

TERMS OF REFERENCE

THIRD PARTY MONITORING OF SELECTED ONGOING SCHEMES (COST RS. 500 M & ABOVE) INCLUDED IN ADP 2021-22

1. Background and Context: The Government of Sindh with the broad objective of connecting economic and social growth is making huge investments in various Public Sector Development schemes across Sindh through Annual Development Plan (ADP). Given the scale of on-going investments, it is highly desirable to undertake an independent Third-Party Monitoring (TPM) of the implementation of these investments.

The Monitoring & Evaluation Cell (MEC) in Planning & Development Department, Government of Sindh deals the Monitoring of Provincial ADP, Verification of physical & financial progress of development schemes, Provide Proactive Indicators from the Field for Stronger, accountability in use of resources; focus on achievement of results; resolution of bottlenecks/issues; basis for timely decision-making.

In this view, Monitoring & Evaluation Cell (MEC) now invites eligible firms to indicate their interest in offering the services. Interested firms must provide information on their experience and organizational set up demonstrating that they are qualified to perform above consultancy services. The detail of schemes is as under:

- i. Infrastructure Sector (Works & Services Department)**
W/R of Mithi to Diplo road (39.20 Kms) (ADP# 2782)
(Cost: Rs. 1,517.601 M) (Exp upto June 21: Nil) (Allocation in CFY 2021-22: Rs. 1379.4 M)
- ii. Production Sector (Industries & Commerce Department)**
Infrastructure Development of Industrial Estate, Larkano (Revised) (ADP# 978)
(Cost: Rs. 1366.42 M) (Exp upto June 21: Rs. 953.083) (Allocation in CFY 2021-22: Rs. 288.654 M)
- iii. Social Sector (Education Department)**
Development of Remaining Essential Facilities Required for Establishment of Mehran University College of Engineering and Technology at Khairpur Mir's (ADP# 623)
(Cost: Rs. 847.728 M) (Exp upto June 21: Rs. 511.499 M) (Allocation in CFY 2021-22: Rs. 73.661 M)

2. Objectives of TPM

The objective of this assignment is to facilitate institutional accountability & transparency of the public sector expenditures through an independent third-party monitoring consultancy firm.

3. Scope of Services and Targeted Completion: The scope of TPM activities shall be to determine: -

- i. To develop methods and tools for the data collection including real time data collection using electronic devices.
- ii. Desk review of relevant project documents & secondary data collected during field monitoring visit. Details of Monitoring activities & overall implementation experience & methodology.
- iii. Physical monitoring & validation of implementation activities as per PC-I provisions
- iv. To authenticate the Quality of the executed works through visual inspection & testing based on Local & International Standard tools and methods. Whereas, quantitative analysis i.e. work done v/s payment made to contractors with respect to cost, quality, time & scope envisaged in the approved PC-Is and Contract Documents of the schemes
- v. Financial review of contracts and PC-Is to assess the adopted SOPs for different activities and the level of adherence to procedures.
- vi. To verify and authenticate the quantities executed works at site through payments made by M.Bs/I.PCs/Regular bills.
- vii. Identification of Defects/Problems in the scoped schemes and highlight lapses in implementation by various stakeholders and to suggest measures of improvement for ensuring sustainability of schemes.
- viii. Review the adherence to contract terms & conditions signed between the E/A and the contractor. In case of non-compliance (by the contractor), suggest the corrective course of actions to be taken by E/A under the agreed contract.
- ix. The consultant will make follow up visits to verify the rectifications done at site & report will be submitted accordingly.

4. Duration of Activity: Duration for completion of this whole activity is three months, starting from the date of agreement signing (expected in the beginning of August/September, 2022).

5. Method of Consultant Selection: A consultancy firm will be selected in accordance with Quality and Cost based Selection method set out in SPPRA Rules 2010 (Amended 2019).

