



## **Terms of Reference (TORs)**

### **DESIGN AND RESIDENT SUPERVISION OF URBAN REHABILITATION OF INFRASTRUCTURE IMPROVEMENT PROJECT FROM BHATTI GATE TO KATRI HAJI ALLAH BAKHSH PHASE-I**

#### **1. Introduction:**

Government of Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project over five years (30<sup>th</sup> April 2023). The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

#### **2. PROJECT BRIEF:**

Walled City of Lahore Authority (WCLA), As per the vision of worthy Chief Minister Punjab and with the help of World Bank has undertaken the initiative for Urban Rehabilitation of Façade and Infrastructure Improvement Project Bhatti Gate to Katri Haji Allah Bakhsh Phase-I areas. Bhatti Gate entrance is located on the western wall of the Old City. It is one of the two oldest entry points into the Walled City which controlled the only major north-south thoroughfare during Ghaznavid period. It is Named After Great Bhatti Rajput Warriors. When Emperor Akbar expanded the city eastward and divided it into nine districts, Bhatti Gate and its bazar marked the boundary between Mubarak Khan in the east, and Talwar in the west. The approach road leading from the gate line up with a stretch of Shahrah-i-Pakistan, south of circular road to Bhatti gate. The area includes many important buildings like residence of our national poet Allama Muhammad Iqbal which shall be conserved for regaining their actual picture. The Government of Punjab has decided to undertake the initiatives for conservation, beautification & illumination of the said project. The covered area of the project is 77828.35 Sqm with 1028 number of properties (69 on Main Trail, 939 Houses in Streets, 20 number of empty plots/ruins,) i/c high value & Heritage properties. The Bhatti Gate Project item wise proposed conservation of façade rehabilitation of historic valued buildings, infrastructure facilities like water supply, fire hydrant system, sewerage, storm water, electrical work, illumination work, Sui gas, telecommunication and street surfacing shall be



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

upgraded / improved to modern standard. The project has been designed for the betterment of the living inhabitants.

Documentation of existing Buildings/Monuments will be provided by WCLA, Lahore. A charming atmosphere is available for contractors and consultants to undertake the conservation work on ground. For this purpose, The Government of Punjab, Walled City of Lahore Authority on behalf of Local Government as an employer intends to hire Design and Resident Supervision consultancy services from competent and well reputed consulting firms preferably National Consulting Firms (N.C.F). Design and Resident Supervision Consultancy is required to ensure the quality and quantity being the primary object of the project.

**3. Objectives of the Project:**

Walled City of Lahore Authority (WCLA) and Punjab Tourism for Economic Growth Project (PTEGP) intend to hire the services of an Engineering Consulting firm for Design and Resident Supervision of the subject work. The consultants will help the client to assure the quality and quantity control as per agreed laid down standards/specifications. Design and Resident Supervision Consultancy shall be provided for all activities throughout the conservation period without any breakthrough qualified & experienced design & supervisory staff that shall perform their duties with due diligence and efficiency.

**4. Scope of Work:**

The scope of the Design and Resident Consultants will include but not limited to following:  
As such the Project will comprise the five components of the project are as under:

- Component-I; Infrastructure Design of Whole Package
- Component-II; Telecommunication Network
- Component-III; Underground Electrification & illumination Work
- Component-IV; Sui Gas
- Component-V; Water Supply, Fire Hydrant System, Sewerage & Storm Water



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

- Component – VI; Environmental and Social Studies, as per the requirement of World Bank Operational Policies and Punjab Environment Protection Act 1997 (Amendment 2012)

Overlapping and mutually supporting components of interventions in the project area includes the following:

1. Architectural and MEP Works Layout Plan (Infrastructure Work, Telecommunication, Sui Gas, Water Supply, Fire Hydrant System, Sewerage & Storm Water Drainage) including cost of any tests to be required prior to its design.
2. Design of Underground Electrification / illumination of the project including plans for diverting electric, telecommunication, and CCTV camera cables(LSZH) to improve the aesthetics and ambiance & approval from LESCO, WASA, PTCL and SNGPL i/c cost of design vetting from line agencies if any etc.

