

Terms of References (TORs) and Evaluation Criteria (EC)

**For
Selection of Individual Consultant having expertise in
formulation of ADP**

For ADP 2016-17

Under the Project titled

**“Capacity Building of Directorate General (M&E) for
Improved Planning, Monitoring and Evaluation”**



**Directorate General (M & E), P & D Department
Government of Punjab**

December, 2015

A. TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TO BE HIRED TO ASSIST IN FORMULATION OF ADP 2016-17

1. BRIEF BACKGROUND

One of the important functions of Planning & Development Department is preparation of Annual Development Plan (ADP) in coordination with all the line departments. Annual Development Program represents a key policy instrument for implementing development vision of the government through strategic resource allocation with a medium term perspective. ADP formulation process needs to be accorded utmost priority and meticulous handling by provincial departments.

Government of the Punjab is embarking upon formulation process for ADP 2016-17 within a specific and well-defined development policy environment articulated in the Punjab Economic Growth Strategy 2014-18. The Strategy is founded on the following principles:

- It is private sector-led, employment-intensive, export-oriented, eco-friendly and regionally balanced.
- It aims to tap into new sources of growth such as Punjab's rapidly growing urban centers, its youth bulge and its geo-strategic location.
- Key outcomes of the strategy include human capital and skills development, overcoming energy shortages, institutional reforms and good governance, gender mainstreaming, equitable regional development, export-led growth and productivity enhancement.

2. OBJECTIVES

To ensure that formulation process of ADP 2016-17 is fully geared towards and informed by principles of value for money through public sector investments and within the parameters given in the Punjab Growth Strategy as well as the Sector Plans for determining the contours of their ADP interventions, P&D Department intends to hire services of qualified and experienced individual consultants to support and facilitate the different nation building departments in formulation of ADP.

3. SCOPE OF WORK/ DUTIES AND RESPONSIBILITIES

The Consultant will be required to work in close coordination with the P&D Department, concerned line Department and Finance Department. The duties and responsibilities of the consultant would include but not limited to following:

- a.** Study Punjab Growth Strategy, Current years ADP, Sectoral Work Plan and the vision and goals of the respective sector.
- b.** Prepare the broad parameters of the ADP 2016-17 of the respective Department.
- c.** Assist respective department / section in liaison with Finance Department for the activities of ADP 2016-17.
- d.** Assist the respective department / section in attending the series of meetings regarding formulation of ADP 2016-17.
- e.** Assist the respective department / section in formulation of first draft of ADP.
- f.** Modify the first draft in the light of observation of P&D Department and prepare the final draft of ADP.
- g.** Capacity Building of the planning staff of the concerned line department.
- h.** Preparation of Comments / Observations / Report on Annual Plan Coordination Committee (APCC).
- i.** Preparation of Comments / Observations / Report on the National Economic Council (NEC).
- j.** Assist the respective department / section in preparation of White Paper on development plan 2016-17.
- k.** Assist the respective department / section in preparation of Budget Speech 2016-17 & Material for Press Conferences etc.
- l.** Prepare a mechanism / guidelines for monitoring the implementation of ADP
- m.** Steer the process of preparation, appraisal and approval of the projects.
- n.** Advise the department to prepare Outline of ADP frame work in line with Punjab Growth Strategy, Sector Plan and other policy documents.

- o.** Help department in identify and prepare viable, need-base, pro-poor, demand driven projects.
- p.** Any other related task assigned by the client.

4. DURATION OF THE ASSIGNMENT

The Individual Consultant will be hired for the above tasks for a period of six months.

5. QUALIFICATION AND EXPERIENCE REQUIREMENTS

The Individual Consultant should have a Master Degree in Economics / Commerce/ Statistics/ Business Administration/ Agriculture Economics or equivalent from HEC recognized University. He / She should have at least 10 years' experience of ADP Formulation.

6. DELIVERABLES

- i.** First Draft of ADP 2016-17 of the respective sector.
- ii.** Final version of ADP.
- iii.** Material for Budget Speech & Press Conference.
- iv.** Comments on APCC & NEC documents.
- v.** White Paper on Development Plan 2016-17.
- vi.** Capacity Building the planning staff of the concerned line department.
- vii.** Mechanism / guidelines for monitoring the implementation of ADP.

B. EVALUATION CRITERIA

1. QUALIFICATION AND EXPERIENCE REQUIREMENTS

The Individual Consultant should have a Master Degree in Economics / Commerce/ Statistics/ Business Administration/ Agriculture Economics or equivalent from HEC recognized University. He / She should have at least 10 years' experience of ADP Formulation.

➤ ***The CV must be submitted by following a;**

- a. Covering Letter mentioning the sector against which the applicant is willing to provide his/her services
- b. Copy of National Tax Number and Punjab Sales Tax Registration Number
- c. No Objection Certificate (NOC) from Employer of the applicant allowing him/her to perform the consultancy services
- d. Tasks/projects/assignments performed by the applicant must be supported with the copies of completion certificates issued by the procuring/executing agencies (if applicable)
- e. Signed copy of the CV (min 2 pages) containing following details;
 - National Tax/Punjab Sales Tax Registration No
 - Qualification detail (Ph.D, M.Phil, B.Sc. etc. in the related field
 - Total Experience (in years)
 - Experience in relevant field (s) i.e., brief description regarding assignments/research projects/publications/reports undertaken
 - Any other relevant information including recommendations, awards, achievements, etc.
- f. Undertaking by the applicant that, the information provided by him/ her is accurate and does not contain any misrepresentation on his /her part.
- g. One passport size photograph.
- h. All documents should be in English.

**** Any misinformation, false and forged statement will lead to disqualification from being selected and any other action as per applicable laws.***

Criteria, sub-criteria, and point system for the evaluation of CVs of Individuals is as follows:

A1	Qualification	Points
i.	PhD	100
ii.	18 Years of Education/MPhil	85
iii.	16 Years of Education	70
Total A1		100
A2	Experience	
A2 (a)	General Experience	Points
i.	30 Years	100
ii.	25 Years	85
iii.	20 Years	70
iv.	15 Years	55
v.	10 Years	40
vi.	Less than 10 Years	0
Total A2 (a)		100
A2 (b)	Relevant Experience	Points
i.	Greater than 10 Years	100
ii.	>7 to 10 Years	85
iii.	>5 to 7 Years	70
iv.	>2 to 5 Years	55
v.	1 to 2 Years	40
vi.	Less than 1 Year	0
Total A2 (b)		100
A3	Interview	Points
i.	Presentation on the Assignment	40
ii.	Knowledge of the assignment	40
iii.	Confidence Level	20
Total A3		100

Weightage = A1[30%] + A2(a)[20%] + A2(b)[30%] + A3 [20%]

Top ranked candidate will be selected

2. Client Detail

CVs may be submitted at the following address by post or by hand:

➔ **Director General (M&E),
Planning and Development Department
Government of Punjab
Room No. 115, P&D Complex, Opposite Civil Secretariat,
Lahore.**

3. Deadline

Deadline for submission is January 04, 2016 till 04:00 pm.