



Government of Pakistan
Planning Commission

Ministry of Planning, Development & Special Initiatives

Applications are invited for hiring of Consultant against the following positions on short term basis, under the Project-Strengthening of *Ministry* of PD&SI in Monitoring & Evaluation of PSDP projects.

S.No.	Name of Post	Qualification	Experience	Max Age	No of Posts
	M&E Dashboard lead consultants	<ul style="list-style-type: none">Master's degree in Computer Science/IT/ Project Management.PMP Certification is a must with Oracle Certification	<ul style="list-style-type: none">At least 10 years experience in the field of Software and ERP development, 5 years experience in Dashboard development for M&E, with 4 plus years of experience in undertaking external M&E activities.Duration of Assignment: 4-6 Months	55Years	

- Interested candidates may apply online through the website www.pc.gov.pk within 20 days of the appearance of this advertisement in the press. The candidates will have to provide original certificates/documents at the time of test/interview for the satisfaction of the authority.
- The Candidate may indicate monthly remuneration inclusive all Taxes, to be paid subject to deliverables as per TOR.
- Only shortlisted candidates will be called for test & interview.
- No TA/DA will be admissible for appearing in test/interview.
- The Ministry reserves the right to decrease or increase the number of posts or withhold appointments against any of the advertised posts.
- Candidates already in government service may apply through the proper channel.

Member (I&M)

Strengthening of *M/o* Planning Development and Special Initiatives in M&E of PSDP Projects.

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

TERMS OF REFERENCE OF IT CONSULTANT FOR SOFTWARE UPGRADATION
AND OPTIMIZATIO & DASHBOARD

1. BACKGROUND INFORMATION

Public Sector Development Programme (PSDP) is an important part of public sector investment, which channels domestic and foreign resources to implement the development plans prepared by the federal, provincial and local agencies. The PSDP projects are implemented and managed by the sponsoring ministries and executed by different

departments/institutions, whereas Planning Commission provides oversight, coordination, monitoring and evaluation role.

The PSDP for 2022-23 has 1,219 projects with an outlay of Rs. 847 billion. A total number of 395 projects are mega projects costing Rs. 2 billion and above. The projects are spread all over the country and in a range of sectors such as infrastructure development; social sector; productive sectors; environment and climate change; special development packages, etc.

The Monitoring and Evaluation (M&E) of these PSDP projects is a huge task, for this purpose Projects Wing has developed PMES (Project Monitoring & Evaluation System) that tracks progress. In the PMES, MIS Section uploads the current financial year PSDP, against which Project Directors upload Project Profiles of new projects, cash/work plans, and monthly progress reports. On the progress submitted by Project Directors, PMES MIS section analyzes the progress of the projects. The PMES Monitoring Section conducts on-desk monitoring.

The reporting of the PMES system needs to be improved for the purpose of Analysis of the current system and recommendation for its Updation, optimization of database and recommendation for dashboard for the visual presentation of the data. Dashboards shall present analyses of Portfolio (Ministries & Projects) Progress as well as mechanisms of tracking, coordinating, and reporting on the submitted Projects data.

2. PURPOSE AND SCOPE OF WORK

Through these TORs, the Projects Wing, Planning Commission of Pakistan intends to hire a “Consultant” to evaluate IT system and propose a cost effective solution. His/her primary duties include:

- Understand requirements and business objectives;
- Analyzing the current system and proposal for the up-graded system with cost estimates; identifying benefit of the new system;
- Recommendation of Updation and its parameters;
- Provide strategic advice on technology use to achieve goals;
- Assess different technology strategies and, in doing so, align them with process strategies;
- Collaborate with inhouse technical staff;
- Provide assistance in technical issues;
- Review existing systems and suggest improvements;

- Recommendations for the generation of result-oriented reports and dashboard;
- Recommendation for optimization of database;

3. TECHNICAL EXPERTISE REQUIRED

- **Database Management Experience**

This would require an experience in databases preferably in Oracle and MySQL.

- **Experience in Project Management & Reporting**

PMP Certification and experience in executing, reporting and monitoring of portfolio/ERP.

4. INTEGRITY AND PROFESSIONAL WORK ETHICS

- The Consultant shall maintain the highest degree of merit and integrity and shall in no case compromise on merit, quality, rules and interest of the Client.
- The Consultant can be blacklisted/ highly penalized if found in nexus with the Consultants or compromised merit and quality or remained involved in non-professional activities.
- The Consultant shall not create any financial liability or commit anything beyond its assigned tasks.

5. HUMAN RESOURCE

The M&E Consultant would be required to have following expertise in its role:

#	Experts required	No of Persons	Minimum qualification and Experience
1	M&E System Optimization and Upgradation Consultant	1	<ul style="list-style-type: none"> • Master's degree in Computer Science/ IT/ Project Management • A total 15 years of experience in the field of Project Management and DB Management • Excellent report writing, communication and IT Skills • PMP Certification • Oracle hands-on experience.