Few components of the project may involve buildings that are in possession of public or private peoples. This aspect of the project will be sorted out by RSPM in coordination with WCLA and Local Administration.

- The consultant shall be responsible for design, technical specifications and BOQ, resident supervision of all the Infrastructure & Electrification works through Qualified Graduate Engineer (s) and other supervisory staff having sufficient relevant experience in the respective discipline who shall perform their duties with due diligence, efficiency and in accordance with sound practices and specified standards.
- The consultant shall be responsible for Design and Resident Supervision of all Civil and MEP works (Infrastructure Work, Telecommunication, Sui Gas, Water Supply, Fire Hydrant System, Sewerage & Storm Water Drainage) as per approved specifications and standards. The consultant will also be liable to validate the executed works/bills of the contractor.
- Consultant will be responsible for review and approval of the material submittal as per approved specifications and standard.



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

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- To ensure that the electrical as well as illumination works are carried out as per approved design of LESCO. Issues with respect to implementation are properly addressed as well as timely conveyed to WCLA and PTEGP and proper mitigation measures are being taken.
- Payment to LESCO and other line agencies for design as well as vetting will be done through consultant and will be charged under design consultancy charges.
- In case a Grievance is registered on GRM regarding any physical/monetary loss, the consultant will direct the contractor under supervision to stop the work on that particular area. The case will be evaluated and addressed by the PMU as per World Bank Guidelines.
- The consultant will prepare require environmental & social impact assessment and mitigations reports i.e. Environmental & Social Management Plan (ESMP) and Resettlement Action Plan (RAP) or Abbreviated Resettlement Action Plan (ARAP) in accordance to World Bank Guidelines and applicable national/provincial environmental rules & regulation. Consultant will also conduct any other environmental and social studies require under PEPA 1997 (Amendment 2012) e.g. IEE/EIA (if require) for the project. All reports will be reviewed by Environment and Social team of PMU before submit to the bank or regulating authorities e.g. EPA Punjab (if require) for final approval. Consultant will assist the client in obtaining mandatory NOC(s) from the authorities. Consultants will also assist in completing the compensation process in case (A/RAP) is prepared and submit completion report.
- The consultant shall be responsible for Design, Resident Supervision and Vetting of Engineering Estimate which is already prepared and approved in PC-I.
- The consultant shall study ensure that work is being done as per design and only approved material is being used at site. The approved check list and material submittal approved by resident engineer will be used in this regard.
- The Consultants shall perform the duties of representative of the client as "Resident Engineer", under the general supervision and control of WCLA.



**Punjab Tourism for Economic Growth Project (PTEGP)**  
**P&D Board, Govt. of the Punjab, Lahore**

- The Consultants will deploy field engineering/expert personnel of qualification and experience as described in the core team for resident supervision to monitor the output of all stages of Infrastructure and Electrical Work & ensure that the works are executed in full compliance with the approved engineering design, drawings, agreed work schedule, technical specifications and with the terms & conditions of all the Contract documents and sound engineering practices.
- The Consultants will administer the Contractor's Contract, make engineering decisions and ensure that all clauses of the Contract Agreement between the Client and the Contractor are respected.
- The Consultants will advise the Client on all matters relating to the efficient and-successful execution of works.
- functioning of a proper /well organized site office equipped with progress organization, scope of works etc.
- The Consultants will act at all time so as to protect the interest of Client and will take all reasonable steps to keep all expenses to a minimum consistent with economic and engineering practices in compliance with specification and approved quality standard.
- The Consultants will evaluate and finalize contractor's work programs, method statements, material sources, working/shop drawings, setting out of works, etc., and accord approval thereof.
- The Consultants will set up a computerized project control system for monitoring, reporting physical and financial progress of the Project as well as the forecasts.
- To indentify and conduct all the preliminary tests inclusive of IEE required prior to start of the project.
- Consultant will be responsible to provide project management plan and to prepare project implementation schedule in line with the approved financial allocations plan, showing the manpower resources, different works activities/ critical activities in the form of bar chart on MS project/Primavera software and their linkages and issue necessary guidance/instructions to the department and the Contractor.



