

# **Pre-Qualification Document (PQD)**

For

**Pre-qualification of Individual Consultant having expertise in  
Monitoring, IT/Web based Monitoring System of Projects**

**(Individual Consultant for M&E Projects)**

**GOVERNMENT OF PUNJAB**



**DIRECTORATE GENERAL MONITORING & EVALUATION  
PLANNING & DEVELOPMENT BOARD**

**March, 2023**

**Note:** DGM&E on behalf of the P&D Board has introduced online pre-qualification system to receive online EOI responses from the Individual Consultants for the FY 2023-24. The Individual Consultant is advised to submit his/her responses on the online portal and hard copies of the same duly generated from the online portal must be submitted to the office of DGM&E for further evaluation. Individual Consultant is advised that an EOI duly generated from the online portal should be signed and complete in all aspects as per PQDs and guidelines.

## **Table of Contents**

<b>1.</b>	<b>Introduction .....</b>	<b>1</b>
<b>2.</b>	<b>Objective .....</b>	<b>1</b>
<b>3.</b>	<b>Scope of Work (Tentative) .....</b>	<b>2</b>
<b>4.</b>	<b>Eligibility Criteria.....</b>	<b>2</b>
<b>i.</b>	<b>Pre-Requisite.....</b>	<b>2</b>
<b>ii.</b>	<b>Experience.....</b>	<b>3</b>
<b>iii.</b>	<b>Qualification.....</b>	<b>3</b>
<b>5.</b>	<b>Criteria, sub-criteria .....</b>	<b>3</b>
<b>6.</b>	<b>Client Detail.....</b>	<b>4</b>
<b>7.</b>	<b>EOI Deadline .....</b>	<b>4</b>
	<b>Annex-A Experience (Relevant).....</b>	<b>5</b>
	<b>Annex-B (CV).....</b>	<b>6</b>

## 1. Introduction

In emerging areas to achieve development targets in an efficient and effective manner at a faster pace, Government Departments need capacity building by engaging various Individual Consultants. Necessary amendments have been made in Punjab PPRA Rules 2014 which enable Planning & Development Board (P&DB) to short-list/pre-qualify Individual Consultants on yearly basis. In accordance to the instant amendments in PPRA Rules, 2014, all departments of Government of the Punjab may issue Terms of References (ToRs) directly (without advertisement) to the Individual Consultants shortlisted by P&D Board to hire services under certain terms and conditions mentioned in Sub-Rules 6-10 of Rule No. 16 of PPRA 2014.

This Prequalification Document (PQD) enlists the criteria for Individual Consultants to be shortlisted in below given area/sector for following categories as per Sub-Rules 6-10 of Rule No.16 of PPRA 2014.

- i. Monitoring and Evaluation
  - a. **Monitoring, IT/Web based Monitoring System of Projects.**
  - b. TPV, Output, Outcome, Impact Evaluations, M&E Frameworks of Public Sector Development Projects and Programs

## 2. Objective

To transfer advanced knowledge and skills to various line government departments for monitoring/IT based (remote) monitoring/ result based monitoring of development projects. To support various line departments for developing M&E framework for efficient, cost effective implementation, , examination and vetting of project concept and monitoring of their development projects.

A consultant is a recognized authority or specialist in a specific field, engaged by the Organization in an advisory or consultative capacity. The functions of a consultant are results-oriented and normally involve analyzing problems, preparing documents, or writing reports on matters within their area of expertise.

**3. Scope of Work (Tentative)**

This scope of work is tentative for prequalification only. The specific duties and responsibilities will be detailed in specific Terms of Reference for each assignment which will be provided by the line department at the time of issuing TOR as per actual scope of work. Moreover, duration of each assignment will vary in duration and it will be specified in TOR for each individual assignment given by the line department. However, this prequalification does not guarantee award of work by the line department. The tentative scope of work entails:

- To identify project monitoring indicators and to develop a Log/M&E-frame matrix.
- To implement designed monitoring system of projects by giving quarter, biannual, annual project reviews, process monitoring, operations monitoring and lessons-learned.
- To prepare the project implementation schedule in line with the approved financial allocations plan and issue the necessary guidance / instructions to the department and the contractor;
- Review the project implementation schedule every month and take revision/update the plan if required;
- Establish mechanism to monitor the contractor's progress and performance to ensure goods and services conform to the contract requirements;
- Critically evaluate the adequacy of existing monitoring, control and reporting system, and advise how to improve/optimize projects.
- To track and report physical and financial progress of project during the project time lines.
- Develop IT based remote monitoring of public sector geographically dispersed projects.
- Any other related task assigned by the procuring/executing agency.

**4. Eligibility Criteria**

Following are the details on the basis of which Individual Consultant will be shortlisted:

**i. Pre-Requisite**

- a. Minimum 16-year education from HEC recognized institute and in case of Professional Degree must have valid/active registration with relevant Professional Bodies like PEC/PMDC/PCATP/ICAP etc (if applicable).
- b. National Tax Registration Number with active taxpayer status.
- c. Undertaking by the Individual Consultant that he/she has not currently blacklisted by any Federal, Provincial/State or Local Government Department and/or by any Government owned company/foundation/Agency/Authority. However, such undertaking shall be submitted by the applicant on a simple paper with his/her signature.

