
Terms of Reference

Technical Consultancy for Project Operations

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 management of project operations.

2. Scope of Assignment

The consultant will perform following tasks:

- a. Provide operational support for project design, plans, proposals and implementation and reporting mechanism.
- b. Plan, develop and implement strategy for operational management to meet agreed project implementation plan within approved budgets and timescales.
- c. Establish and maintain appropriate systems for measuring necessary aspects of operational management in computerization of land revenue records.
- d. Manage and develop direct reporting staff and assign performance targets consistent with the prescribed project implementation plan.

- e. Look after overall Project Management, Project Procurements, ICT related issues and Administration matters.
- f. Monitor delays in the project timelines which are due to a controllable factor under his supervision.
- g. Preparation and periodic review of procurement plan and its approval from World Bank.
- h. Timely initiation and disposal of procurement cases as per project plan.
- i. Oversee all ICT related issues in the PMU and in all the service centers.
- j. Responsible for overall administration in the Project Management Unit.
- k. Supervise and direct preparation of Project Implementation Plan; Work Breakdown Structure (WBS), Cost and Schedule Plan, Risk Management Plan and Communication Plan.
- l. Ensure development of Project Monitoring and Evaluation Plan based on the Results Framework.
- m. Develop Terms of Reference (TOR) and write Request for Proposal (RFP) for all kinds of consultancies.
- n. Provide leadership in the development, deployment and maintenance of accessible, relational databases, which can be used at appropriate levels.
- o. Monitor measure and report on project operational issues regarding implementation and bottlenecks.
- p. Liaise with executing agencies to ensure smooth implementation of agreed project plans and interact with consultants for timely completion of project assignments.
- q. Perform other project related duties as assigned by the Project Director.
- r. Participate as a member of Procurement and Evaluation Committees notified vide No. PMU (BoR)/PO/3-1/2006/190 dated 13-02-07.

- s. Member of Recruitment Committee at S. No. (c) of notification No. PMU (BoR)/Admin/1-1(V)/2009 dated 6 May 2009

3. Eligibility Criteria

- a. Masters degree (at least 2nd division) in social Sciences/engineering/I.T. from a recognized Institution.
- b. Minimum of 7 years of experience in public sector management.
- c. At least 2 years of experience on a Land Revenue related position.

4. Remuneration

- a. A lump sum per month remuneration of up to Rs.200,000 per month will be offered.
- b. A vehicle with 200 liters fuel per month.
- c. Residential telephone with a limit of 600 local calls.
- d. No entitlement to annual increment
- e. T.A/D.A shall be admissible as applicable to the employees of BPS-18 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.