultant will advise Project Management Unit and the Board of Revenue on an ongoing basis in this regard. Specific activities of the consultant will include but will not be limited to:

- a) Development of terms of reference for the business process related consultancy studies to be undertaken by the project. These include but are not limited to studies on
 - i. Consolidation Process
 - ii. Settlement Process
 - iii. Mutation Process
- b) Monitoring the work of the consultants hired for the studies mentioned above and to review their reports and advise the consultants and the Project Management Unit LRMIS on the required improvements and changes in the reports submitted by these consultants.
- c) Drafting changes to the Land Revenue Rules, Land Administration Manual and Land Records Manual in consequence of the business process changes to be brought about as a result of computerization of land records.
- d) Advising on the functionality of the LRMIS software on an ongoing basis and suggesting changes and improvements.
- e) Advising on the meanings and connotation of local terms used in revenue records and the appropriate manner of their entry during the process of data entry.
- f) Advising on the simplification of land records in terms of terms, formats and processes.

For the performance of these activities the consultant will seek guidance from the Senior Member, Board of Revenue, the Project Director, PMU-LRMIS and any other outside experts as required.

Deliverables

The consultant will be responsible for the submission of the following deliverables according to the time schedule mentioned against each.

S. No.	Deliverable	Submission Time
1.	Terms of Reference for study on Consolidation Process	90 days after signing the contract
2.	Terms of Reference for study on Settlement Process	120 days after signing the contract
3.	Terms of Reference for the study on Mutation Process	200 days after signing the contract
4.	Draft for changes in the Land Revenue Rules	90 days after signing the contract
5.	Draft procedure for change in the process for correction of clerical errors in land records	120 days after signing the contract.
5.	Draft for changes in the Land Records Manual	240 days after signing the contract
6.	Report on the functionality of the LRMIS software	30 days after signing the contract
7.	Report on simplification of processes/terms/forms/procedures of service delivery through a computerized system	350 days after signing the contract
8.	A glossary of local terms used in Land Records in the Province of Punjab	540 days after signing the contract

Duration and Remuneration:

- The services of the consultant will be required for a period of 18 months. This will be a full time assignment. The consultant will be provided office space and an assistant.
- The consultant will be paid monthly on the basis of input on man month basis during the duration of the assignment. The rates will be negotiated.
- If the consultant has to travel for the performance of his duties, the Project Management Unit will either provide a chauffeur driven car or provide for car rental. All such travel will have to be approved in advance by the Project Director, PMU-LRMIS.

