

**GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
M/o PLANNING, DEVELOPMENT & SPECIAL INITIATIVES
(PROJECTS'WING)**

TERMS OF REFERENCE (ToRs)

**EXPRESSION OF INTEREST (EoI) FOR THIRD PARTY
MONITORING/EVALUATION/VALIDATION/INSPECTION (TPM/E/V/I)
OF PSDP PROJECTS**

The Planning Commission (denoted as PC) is a financial and public policy development institution of the Government of Pakistan. The Planning Commission undertakes research studies and policy development initiatives for the growth of national economy and expansion of the public infrastructure of the country in tandem with the Ministry of Finance (MoF). Since 1952, the Planning Commission has had a major influence and role in formulating the highly centralized and planned five-year plans for the national economy for most of the 20th century in Pakistan. Furthermore, the Public Sector Development Programme (PSDP) also placed under the domain of the Planning Commission. The Commission is headed by the Prime Minister and assisted by Deputy Chairman, Planning Commission.

2. Some of the key planning documents produced and managed by the Planning Commission are as under;

- a. Vision 2025 Pakistan
- b. 5Es framework-address Pakistan's Eminent Socio-economic Challenges
- c. Year Book
- d. Annual Plan
- e. Public Sector Development Programme (Annual Development Programme, with projects and budget allocations by each Ministry/ Division)
- f. Manual for Development projects

PUBLIC SECTOR DEVELOPMENT PROGRAMME (PSDP)

3. Since Public Sector Development Programme (PSDP) is the main instrument or driving force to channelize government funds for socio-economic uplift of the country. PSDP has been instrumental in raising infrastructure, developing connectivity and social sector Development. The PSDP is also aligned with the objectives of development of less developed region and targeting pro-poor growth by increasing employment and leveraging opportunities in rural and urban areas. The Public Sector Development Program reflecting development priority of the Government of Pakistan is implemented by the Federal Ministries/Divisions/ autonomous organizations and Provincial/Area Governments.

4. PSDP 2024-25 comprises of 1192 multi-sectoral projects with a financial outlay of Rs. 1400,000 million to be implemented by the Federal Ministries/Divisions and autonomous organizations. It has been observed that around 50-60% development projects are facing time and cost overrun leading to delay in achieving the desired

objectives as per approved PC-I. The analysis identified 2-20 years delay in project implementation.

5. The PSDP projects fall in the following sectors:

a. INFRASTRUCTURE SECTOR:

Construction of Dams; Irrigation; Drainage & Flood Control; Water Storage and Power Generation; Railways; Bridges, Highways & Motorways; Airports; Energy (Power Generation, Transmission & Distribution); Housing, Buildings & Town Planning; IT & Telecom; Solid Waste Management; and Marine Infrastructure.

b. SOCIAL SECTOR:

Drinking Water Supply & Sewerage; Health, Nutrition, and Family; Planning & Social Welfare; Education, Training & Manpower; Science & Technology including Higher Education; Social Welfare/ Social Protection; Sports, Tourism & Youth Affairs; Sustainable Development Goals (SDGs); Mass Media; Climate Change; and Governance.

c. PRODUCTION SECTOR:

Agriculture & Forestry; Manufacturing; and Industries, Commerce & Minerals.

6. Monitoring & Evaluation (M&E) of development projects is a regular function of the Ministry of Planning, Development and Special Initiatives under Schedule-II of the Rules of Business 1973. Moreover, the same function has also been given the impetus in the **“Public Finance Management Act, 2019”** (amended up to 30th June, 2020) which reads as **“Monitoring and evaluation of development projects; (1) Development projects shall be subject to the forms of monitoring and evaluation, namely;**

- a. monitoring of progress during implementation;
- b. evaluation of the project on completion; and
- c. in case of the projects with a total cost exceeding a threshold to be set by the Planning Commission, an independent impact assessment within five years after completion of the projects to be undertaken.

The Prime Minister of Pakistan while visualizing the delay in implementation of development projects leading to increase in cost and delay in benefits to the targeted beneficiaries has directed the Ministry of Planning, Development & Special Initiatives to undertake **“Third Party Evaluation/Validation of the development projects shall be mandatory for all projects above Rs. 70 million. Planning Division to maintain a list of top quality of firms after pre-qualification”**.