**Punjab Tourism for Economic Growth Project (PTEGP)**  
**P&D Board, Govt. of the Punjab, Lahore**

Review the project implementation schedule every month and make revision / update the same if required.

- The Consultants will inspect and evaluate the Contractor's resources regarding construction machinery, manpower, materials and office/site staff establishment on regular basis to ensure their compliance with respect to the approved construction schedule.
- The consultant will supervise implementation of ESMP on site during construction phase of the project and responsible to generate periodic environmental and social monitoring reports as per the requirement of the ESMP and contract documents. The consultant will monitor the Grievance Redress Mechanism (GRM) operationalized on site and submit periodic reports to the PMU.
- Consultant will develop HSE compliance checklist to be signed by the contractor's supervision on daily basis for planned execution of the project activities. Consultant will be responsible to develop HSE Plan.
- Keep Client informed of the progress on site, any existing impediments sustained in progress of likely to appear in the foreseeable future which might arise and cause delay in implementation. In view of the foregoing, the Consultants will prepare and issue progress reports on monthly basis and quarterly basis.
- Recommend corrective actions and measures that need to be taken to ensure progress leading a timely completion of works.
- Review and make the As-built drawing through onsite verification and update the same if required. Review the design of scheme including infrastructure components of the scheme and suggest amendments / recommendations wherever required.
- The Consultants shall provide general guidance, furnish timely assistance to the Contractor in all matters relating to the execution of works and facilitate the Contractor by providing necessary details of minor design changes as and when required during construction of the Project.
- The Consultants will check, inspect, advise, approve and report of materials being used by the Contractor and give comments in writing(WIR) to the Client on quality



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

of works. The Consultants will order for testing of materials to ensure adherence to specifications.

- The Consultants shall supervise the contractor in all matters concerning safety of staff working, public around and property, installation of sign boards for public and staff safety etc., care of the work and to advise concerned “Deputy Director” on any problem arising in Infrastructure & MEP works during its execution. The Consultants shall certify that the construction material brought at site by the contractor, for use on infrastructure, is in accordance with the specifications and has been got tested from a recognized laboratory where applicable as per standard practice laid down in specifications.
- The Consultants will attend and made measurements and computation of quantities of the completed works, or any work which is about to be covered, and maintain permanent records of all such measurements as basis for progressive payments to the Contractor and keep the measurement documents and records in safe custody.
- The Consultants will maintain daily record of checks & approval, correspondence and site diaries supported with digital photographs. Submit the record of daily inspection reports, all the tests made to the Client on monthly basis in an electronic form as well as in hard copy.
- Ensure & verify the conservation activities are done as per approved specification/ guidelines.
- Keep comprehensive record of before and after site pics and send the same to WCLA on quarterly basis.
- The consultant shall be 100% responsible for the measurement made on the work quantities executed and certified for payment and shall maintain permanent record for all such measurements for the Engineer in charge.
- Review of all the projects in the light of technically sanctioned estimate issued by the department.
- The Consultants will ensure and certify that the works executed by the Contractor are as per approved design, drawings, standards, specifications & within the provisions of the Contract Agreement.



**Punjab Tourism for Economic Growth Project (PTEGP)**  
**P&D Board, Govt. of the Punjab, Lahore**

- The Consultants will ensure and certify the running / interim Certificates for progressive payments based on approved / tendered rates and final payment to the Contractor that the works executed by the Contractor has been completed in all respects.
- To prepare variation orders resulting due to changes in the design/RS proposal etc. Additional work exposed during construction activities and update all the project documents.
- To ensure that proper measures are taken to avoid time and cost overrun of the project.
- Ensure supervisory staff's presence during all stages / phases of conservation activities at the site of works.
- The Consultants will adjust his staff as per pace of work during execution after prior approval of WCLA / PTEGP.
- The Consultants will assure the receipt of all warranties of materials/ installations accepted and incorporated in the Project, required under the terms & conditions of the Contract Agreement and handover the same to the Client upon completion of the Project.
- The Consultants will give notice to the Contractor of any defects and deficiencies, and if required, order suspension of the work(s), and ensure removal and substitution of the improper works, and recommend any additional appropriate actions against the Contractor to Client.
- The Consultants will assist Client in setting disputes (if any) with the Contractor and make recommendations to Client for resolving the Contractor's claims regarding time extensions and additional cost.
- The Consultants will assist Client in coordinating with other Agencies concerned related to the implementation of the Project and assist the Client in setting any disputes with affected Parties.
- The Consultants will jointly inspect with Client the completed works and assist informal taking over of the Project.





