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# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT:

## PROJECT PLANNING AND COORDINATION CONSULTANT

### **BACKGROUND:**

The ADB-assisted Flood Emergency Reconstruction and Resilience Project (FERRP, the Project) is to be executed by The Planning and Development Department. The loan and project agreements were signed on July 9, and the loan became effective on August 24. The project will contribute to the economic and social recovery of flood-affected districts in Azad Jammu Kashmir and Punjab Province, and other flood-affected districts through the rehabilitation and reconstruction of the high-priority infrastructure damaged and weakened during the floods in September 2014. The Project will also support capacity-building for disaster risk management (DRM) to mainstream resilience in development planning. Reconstruction of damaged and at-risk infrastructure in the flood-affected areas will use appropriate and cost-effective multi-hazard resistant design and construction standards to mitigate the potential impact of future disasters.

The project outputs include the following:

- (i) Output 1: Rehabilitation and reconstruction of flood-damaged roads and bridges.
- (ii) Output 2: Rehabilitation, reconstruction and upgrading of damaged irrigation, drainage and flood protection schemes.
- (iii) Output 3: Strengthening disaster risk management.
- (iv) Output 4: Effective project management and evaluation through the provision of technical, financial and human resource support to project implementation.

### **OBJECTIVE/PURPOSE OF THE ASSIGNMENT:**

The selected individual consultant will assist and report to the Program Coordinator/Member Infrastructure in matters related to project planning and coordination activities, and other project-related tasks as per requirements.

### **SCOPE OF SERVICE**

The scope encompasses support to the Program Coordinator and assistance to the Deputy Program Coordinator, with the following key responsibilities:

- Support coordination and communication between P&D and ADB
- Prepare and maintain activity sheets and update progress against planned tasks for project administration activities, and operationalizing the PCU.
- Act as liaison between P&D, project line units/departments and agencies including C&W, Irrigation, and PDMA
- *Draft communication and disseminate information/updates among relevant team members and departments/units*

- Effective participation in meetings with project teams, ADB, and relevant project stakeholders
- Maintain and update record of activities undertaken/in progress, and identify and report any backlogs
- Follow up on communications and required tasks for project coordination and implementation
- Assist with drafting documentation and common resource folders

## **PROFILE OF CONSULTANTS**

The Consultant will be assigned from the list of shortlisted consultants fulfilling the minimum qualification and experience requirements: a Master's degree in International Administration/Business Administration/Engineering or equivalent, with project development, management/administration experience in projects/organisations within international development and cooperation. Previous experience with international agencies/organisations and donor projects strongly preferred. Additional project management qualification is desirable.

## **EXPECTED DELIVERABLES**

A monthly progress report on the project planning/coordination/implementation activities will be prepared and submitted, including the tasks listed under "Scope of Service" above.

## **TIME PERIOD**

The consultant will be engaged for an initial period of 4 months with possibility of extension, based on project requirements and mutual agreement.

## **COST OF ASSIGNMENT**

The Financial proposal should provide cost estimates for consultancy services to be rendered inclusive of (where applicable)

- Transport costs to complete the assignment if required
- Stationery and supplies needed to complete the assignment
- Accommodation costs/Daily Allowance per diem, if site visit is involved.
- Necessary staff to assist

## **PAYMENT TO THE CONSULTANT**

Payment to the consultant will be made on a monthly basis, upon submission of claim based on deliverables, by the 10th of each month.