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## Terms of Reference for Consultancy on Public-Private Partnership

### Transaction Structuring for 159 Service Centers

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#### PROCUREMENT SPECIALIST

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#### 1. Background:

**1.1:** 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 a total of 159 Service Centers in all *Tehsils* (136) and *Sub-Tehsils* (23) of 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. The Government of Punjab has proposed to outsource the service delivery in these Service Centers to one or more private sector partners on the basis of a public-private partnership (PPP) model. Public-private partnerships (PPPs) have been recognized worldwide as an essential mode of public service delivery. The objective of such a partnership in this project would be to run the service centers in a more efficient and effective manner without compromising on the quality of services to be delivered. These services would include provision of copies of land records (*fards*) and receipt and processing of requests for changes in the records (mutation requests, requests for correction of clerical errors etc.).

**1.2:** The Board of Revenue recognizes that in order to undertake this project in the PPP mode, it is essential to design the project accordingly and roll-out the PPP transaction in a structured manner. The Board of Revenue is therefore commencing a transaction advisory project for this PPP project. The objective of the assignment is to prepare the project for the PPP transaction and to provide comprehensive advice and assistance to the PMU-LRMIS on project issues that will arise in connection with undertaking the PPP transaction. The project preparation would include developing the feasibility report for the Service Centers, undertaking a pre-market sounding exercise, structuring the PPP design and developing the tender documents.

**1.3:** The World Bank has been supporting the Board of Revenue in undertaking the LRMIS project and under the project loan for LRMIS.

#### 2. Objectives:

The objective of the assignment is to support the project preparation for undertaking the management/service delivery of 159 Service Centers through a public-private partnership (PPP) model. The consultant – Procurement Specialist - will develop the draft tender documents for the project.

### **3. Scope of the Assignment:**

The consultant will report to the PD PMU LRMIS, and will have the following responsibilities:

**A.** To develop detailed tender documents for the transaction, based on the PPP feasibility study, including

- Pre-qualification document;
- Instructions to bidders;
- Minimum performance standards and specifications;
- Bid form, specifying the information required to evaluate the bid;
- Bid security form and performance bond form;

**B.** To review the steps involved in the transaction execution

**C.** Any other tasks assigned by the PD, PMU LRMIS

### **4. Deliverables:**

The Procurement Specialist will be responsible for the following deliverables:

- i) Pre-qualification document;
- ii) Instructions to bidders;
- iii) Minimum performance standards and specifications;
- iv) Bid form, specifying the information required to evaluate the bid;
- v) Bid security form and performance bond form;

### **5. Eligibility Criteria:**

The ideal candidate would:

- Have a masters degree in social sciences (or equivalent)
- Have at least 10 years of experience in public procurement with government and bilateral/multi-lateral donors
- Be well versed with Government of Punjab and World Bank's procurement rules and regulations

**6. Level of Effort:**

This position would approximately require a level of effort of 20 days.