<p><b>ii. Experience</b></p> <p>a. Minimum Five Years of Relevant Working Experience after Acquiring Basic Required Qualification Related to Sector/Sub-Sector must be as per <b>Annex-A</b>. Score will be awarded after thorough evaluation of given experience. Experience must be supported by Completion/Experience Certificates. If candidate fulfil the requirements of minimum five (05) years of experience, he/she will be awarded full score of Experience.</p> <p><b>iii. Qualification</b></p> <p>a. Education/Professional Qualification</p> <p>b. Professional Development Courses</p> <p>c. CV as per <b>Annex-B</b></p> <p>However, the required qualification and experience is as follows;</p>			
Sr. No.	Proposed Position	Min Qualification	Experience
1	Individual Consultant	Master in Social Sciences / Management or BSc/BS/BE (Hons.) Engineering	Min 05 years of experience of developing log frame, logic model and performance monitoring framework after graduation.

**\*All documents should be in English**

**\*\*Any misinformation, false and forged statement will lead to disqualification from being shortlisted/pre-qualified and any other action as per applicable laws.**

### 5. Criteria, sub-criteria

Criteria, sub-criteria, and point system for the evaluation of Expression of Interest (EOIs) is as follows:

A1	Experience	Points
a)	Relevant Experience (Consider from completion of basic required qualification) o Relevant Experience 05 Years and above 100%	<b>100</b>
<b>Total A1</b>		<b>100</b>
A2	Qualification Criteria	Points
a)	<b>i.</b> Professional Qualification • Min. Required Qualification 100%	85
b)	<b>ii.</b> List of relevant Professional Development Courses – Minimum 03 Nos.	15
<b>Total A2</b>		<b>100</b>

**Score = A1[70%] + A2[30%]**

The minimum score required to be shortlisted is: **65 Points**

**6. Client Detail**

Directorate General Monitoring & Evaluation,  
Planning and Development Board,  
Government of Punjab.

65-Trade Center Block, Ayub Chowk,  
4<sup>th</sup> & 5<sup>th</sup> Floor, Johar Town Lahore.

Contact No. 042-99233176-91, Ext. No. 512 & 513

**7. EOI Deadline**

The Expression of Interest (EOI) will be submitted on the Web Based Prequalification System (WBPS) developed on the website of Directorate General M&E i.e. <https://dgme.punjab.gov.pk/>. Deadline for online submission of EOIs is **04<sup>th</sup> May 2023** till 04:00 pm. Deadline for submission of hard copies of EOIs (generated from the online portal after submission and each page duly signed and stamped by Applicant is **10<sup>th</sup> May 2023** till 04:00 pm. However, for Clarification/Coordination,

Directorate General (M&E), P&D Board  
Government of Punjab.

65-Trade Center Block, Ayub Chowk Bureau of Statistics Building, 5<sup>th</sup> Floor, Johar Town Lahore.

Contact No. 042-99233176-91, Ext. No. 512 & 513  
Email: [info.prequalification@dgmepunjab.gov.pk](mailto:info.prequalification@dgmepunjab.gov.pk)

**Annex-A Experience (Relevant)**

Name of Project:

Location (Country, Province, Division):

Employer (Contractor/Consultant/Client etc.):

Project Description:

Project Duration: (Start Date to Completion Date):

Total Cost of Project or Cost of Consultancy (in PKR):

Period of Services provided by the applicant (Start Date to Completion Date):

Position in said Project:

Scope of Services provided by the applicant:

\*An applicant can add or submit information/experience of multiple projects through online portal.

**Note:** The applicant should submit above information through the online portal and hard copies of the same duly generated from the online portal alongwith required supporting documents as prescribed hereunder must be submitted to the office of DG M&E for further evaluation.

**Annex-B (CV)**

**CURRICULUM VITAE (CV)**

1. **Name:** \_\_\_\_\_
2. **Date of Birth:** \_\_\_\_\_
3. **Nationality** \_\_\_\_\_
4. **CNIC No (if Pakistani):** \_\_\_\_\_ **or Passport No:** \_\_\_\_\_
5. **Mobile No.** \_\_\_\_\_
6. **Email Address:** \_\_\_\_\_
7. **Home Address:** \_\_\_\_\_
8. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

9. **Membership of Professional Associations:** \_\_\_\_\_
10. **Registration no. with relevant Professional Body:**
11. **Other Training** [Indicate significant training since degrees under 6 - Education were obtained]:
12. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
13. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):

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

14. **Detail of Work Undertaken**  
 Name of assignment or project: \_\_\_\_\_  
 Cost of Project \_\_\_\_\_ Location: \_\_\_\_\_  
 Date of Start: \_\_\_\_\_ Date of Completion: \_\_\_\_\_  
 Client: \_\_\_\_\_ Main project features: \_\_\_\_\_  
 Start Date of Services provided by the applicant:  
 End Date of Services provided by the applicant:  
 Actual time spent on the project: \_\_\_\_\_ in months.

**15. Certification:**

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 described herein may lead to my disqualification or dismissal, if engaged.

Date: \_\_\_\_\_

[Signature of the proposed staff] \_\_\_\_\_ Day/Month/Year

**Note:** An applicant should submit above information through the online portal and hard copies of the same duly generated from the online portal alongwith required supporting documents as prescribed hereunder must be submitted to the office of DG M&E for further evaluation.