**Punjab Tourism for Economic Growth Project (PTEGP)**  
**P&D Board, Govt. of the Punjab, Lahore**

- The Consultants will provide the Client with complete records, reports and review “As built” drawings & plans prepared by the consultant after completion of project and suggested by design experts and provide a Final Completion Report testifying to the satisfactory Completion of the works including the measurement of final quantities and certification final payment due to the Contractor.
- To ensure that the environmental issues with respect to project implementation are properly addressed and proper mitigation measures are being taken.
- To ensure that the electrical as well as illumination works are carried out as per recommendations of electrical wing of WCLA. Issues with respect to implementation are properly addressed as well as timely conveyed and proper mitigation measures are being taken.
- Inspect the completed works periodically during the defect liability period, prepare list of deficiencies (if any), design and plan remedial works and carry out their supervision and issue the defect liability certificates after the rectification of defects by the Contractor.
- One month prior to expiry of the maintenance period of the work, the consultant shall carry out the detailed final inspection of the work and submit a report to the department pointing out defects, if any, in the infrastructure work.
- The Consultants will assist Client in settlement of Audit Paras and Objections raised (if any) and prepare replies related to the Project and provide all the relevant documents/papers/letters etc, to support the replies and shall intimate the Client accordingly.
- The Consultants will be responsible for providing all necessary services required for the efficient, effective and timely execution of the Consultancy Services.
- To prepare, Project Inception Report, Monthly and Quarterly Progress and Project Completion Reports giving all details of the project in chronological order.
- The consultant shall incorporate all changes that may be required by the client/employer for the economical completion or due to technical grounds/site requirements without any additional charges during the execution of project and



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

shall also submit the above documents accordingly as per requirements of the Engineer In charge/Deputy Director.

- The Presentations on Progress updates, as and when required during the whole period of assignment will be made by the Consultants on multimedia to the satisfaction of WCLA/ any other authority.
- Ensure all necessary safety measures of human life and property structure through the contractor as per HSE plan.

**5. ROLE OF CLIENT-AGENCY**

The following facilitates will be provided by WCLA to RS

- i) WCLA will facilitate the Consultants in acquiring information from government departments as needed from time to time.
- ii) Transportation and maintenance will be arranged and maintained by the consultant themselves.
- iii) The consumable (Toner of printers and office stationery), maintenance of the facilities will be borne by consultant themselves.
- iv) Telephone, Fax, internet, Courier/Postage, utility bills will be borne by RS themselves.

**6. Eligibility / Qualification & Evaluation Criteria**

The PTEGP intends to invite eligible consulting firms, to indicate their interests for the aforementioned assignment. The interested firms should provide information demonstrating that they have the required qualifications/competencies and relevant experience to perform the required services.

Firms should provide information about their eligibility and competencies in the following areas:

- a. General Experience: At least 7 years post registration experience, in Electrical, Civil, Infrastructure related assignments.
- b. Specific Experience: Relevant Experience of having completed at least three (5) assignments regarding design and supervision of infrastructure and electrical System during last 5 years. Documentary proof is required.
  - i. Availability of technical facilities and equipment to carry out relevant tasks.
  - ii. Availability of appropriate skills and staff. (as per TORs)
- c. Weightage will also be given to those applicant firms having experience of working with development partners, and Public sector Departments of same nature.