ABSTRACT

7. The Expression of Interest (EoI) is meant to pre-qualify top quality of firms –based on a pre-defined criterion – a list of Third Party Monitoring / Evaluation / Validation / Inspection TPM/E/V/I individual consultants/firms which could be contracted immediately for specialized tasks, mainly; Through this advertisement, the Planning Commission of Pakistan will **(i)** establish a pool of pre-qualified top

firms; **(ii)** invite them for TPM/E/V/I of selected projects by issuing task-based ToRs; **(iii)** award contracts to a selected firms pre-qualified for the given sectors of the economy based on their technical & financial proposals.

8. ToRs for undertaking TPM/E/V/I services would provide detailed background, objective, scope, component-wise physical and financial progress, quality tests as identified, point out deviations & violations, issues causing delay, risk mitigation of time and cost overrun and way forward for corrective measures.

MONITORING/EVALUATION/VALIDATION/INSPECTION FRAMEWORK

- i. Execution of development projects as per approved capital cost, scope of work and implementation period/Annual Work/Cash Plan.
- ii. Procurement of goods & services as per PPRA Rules to ensure transparency.
- iii. Develop database of development projects for analysis, periodical review, sectoral performance and policy decisions to accelerate project implementation.
- iv. Develop linkages between physical achievements and financial utilization of development initiatives.
- v. Identify bottlenecks/problems being experienced by the executing agencies in implementation of projects.
- vi. Develop Result-Based Monitoring (RBM) indicators and ensure sustainability of investment.
- vii. Promote timely execution, financial management and observance of rules & regulations during implementation of development projects.

PURPOSE

- i. To identify, pre-list and engage firms for monitoring/evaluation /validation / inspection of selected PSDP projects. Specifically, the Planning Commission intends to engage services of external individual consultants/firms/company having specialization in Evaluation /Validation related sectoral and geo-graphical experience to undertake TPM/E/V/I of selected PSDP projects on behalf of the Commission.
- ii. Engage professional/ specialized firms with experience, capability and expertise in undertaking TPM/E/V/I of complex and multi-disciplinary public sector projects
- iii. Bringing external expert's perspective on delivery, efficiency, effectiveness, impact and sustainability of PSDP funded projects.

SCOPE OF WORK:

9. Since the PSDP for 2024-25 has 1192 multi-sectoral projects, with an outlay of Rs.1400,000 million spanning across various geographical areas, the scope of TPM/E/V/I tasks is as follows;

- i. **TECHNICAL FOCUS:** external individual consultants/firms would be for

- (i) third-party TPM/E/V/I of selected projects, through task-based ToRs; and
- (ii) formative, summative and impact evaluation of selected projects as identified by the Planning Commission, through task-based ToRs
- ii. **THEMATIC OR SECTOR FOCUS** of assigned TPM/E/V/I tasks would be around multiple sectors such as infrastructure, social, and productive sectors.
- iii. **GEOGRAPHICAL FOCUS** of the assigned TPM/E/V/I tasks would be at Federal, Provincial, and regional levels.

10. THIRD PARTY: M/E/V/I TASKS WOULD REQUIRE THE FOLLOWING SUB-TASKS FROM A PRE-QUALIFIED INDIVIDUAL/FIRMS.

- i. Review of relevant secondary data as provided by the Projects Wing.
- ii. Inception report, defining the objectives, scope, methodology, sampling, data collection tools, data analysis approach, field plan, outline of the M/E/V/I report, and overall timelines of the instant task.
- iii. Data collection/gathering, both primary and the secondary data, wherever required; quantitative and qualitative, using data collection tools and techniques as agreed/ approved in the inception report for the specific task/sector
- iv. Disseminating analysis and presentation of findings to the Planning Commission / DG (Coord) and other staff as Planning Commission would deem appropriate.
- v. Development of a draft report as per ToRs as per outlines approved in the inception report.
- vi. Incorporating Planning Commission feedback and comments on the draft report
- vii. Prior submission of final report, a briefing to the senior management shall be delivered and the comments/feedback (if any) shall be incorporated in the final report
- viii. Final Report shall be written in English, and properly formatted.

KEY CONSIDERATIONS FOR PRE-QUALIFIED TPM/E/V/I FIRMS / INDIVIDUAL.

11. As per directive of the Prime Minister, Planning Commission is inviting an Expression of Interest (EoI) from all interested individual consultants, consulting firms/JVs/consortium meeting the eligibility criteria, for acquiring of TPM/E/V/I services.

