
TERMS OF REFERENCES FOR CONSULTANT FIRM TO BE HIRED
APPRAISAL OF DEVELOPMENT PROJECTS OF IT SECTOR

Introduction:

Vision of the Government of the Punjab is to make Punjab the hub of Information Technology (IT) through use of Information & Communication Technology (ICT) services in order to improve delivery of public services to citizens.

To achieve the objectives, it is intended to augment the capacity of P&D department on both stages of project life cycle i.e. Planning and M&E. At planning stage, it is intended to enhance the capacity of Governance & IT Wing through engaging **Consultant Firm** to scrutinize and analyze PC-I/PC-II and to recommend such projects for approval which are technically viable and promise higher social, economic and financial returns. Moreover, alternative analysis based on the technical review and analysis will also be provided by the consultant, if deemed necessary. Tight schedules and deadlines for approval require quick analysis & scrutiny of pipeline projects.

Objectives:

1. Efficient/ professional analysis, appraisal, examination, vetting of project concept /design and other technical aspects.
2. To have expert opinion about the projects for PDWP/ DDSC meetings held on time to time basis.
3. To validate, various project components such as Technical Specification, Estimation, Technical viability and Technology Choice etc.
4. To promote diversity in work, increase efficiency and enhance capacity of existing human recourse of P&D in terms of project appraisal by sharing expertise, knowledge and skills.

Scope: (Duties & Responsibilities of the Consultant Firm)

The Consultant Firm will be required to work in collaboration with the Client Department in order to provide services pertaining to:

- i) Assistance to the Governance & IT Wing of P&D Department for vetting and appraisal of project PC-Is/PC-IIs.

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- ii) Assessing the need for proper feasibility prior to consideration of proposal/proposed scheme.
 - iii) Vetting of the design lay out and implementation plan of the proposed scheme (if any).
 - iv) Desk review to validate, various project components such as technical sanction, estimation and technical viability of schemes etc.
 - v) Examine the project to provide technical comments and observation to be presented to approving forum i.e. Provincial Development Working Party (PDWP), Departmental Development Working Party (DDSC) etc.
 - vi) To conduct survey or preliminary study to support the analysis, if required.
 - vii) To check adherence to laid out international/national standards.
 - viii) To attend Pre-PDWP or PDWP and/ or (DDSC) meeting to present the consultant firm's point of view, if required, on technical appraisal of the projects.
 - ix) Propose alternatives of the project design keeping in view economic, social and financial variables, if any.

Profile of the Consultant/ Consultant Firm:

- i) Well established IT Firm having certified experts on different IT disciplines & technological specialization including quality process, product and people management.**
- ii) Ten years' experience of working for similar consultancies/assignments, preferably to CMM, ISO certified companies**
- iii) Registered with renowned IT R&D organization / International Professional bodies.**
- iv) Registered with security and exchange commission of Pakistan**

Expected Deliverables:

Consultant Firm will be expected to prepare/provide the report/scrutiny as per following:

1. Technical comments and observations on project PC-I, PC-II of Governance & Information Technology Sector. (in the form of report along with signature)
2. Report regarding vetting of design, plan / concept of proposed scheme (if any) (report with signature)

3. Certificate that the project design/plan is technically viable and most suitable in terms of economy & technology.
4. Vetting of HR requirement, costing along with Job description (if any) (report with signature)
5. Vetting of all Hardware requirement, costing along with Specification (if any) (report with signature)
6. Vetting of all Software requirement, costing along with SRS description (if any) (report with signature)
7. Vetting of Databases requirement, costing along with SRS description (if any) (report with signature)

Time Period:

The firm will be selected to provide services for a period of maximum **12 months**. The relevant/selected PC-I/PC-II will be shared with firm for review, analysis and validation. Following may be the timelines for each work according to the required services:

SN	Task	Duration
1	Scrutiny of PC-I/PC-II in order to place before Pre-PDWP / PDWP / DDSC so the forum may have a deeper technical understanding of the proposed scheme.	4 working days (Maximum) if site visit is not essential. 7 working days (Maximum) if site visit is required.
2	Vetting of the design/plan (along with design calculation & a list of deliverables in terms of the output of the system) of the scheme proposed	Within 7 working days (However, 10 days can be given as Maximum)
3	Conducting site visit* (if required) on the behalf of P&DD in order to analyze the project development and release practices and explore multiple options and alternatives to tailor the process according to the situation.	7 working days (Maximum) if site visit is required.
4	To give final technical comments and suggestions in the light of review and analysis with focused recommendation not limited to improve the security, integrity and reliability of the solution being developed.	7 working days (Maximum) if site visit is required. 10 working days (Maximum) if site visit is required.
5	To propose a process of development and release of the solution that is tailored for the situation the	7 working days (Maximum) if site

	scheme is being launched for.	visit is required.
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*Requirement of site visit will be determined by the Chief of Section or Concerned Member.

Cost of Assignment:

The financial proposal/quotation should provide cost estimates for consultancy services to be rendered inclusive of;

- Transport costs to complete the assignment
- Printing and publication
- Stationeries and supplies needed to complete the assignment
- Accommodation costs / Daily Allowance per diem, if site visit is involved.

Payment to the Consultant Firm:

Payment to the firm will be made after successful completion of all deliverables duly approved by the competent authority on case to case basis (i.e. PC-I, PC-II appraisal report advices etc.)

Selected firm will submit his claim based on his completed work before 10th of each month.

Cancellation of bidding process:

The bidding process may be cancelled / withdrawn without assigning any reason.