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

d. Applicant firms will provide proof of the company/firm's registration in Pakistan with SECP, PEC or relevant professional/regulatory authority etc. (only for local firms) and in case of foreign company/firms, registration with the relevant authority in that country.

**7. CORE TEAM OF CONSULTANTS FOR THE PROJECT:**

<b>Sr. No.</b>	<b>Designation</b>	<b>No. of Posts</b>	<b>Required Man-Months</b>	<b>Qualification / Professional Experience</b>
1.	Infrastructure Expert	1	06	B.Sc. Engineering (Civil) + 10-years' experience in Infrastructure projects. Preference will be given to those candidates having expertise in Designing Water Supply Sewerage/ Drainage System, Fire Fighting systems. The Candidate must possess project design and management experience and should also be Professional Engineer under Bye-Laws of PEC.
2.	Design Engineer (Electrical, Telecommunication)	1	06	B.Sc. Engineering (Electrical) + 10-years' experience in Electrical & telecommunication work. The Candidate must possess project design and management experience and should also be Professional Engineer under Bye-Laws of PEC.
3.	Resident Engineer (RE)	1	24	B.Sc. Engineering (Civil) + 10-years' experience in buildings/monuments projects. Preference will be given to candidates having conservation experience. The Candidate must possess project supervision and management experience and should also be Professional Engineer under Bye-Laws of PEC.
4.	Environment Specialist	1	06	MSc. Environmental Engineer/Sciences + 10 year experience in carrying out environmental impact



**Punjab Tourism for Economic Growth Project (PTEGP)**  
**P&D Board, Govt. of the Punjab, Lahore**

				assessment studies for development projects. Experience of working on Urban Development and Rehabilitation of Heritage sites is preferable. The specialist must aware and have working knowledge of World Bank Environmental Guidelines and Punjab Environmental Protection Act 1997 (Amendment 2012).
5.	Resettlement Specialist	1	06	MSc/MA Sociology + 7 year experience of preparation of RAP or LARP in accordance to World Bank or ADB Resettlement Policy.
6.	Assistant Resident Engineer (Electrical)	1	24	B.Sc. Engineering (Electrical) + 07-years' experience in Electrical work. The Candidate must possess electrical design and supervision experience and should also be Professional Engineer under Bye-Laws of PEC.
7.	Draftsman	1	03	Basic Diploma of AutoCAD and 05-years drafting experience in relevant field.
8.	Surveyor (For Design Stage)	1	03	Basic Diploma of Surveying and 05-years' experience in relevant field.
9.	Site Inspectors / Quantity Surveyor (Civil)	1	24	Associate Engineering Diploma (Civil) + 5-years' experience in preparation of BOQ followed by drafting experience in AutoCAD or similar software.
10.	Site Inspectors / Quantity Surveyor (Electrical)	2	24	Associate Engineering Diploma (Electrical) + 5-years electrical/illumination experience.
11.	Site Inspector (Public Health)	1	24	Associate Engineering Diploma (Public Health) + 5-years of relevant experience.



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

**Note:** The client has the right to increase and decrease the input requirement of the consultancy staff keeping in view the pace of work and availability of funds.

**8. FEE OF CONSULTANTS FOR THE PROJECT:**

<b>8.1</b>	<b>Remuneration Part</b>			
<b>Sr. No.</b>	<b>Position on the Project</b>	<b>Monthly Fee (Pkr.)</b>	<b>Input in Man-Months</b>	<b>Amount in (Pkr.)</b>
8.1.1	Infrastructure Expert		06	
8.1.2	Design Engineer (Electrical, Telecommunication)		06	
8.1.3	Resident Engineer (RE)		24	
8.1.4	Environment Specialist		06	
8.1.5	Resettlement Specialist		06	
8.1.6	Assistant Resident Engineer (Electrical)		24	
8.1.7	Draftsman		03	
8.1.8	Surveyor (For Design Stage)		03	
8.1.9	Site Inspectors / Quantity Surveyor (Civil)		24	
8.1.10	Site Inspectors / Quantity Surveyor (Electrical)		48	
8.1.11	Site Inspector (Public Health)		24	
<b>Total Supervision Fee (Remuneration)</b>				
*The quoted and awarded Fee to the Consultant shall be inclusive of all the applicable taxes which upon payment shall be deducted as per the laws of the Government of Pakistan.				