12. There is no limit fixed on numbers of pre-qualified individual consultants/firms, as the TPM/E/V/I tasks are enormous and require range of individual consultants/firms with TPM/E/V/I expertise to deliver the assigned task. Also, the Planning Commission understands that considering the number of projects which needs to be evaluated & validated, the diversity in projects/sectors and the geographical spread; therefore, a pool of individual consultants/firms would resolve the challenge of finding appropriate individual consultant/consultants firms for the instant task.

A. INDIVIDUAL CONSULTANT- GENERAL QUALIFICATIONS. ELIGIBILITY FOR PRE-QUALIFICATIONS:

- i. M.A/M.Sc./MS in Civil/Water Resources / Electrical / Hydraulic/ Irrigation Engineering/ M.Sc./MS in Architectural/Structural Engineering/ Construction Management/City Regional Planning, Town or urban Planning, Natural, Social and Management Sciences etc., (*Relevant qualifications to the sector will be considered*)
- ii. Registered with Federal Board of Revenue (FBR) and on Active Taxpayer List (ATL)
- iii. Undertaking by the individual consultant on a Legal Paper/Stamp Paper/Letter Head that it is not blacklisted by any Federal, Provincial, State or Local Government department and/or by any Government owned Company/ Foundation / Authority / Autonomous Body / Attached Department.
- iv. Proven track record of undertaken similar kind of TPM/E/V/I studies of public sector.
- v. Minimum 10 years of relevant experience in M&E/V/I of PSDP development projects. In case of ex-employees of Planning Commission / P&D Department / Ministries, the duration of each position along with assigned tasks is provided.

CURRICULUM VITAE (CV)

- a. Name :
- b. Date of Birth :
- c. Nationality :
- d. CNIC No (if Pakistani): or Passport No (expats or foreigner):
- e. Mobile No./ WhatsApp No.:
- f. Email Address:
- g. Residential Address

EDUCATION:

Degree	Major/Minor	Institution	Date (MM/YYYY)

- a. Membership of Professional Associations:
- b. Registration no. with relevant Commission/Professional body etc. (if applicable)

EXPERIENCE:

Organization	Position	From (MM/YYYY)	To (MM/YYYY)

CERTIFICATE:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement indicated herein may lead to my disqualification or dismissal, if engaged.

Signature:_____

Dated:_____

B. CONSULTANCY FIRMS-GENERAL QUALIFICATIONS...ELIGIBILITY FOR PRE-QUALIFICATIONS:

- i. At least 10 years extensive experience of designing, managing and delivering T P M /E/V/I assignments, particularly Third-Party Evaluation/ Validation.
- ii. Registration with SECP, Registrar of Firms, Chamber of Commerce, or any other government body depicting legal status of Firm, Company or Organization.
- iii. Registered with Federal Board of Revenue (FBR) and on Active Taxpayer List (ATL)
- iv. Specialized data management, collection, analysis, interpretation and presentation skill
- v. Must have a qualified and experienced team of TPM/E/V/I, with the background of IT, Natural/ Social/ Management Sciences/ Statistics/ Econometrics and Engineering professionals etc., and other subjects relevant to the given sectors (***CVs of the team must be made part of the proposal***).
- vi. Demonstrated experience in use of technology like geo-spatial and advance statistical software for data collection, analysis and presentation
- vii. Sectoral experience, with specialization in one or more preferential areas of Planning Commission mentioned in the advertisement for PSDP projects
- viii. Geographical experience and outreach in one or more geographical areas (Urban/ Rural; Districts, Regional, Provincial, or at national level)
- ix. Firms must have demonstrated capacity/ capability of conducting such assignments at Federal/Provincial/GB and AJK (Evidence to be attached)
- x. Firms must have demonstrated capacity/capability of use of IT based TPM/E/V/I systems such as primavera and MS projects
- xi. Proven track record of undertaken similar kind of TPM/E/V/I studies of public sector.
- xii. Clients' satisfaction Certificate must be made part of the proposal.
- xiii. Undertaking by the firm/company on a Legal Paper/Stamp Paper/Letter Head that it is not blacklisted by any Federal, Provincial, State or Local Government department and/or by any Government owned Company/ Foundation / Authority / Autonomous Body / Attached Department.

13. DELIVERABLES

A. Reporting schedule and payment mechanism- TOTAL (8 WEEKS)

Inception Report (2 weeks)

The Inception Report will be provided by the Third Party Individual consultant/firm indicating the methodology and procedures to be adopted by the firm for achieving the goals of this study. The inception report shall also contain the factors of Modus Operandi, methodologies with deliverance schedule.

