
Terms of Reference

Technical Consultancy for Project Management

1. Background

Board of Revenue, Government of Punjab, through a dedicated Project Management Unit (PMU), is executing a project for computerization of land records in Punjab. The project, titled 'Land Records Management and Information Systems (LRMIS)', aims to establish Service Centers in all *Tehsils* (134) of the Punjab. Board of Revenue is in the process of establishing these Service Centers including undertaking civil works, software development, database design and data entry of land records. It has been decided to hire an individual consultant to assist the Project Director in the management of the Project.

2. Scope of Assignment

The consultant will perform following tasks:

- a. Assist the Project Director in overall Project Management.
- b. Develop and establish policies, strategies, and operating goals to ensure efficient and effective implementation of Land Records Management and Information Systems project consistent with the stated Project Development Objective (PDO) in consultation with Project Director.
- c. Direct and integrate the activities of project operations; ensure that project efforts are generally cohesive, consistent, and effective in achieving agreed project implementation plans within approved budgets and timelines.
- d. Represent the Board of Revenue in the Project Steering Committee in the absence of Project Director

- e. Guide and direct operational teams in the project in developing tracking, monitoring and evaluating project activities so that the stated project goals and objectives are achieved.
- f. Manage and administer team of professional/technical and support staff, both directly and through lower level managers and supervisors.
- g. Coordinate project activities among the Project Management Unit (PMU), executing agencies and district governments.
- h. Assist the Project Director in liaising with the World Bank and the provincial government departments on strategic matters of policy and inter-departmental interaction
- i. Recruit, select and develop project team members as per rules in vogue.
- j. Monitor the performance of various contractors/consultants/partners/service providers to whom the project activities are outsourced.
- k. Direct and manage procurement plan of the project in coordination with the executing/implementing agencies.
- l. Develop and manage annual budgets for the Project Management Unit and perform periodic cost and productivity analyses.
- m. Deliver presentations and disseminate information to promote objective of the project
- n. Direct and conduct studies and research on issues affecting areas of responsibility.
- o. Perform miscellaneous project related duties as assigned by the Project Director.
- p. Head of Recruitment Committee at S. No. (c) and member of Recruitment Committee at S. No. (b) as mentioned in Notification No. PMU (BoR)/Admin/1-1(V)/2009 dated 6 May 2009.

- q. Head of Procurement and Evaluation Committees as notified vide No. PMU (BoR)/PO/3-1/2006/190 dated 13-02-07.

3. Eligibility Criteria

- a. Masters degree (at least 2nd Division) in Social Sciences from a recognized Institute
- b. Minimum of 12 years of experience in public sector management
- c. At least 3 years on a Land Revenue related position
- d. Candidates with experience of work in public sector development projects will be preferred.

4. Remuneration

- a. A lump sum per month remuneration of up to Rs.250,000 per month will be offered.
- b. A vehicle with 200 liters fuel per month.
- c. Residential telephone with a limit of 900 local calls.
- d. No entitlement to annual increment.
- e. T.A/D.A shall be admissible as applicable to the employees of BPS-19 under the rules for the post.

5. Contract Duration

- a. The contract will initially be for two years with possibility of extension
- b. Either party would have the right to terminate the contract on two months' notice.