6. ACCESSIBILITY

The Consultant shall be housed in close vicinity of Pak-Secretariat, **within 10 minutes** reach whenever required /called and provide proof thereof prior to award of Contract.

7. PROCUREMENT PROCESS - PROCEDURES OF OPEN COMPETITIVE BIDDING (AS PER PPRA RULES)

The “**single-stage, two-envelope procedure**” will be followed for the hiring of a consultant for these services. In this case, the bids will be evaluated on technical and financial grounds and price is taken into account after technical evaluation. This means that:

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the ‘financial proposal’ and the ‘technical proposal’;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” will be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” will be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency (Planning Commission) will evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids will be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the Planning Commission of Pakistan (procuring agency), will at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive will be returned unopened to the respective bidders; and
- (ix) The bid found to be the *most advantageous bid will be accepted.

8. EVALUATION CRITERIA

CRITERIA POINTS		TOTAL SCORE	SCORING CRITERIA
#	Technical Proposal	90	
1.	Relevant experience and past performance – in designing, managing and maintaining software systems	30	Years of experience <ul style="list-style-type: none"> • 15 years or more: 21-30 marks • 10-14 years: 10-20 marks • 5-9 years or less: 0-9 marks
2.	Brief methodology demonstrating understanding of the task, and delivery approach (2-3 page maximum)	30	<ul style="list-style-type: none"> • Clarity on the scope of work: 0-20 marks • Delivery approach: 0-10 marks
3.	Qualification	15	<ul style="list-style-type: none"> • B.Sc (Computer Science, Project Management, IT) 05 • M.Sc (Computer Science, Project Management, IT) 05-10
4.	Professional Certification	15	Professional Certification e.g. PMP 0-15
B	Financial Proposal	10	
1	Financial proposal	10	
Total Points		100	

9. COST AND PAYMENTS

- i. Shall quote all-inclusive lump sum cost per month, shall be paid initially for 4 months on monthly basis subject to satisfactory performance to be certified by the Client.
- ii. Shall submit monthly performance report indicating activities performed.
- iii. All misc. costs related to traveling, field visits, and any other incidentals cost shall be included in the lump sum amount.

10. TIMELINE AND DELIVERABLES

S. #	Deliverable	Duration	Costing (to be provided for the task by the consultant)
1	Recommendation for the Updation if required of PMES, the recommendation for its hosting, and estimated Cost.	2 months	
2	Optimization of Database and upgradation requirements and its documentation (estimated cost).	2 months	
3	Recommendation of Upgradations of dashboard and documentation.	2 months	
Total		6 months	

11. ADDRESS AND DATE OF SUBMISSION

The Proposals should be delivered to “PA to Member I&M, Room No. 404, 4th Floor, Ministry of Planning, Development & Special Initiatives, P-Block, Pakistan Secretariat, Islamabad 1500 hours PST 5th October 2022. Failure to deliver the Proposals as aforesaid shall mean immediate disqualification.

12. Contents of the Technical Proposal

The Technical Proposal shall provide information regarding how the bidder is technically qualified to undertake and complete the Assignment as per clauses 5 and 8 while ensuring the quality of the Assignment. The bidder shall be required to provide a CV and photocopies of Degrees and certifications along with copies of experience letters. The consultant shall also provide a cover letter describing how his/her experience is the best suitable for this task. The bidder shall showcase the capability of the undertaking and completing the Assignment as per its TORs/ Scope of the Assignment and shall briefly mention their roles, responsibilities and qualifications. Work Plan and Methodology

The bidder shall present its indicative work plan for the Assignment. In addition, the technical proposal should, at minimum, contain the following information:

- a. Experience of consultancy by the evidence, to effectively undertake the Assignment in accordance with the TORs/ Scope of the Assignment;
- b. Complete description of the work methodology to undertake each task specified in

the TORs/Scope of the Assignment;

- c. Time-lines for undertaking the activities/ tasks envisaged under the Assignment;
- d. Timeframe for submission of deliverables; first draft for discussion, second draft for review; and final submission for each deliverable mentioned above.

13. Format for Financial Proposal

In addition to the Technical Proposal, the bidders will be required to submit in a separately sealed envelope a Financial Proposal mentioning the total amount of fee to be charged for the Assignment in PKR (inclusive of any and all taxes and duties):

S. #	Deliverable	Duration	Costing (to be provided for the task by the consultant)
1	Recommendation for the Updation if required of PMES, the recommendation for its hosting, and estimated Cost.	2 months	
2	Optimization of Database and upgradation requirements and its documentation (estimated cost).	2 months	
3	Recommendation of Upgradations of dashboard and documentation.	2 months	
Total		6 months	

Note: For the avoidance of doubt, M/o PD&SI shall not be responsible for any taxes, charges, levies etc. arising from payments to the Transaction Advisor and the fee quoted by the Transaction Advisor shall be inclusive of all the applicable taxes.