TPM /E/V/I (2 weeks)

The Consultant will develop questionnaire, visit project site, collect information hold meetings with project authorities, beneficiaries etc.

Draft Report (2 weeks)

Prior to submission of the final report a presentation on the output of the draft report shall be presented to the senior management for course correction (if any).

Final Report (2 weeks)

The consultant firm will present a final comprehensive analytical report on execution of project, pictures, videos, overall analysis and executive summary, encompassing the entire ToRs with policy recommendations.

14. **Procurement Process - Procedures for pre-qualifications as per PPRA Rules.**

SINGLE STAGE – ONE ENVELOPE procedure will be followed for the Expression of Interest (EoI) aimed for the pre-qualifications of TPM/E/V/I individual consultants/firms. This means that each proposal (submitted by interested individual consultant/firms/JV/Consortium) will comprise of single envelope containing the **Technical Proposal** covering the following mentioned criterion.

15. All proposals received will be opened by the Evaluation Committee for review, approval and notification of pre-qualified individual consultants/firms. Individual consultants/firms are required to indicate the sector for which are applying.

CRITERIA FOR SELECTION OF INDIVIDUAL CONSULTANT

S.No	Criteria Point	Total Score	Scoring Criteria
1	Relevant experience present and past performance	50	
a.	Relevant experience in designing, managing and delivering of M&E/I assignments, particularly third-party M&E/Inspection and external evaluations Validation.	20	Years of experience ☐ 10-years or more: 15-20 marks ☐ 5-9 years: 8-14 marks ☐ 4-years or less: 0-7 marks The certificate of satisfactory completion of past M&E projects (from Client/ Supervising Officer of Planning Commission / Ministry/P&D Deptt:) will be used for scoring.
b.	Experience of working with the Federal and/or provincial governments (in public sector, and related to planning, appraisal, implementation, and monitoring and evaluation of development projects)	10	Number of assignments ☐ 10 or more: 8-10 marks ☐ 6-9 assignments: 4-7 marks ☐ Less than 5: 0-3 marks The certificate of satisfactory completion of past M&E projects from relevant government department/ Supervising Officer of Planning Commission / Ministry/P&D Deptt: will be used to define scores within each range.
c.	Highly specialized data management, collection, analysis, interpretation and presentation skills	10	Specialized software used in data collection & analysis of M&E of development projects stated above. ☐ Statistical analysis (advance): 0-3 marks ☐ Descriptive analysis: 0-3 marks ☐ Qualitative analysis: 0-2 marks ☐ Interpretation/ Presentation: 0-2 marks
d.	Sectoral experience, with specialization in one or more preferential areas of Planning Commission and around PSDP projects in Infrastructure, Social & Production Sectors.	10	Number of PSDP project sectors ☐ 3 or more sub-sectors: 7-10 marks ☐ 2-3 sub-sectors: 4-6 marks ☐ 1 sub-sector: 0-3 marks
2	Capabilities with respect to personal, technical: & geographical coverage	30	
a.	Professional & Technical Capabilities	20	Team on payroll ☐ M&E: 10 marks ☐ Sectoral expertise: 5 marks ☐ Data analyses expertise: 5 marks
b.	Geographical M&E experience of PSDP projects	05	☐ All provinces including AJ&K & GB: 5 marks ☐ Federal (only): 1-2 marks
c.	Certificate from Supervising Officer of Planning Commission / Ministry/Deptt: Satisfaction / Client regarding quality of M&E of development projects.	05	Excellent : 5 marks Satisfactory: 3 marks
3	Appropriate Managerial Capability	20	
a.	Management Capabilities	10	No. of professionals supervised ☐ 15 and more: 8-10 marks ☐ 10-15 : 5-8 marks ☐ Less than 10 : 3 marks

b.	Development of Manuals / Training Experience on Project Cycle Management	10	Development of Manuals / Training Experience on Project Cycle Management ☐ Yes: 10 marks ☐ No: 0 marks
	Total	100	