6. Type of Contract: Lump sum.

7. Eligibility & qualification criteria for shortlisting of consulting firms: The service provider consulting firms have following eligibility & qualification criteria for shortlisting:

- i. Valid registration with all relevant tax authorities (federal Board of Revenue and Sindh revenue Board) (active tax payer)
- ii. Complete profile of firm: Registered office address, telephone, fax numbers, e-mail address, Ownership/Organizational Structure, No. of years' experience (Local/National/International/Regional), available office facilities, labs, ISO/QHSE related certifications (if any).
- iii. Valid registration with PEC in Consulting Engineer's Category.
- iv. Experience of at least ten (10) years' as consultancy firm/ institution and have completed fifteen (15) consultancy assignments related to public sector.
- v. Experience of at least five (5) years related to monitoring & development of public sector development schemes of comparable scale and have completed seven (7) assignments related to monitoring & evaluation public sector during last five (5) years;
- vi. Minimum average annual financial turnover of PKR 25 million during last three (3) years;
- vii. Affidavit that the firm is not blacklisted by any public or private organization.
- viii. Applicant firm shall provide "no conflict-of-interest certificate" that neither firm or any of its affiliates to be assigned for subject TPM consultancy project, may be in conflict with any of their other past or present assignments.

***Note:** Firms/Companies applying under a joint venture/consortium should submit their documents as a single EOI by clearly indicating the lead firm. Max 03 firm in consortium allowed, out of them only 01 member will be as lead firm.*

8. Documents to be submitted: The prospective bidder is required to furnish photocopies of following documents along with bid documents:

- i. Profile – describing the nature of business and field of expertise;
- ii. Valid registration or incorporation certificate issued by a recognized authority;
- iii. Valid tax registration documents;
- iv. Annual audit reports of last three years verified by a valid Chartered Accountant;
- v. Company qualification record (track record) – indicating description of contract scope, contract duration, contract value, contract references proving requisite years' experience in required fields and sectors;

- vi. Work orders/ contract agreements completed during last five (5) years;
- vii. Affidavit on stamp paper that the firm is not blacklisted by any public or private organization.

Note: Prospective firm(s) must provide valid evidences against each criterion mentioned under qualification and experience (ToRs). The MEC reserves rights to cross-verify information/ documents, if deemed necessary, in order to ensure reliability of information and capability of service provider. Documents received without concrete evidence(s) will be marked as disqualified during evaluation of proposals.

9. Reporting Requirements

The firm shall submit Monitoring Visit Report that has to be authorized and approved by MEC of the P&D Department, GoS as per following schedule.

Sr #	Description of Services/Deliverable Reports (No of copies)	Time Frame
1	Monitoring Frame Work, Operation Plan and validating Tools: <ul style="list-style-type: none"> - Monitoring Framework - Methodology with Operational Work plan - Field Monitoring Strategy - Formats for Reporting/tools for data collection (____ copies) 	Within 15-20 days of Effectiveness of the Contract.
2	Feedback from MEC (Benchmark for the quality of field monitoring report should be clearly determined for acceptance of report to avoid any future)	Within 15-20 days
3	First Monitoring Visit Report containing analysis of desk review of relevant project documents, secondary data collected. Detail of Monitoring activities & overall implementation experience. (____ copies)	Within 15 days of work order
4	Feedback from MEC	Within 15-20 days
5	Incorporation of feedback and Submission of Final Monitoring Visit Report: It should include the following: <ul style="list-style-type: none"> - Reporting of Financial and Physical progress viz-a-viz the design parameters, specifications and quality of works as envisaged in the technical sanctions/PC-Is. - Identification of Defects/Problems with the subject schemes and highlight lapses in implementation by various stakeholders. - Suggestions for improvement, sustainability and exit strategy - Executive presentation of whole TPM activity 	Within 15 days of Effectiveness of the Contract
		Total 3 Months

10. Payment Terms

- i. Payments shall be made upon submission of per scheme wise Final Field Monitoring Visit Report after incorporating the feedback of MEC.
- ii. The payment will be made on the basis of monitored Schemes/Units.