

## **Terms of Reference**

### **Individual Legal Consultant – Tourism Department**

#### **Background**

Punjab Tourism for Economic Growth Project (PTEGP) financed through World Bank (WB) is providing support to the Government of Punjab (GoPb) to explore and develop the potentials of recreational, adventure, cultural, historical and heritage tourism. An effective tourism program can contribute towards economic growth through creation of jobs, foreign exchange earnings, opening up trade, knowledge sharing, regional development and much needed portrayal of Pakistan's positive image.

The Punjab tourism, culture and heritage authority is a new initiative of the government of the Punjab for promotion of tourism and travel for local and foreign travellers and tourists and to promote eco-tourism in the province of Punjab. Through this platform different departments of the government of Punjab will be brought on the same page for facilitation of religious tourism, promotion of heritage, culture, ecology and archaeological sites and mega development and housing projects. The authority will be establishing institutions and committees to facilitate travellers and tourists in resolution of their issues with concerned departments and levy /recover charges for the services rendered in prescribed manner.

#### **Scope of work**

These Term of References (ToRs) envisage the to provide legal and jurisprudential assistance in the development of the Punjab Tourism, Culture and Heritage Authority (PTC&HA) Legislative Framework on its Rules, Regulations and other ancillary matters by placing an expert to help, develop and review (PTC&HA) and related legislation.

The development of a Legislation and Regulation will be based on extensive research and a wider consultation with the key stakeholders in public and private sector. In addition, the development process will also draw on other related Legislations and policies.

While developing the Legislation and Regulations, the consultant must take into consideration and make use of the relevant Government's policies and development plans including but not limited to Punjab Tourism Policy 2019.

#### **Details:**

- Liaise with responsible Government Departments and stakeholders regarding policy and drafting instructions
- Undertake a review of relevant national legislation in relation to the drafting instructions for preparing rules of PCT&HA ordinance 2021.
- Prepare preliminary draft materials potentially relevant for future legislation;
- Seek guidance and work together with the Government legal office responsible for legislative drafting (e.g. Law & Parliamentary Affairs Department ) on the development of the draft legislation;

- Assist Tourism Department and any other relevant Department to consult with stakeholders and develop consultation reports containing consultation outcomes, analysis of the recommendations from consultations, and a list of people consulted;
- Facilitate consultation on draft legislation and train the department on enforcement of draft legislation;
- Develop supporting material, including explanatory memorandum, legislation implementation plan and Cabinet paper for the draft legislation; and
- Be prepared to support Tourism Department and/or any other relevant Departments to draft model legislative briefs.

**In the course of providing the services, the consultant is required to:**

- Report to and provide regular updates to the supervisor
- Consult internally with the Competent Authority on technical policy issues;
- Provide advice, where in the opinion of the Consultant, new proposed draft or legislation may conflict with existing legislation;
- Provide legislative drafting assistance to Tourism Department and/or any other relevant Department in line with national, technical and procedural requirements;
- If necessary, make presentations to stakeholders on legislative issues to support Tourism Department and/or any other relevant Departments;
- Identify scope of work in developing PTC&HA legislative framework by reviewing existing policies and legislation, and consulting with relevant department, institutions and relevant stakeholders; and
- Assist in drafting or reviewing authority - related policies and legislation (including tax-related legislation, and drafting contracts etc.).

**1. Experience and Qualifications**

- i. A law degree from a recognized and reputable institution.
- ii. A postgraduate degree in legislative drafting would be an advantage

**Professional Experience:**

- At least a Bachelor's Degree in Law, Tourism, Economics, and/or other Social Science related fields;
- At least ten (10) years of work experience with a legislative responsibility with registered legislative firms or tourism organizations;
- Minimum of 5 years' legislative drafting experience.
- Experience working within law and justice department, Law and parliamentary Affairs Department or similar organization.

- Experience producing high quality Organization and Act related policies and legislation (including tax-related legislation, e.g. subjects involved).
- In-depth knowledge and understanding of Administrative, special and local laws statutes, subsidiary laws)
- Able to conduct on the job training with local counterpart(s) on legislative drafting and training in the enforcement of related legislation.
- Excellent communication skills as well as the ability to communicate fluently in English (spoken and written);
- Proven ability to work under pressure and meet deadlines.

### **Implementation arrangements**

The Consultant will be based at the Secretariat of the Tourism Department Punjab on a time basis during the period of the contract, and will report on a day to day basis to the Additional Secretary Tourism Department.

Monitoring and Evaluation of the project will take place during the course of its implementation. The drafter will be expected to provide an Inception Report and Periodic Progress Reports supported by supplementary information and reporting as required.

### **Reports by Consultant**

- Inception Report
- Progress Report
- Final Report

### **Duration of the Assignment:**

The Consultant shall complete the tasks assigned by Project Manager PTEG for a period of three months.

### **Selection Method:**

Selection of the Consultant will be made in accordance with the World Bank Procurement Guidelines: Selection and Employment of Consultants under IBRD Loan and IDA Credits and Grants by World Bank Borrowers” dated January 2011 (Revised July 2014).