CRITERIA FOR SELECTION OF THE FIRM

S.No	Criteria Point	Total Score	Scoring Criteria
1	Relevant experience present and past performance	50	
a.	Relevant experience in designing, managing and delivering of M&E/I assignments, particularly third-party M&E/Inspection and Validation.	20	Years of experience ☐ 10-years or more: 15-20 marks ☐ 5-9 years: 8-14 marks ☐ 4-years or less: 0-7 marks The certificate of satisfactory completion of past M&E projects (from clients) will be used for scoring.
b.	Experience of working with the Federal and/or provincial governments (in public sector, and related to planning, appraisal, implementation, and monitoring and evaluation of development projects)	10	Number of assignments ☐ 10 or more: 8-10 marks ☐ 6-9 assignments: 4-7 marks ☐ Less than 5: 0-3 marks The certificate of satisfactory completion of past M&E projects from relevant government department will be used to define scores within each range.
c.	Highly specialized data management, collection, analysis, interpretation and presentation skills	10	Certified software with subscription – list of software ☐ Statistical analysis (advance): 0-3 marks ☐ Descriptive analysis: 0-3 marks ☐ Qualitative analysis: 0-2 marks ☐ Interpretation/ Pres: 0-2 marks
d.	Sectoral experience, with specialization in one or more preferential areas of Planning Commission and around PSDP projects in Infrastructure, Social & Production Sectors.	10	Number of PSDP project sectors ☐ 3 or more sub-sectors: 7-10 marks ☐ 2-3 sub-sectors: 4-6 marks ☐ 1 sub-sector: 0-3 marks
2	Capabilities with respect to personnel, techn: & geographical coverage	30	
a.	Core team of M&E and sectoral professional (current)	20	Team on payroll ☐ M&E professionals: 10 marks ☐ Sectoral experts: 5 marks ☐ Data analysts: 5 marks
b.	Geographical experience, and outreach in one or more geographical areas of the PSDP projects	05	Presence in Pakistan's geographical area (direct/ firm's offices/ staff or through partners) ☐ All provinces including AJ&K & GB: 5 marks ☐ Federal (only): 1-2 marks
c.	Clients Satisfaction	05	5 or more: 5 marks Less than 2: 3 marks
3	Financial Position	10	

a.	Annual turnover in PAK Rupees (last three years, verified from financial and audit reports)	5	Annual turnover in PAK Rupees (last three years, verified from financial and audit reports) ☐ PKR. 20 million or more: 5 marks ☐ PKR. 10-15 million: 3 marks ☐ PKR. 5 million or less: 1 mark
b.	Audited reports	5	Number of years for which audit reports are available ☐ 5 years: 5 marks ☐ 1-3 years: 3 marks
4	Appropriate Managerial Capability	10	
a.	Governance & management Structure	5	Availability of system ☐ Yes: 5 marks ☐ No: 0 marks
b.	Financial and HR management system: 0-3 marks	5	Availability of system (manuals, software etc.) ☐ Yes: 5 marks ☐ No: 0 marks
	Total	100	

16. Process to select and engage individual Consultant/ Consulting Firms

• STEP-1

DEVELOPED DATABASE FOR PRE-QUALIFIED INDIVIDUAL CONSULTANTS/FIRMS.

Ministry of PD&SI, Ministry of Planning, Development & Special Initiatives, based on the prescribed criteria will shortlist Individual consultants/consultancy firms for Monitoring/Evaluation/Validation/Inspection for PSDP projects. The selected consultant/firms will be notified and hosted on the Planning Commission web site for the TPM/E/V/I assignment. The same will be valid for a period of three years i.e. up to June, 2027 (subject to performance). No formal contract will be signed at this stage. However, Planning Commission will select pre-qualified individual consultants/firms for any Third-Party M/E/V/I activity. In case of a written decline by the selected individual consultant/firm, the Planning Commission will contract others pre-qualified individual consultant/firm for the assigned task.

• STEP-2

SHARING OF TPM/E/V/I TASK-BASED ToRS

Task-based ToRS (one or package of projects) with pre-qualified individual consultants/firms for technical and financial proposals will be circulated among the pre-qualified, based on their technical capability and most economical will be offered a task-based contract following a quality & cost-based selection (QCBS). The contracts will be deliverable based i.e. payments will be in tranches i.e. on proportionate basis (20%, 30% & 50%) and linked to key deliverables/outputs as per agreed ToRs.

- **STEP-3.**

CLOSURE OF CONTRACT

17. Closure of contract shall be subject to deliverance against the agreed ToRs for the given task. This would be used to;

- a. Provide commendation/appreciation certificates to individual consultant/firm exceeding expected deliverances (against ToRs);
- b. Warnings/ exclusions from per-qualified list of individual consultant/firms to those who failed to deliver.
- c. Performance of the pre-qualified individual consultants/firms will be reviewed on yearly basis.