**9. TIME DURATION FOR THE ASSIGNMENT:**

The time duration for the proposed consultancy is estimated to be 24 months. Design and Resident Supervision Consultancy will commence from the date of award of contract till its completion. The client shall be at liberty to increase or decrease the quantum of work of consultancy services without assigning any reason and Consultant will be liable to complete the assignment without any additional charges during the execution of project.

**10. REPORTING REQUIREMENTS / DELIVERABLES:**

➤ **Design & Project Management Report:**



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

The Design & Project Management Report shall include but shall not be limited to the following:

- Topographic Survey of the whole area.
- Cross-sectional designs of Existing & Newly proposed Infrastructure consisting of Drainage, Sewerage, Storm Water, Water Supply, Fire Hydrant System Design & Water Discharge Mechanism including cost of any tests to be required prior to its design.
- Underground Electrification, illumination Work, Telecommunication, Sui Gas & Internet Connection System Designs.
- Project Scheduling & Procurement timeline shall be provided by the consultant on different software's i.e., MS project, Primavera, Pert master etc.
- Risk Assessment and Mitigation plan shall also be provided on Risk Master or any similar software.

➤ **Environmental And Social Impact Assessment and Mitigation Reports**

○ **Environmental & Social Management Plan (ESMP)**

- ✓ **ESMP** must be prepared in accordance with the approved Project's **Environmental and Social Management Framework (ESMF)** which is available on PTEGP's web site.
- ✓ ESMP study will take into account the natural environment (air, water, and land); human health and safety; biological resources; social aspects (involuntary resettlement and physical cultural resources).
- ✓ ESMP will consider natural and social aspects in an integrated way keeping in view the sensitivity of the site. Identify / investigate and prepare comprehensive profile of the likely project impacts on the physical (water, soil, air, noise etc.), biological (Flora and Fauna) and socio-economic environment.
- ✓ Enlisting all baseline information related to air, water, noise, flora & fauna and social demographic characteristics qualitatively & quantitatively.
- ✓ Baseline conditions of physical environmental parameters including water quality, ambient air quality and noise level of the area should be developed by hiring services of approved environmental laboratory from EPA Punjab. Consultant must obtain PMU approval of environmental sampling/testing/monitoring work before mobilizing the environmental laboratory.
- ✓ Consultant will also consider the variations in project conditions; the findings of



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

relevant country environmental studies; national environmental action plans; the country's overall policy framework, national legislation and institutional capabilities related to the environment and social aspects; and obligations of the country, pertaining to project activities, under relevant international environmental treaties, agreements and World Bank Safeguard Operational Policies.

- ✓ Impacts Evaluation - The ESMP will assess the potential environmental impacts of the intervention and their mitigation. It will assess whether the intervention will have involuntary resettlement impacts (land requirement for temporary and permanent facilities), noise pollution; increased traffic: pressure on local infrastructure and services; influx of labour; employment opportunities; social and cultural issues; privacy of local population; gender issues;

**Suggested Structure of ESMP Report**

- **Scoping** – studying the subproject details and preparing long list of potential issues and concerns
- **Site survey and data collection** – recording the key environmental and social aspects of the area, identifying any environmental/social hot spots (protected buildings etc.) or key concerns, carrying out consultations with the community.
- **Screening** – on the basis of the above, short listing the key concerns and potential impacts of the subproject on environment and people.
- **Environmental Baseline Conditions** – Develop baseline condition of the study area through obtaining require data by completing forms/checklist has been obtained from both primary (field visit/s, consultations, project engineering document/s, designs etc.), hiring laboratory services (approved from EPA Punjab) and secondary sources (literature including documents/ reports/ papers/ dissertations/ encyclopedias both available online and in printed format/s etc.) and guidelines provided in the ESMF.
- **Consultation** - Conduct meaningful Stakeholder and Public Consultation. All consultation should be properly documented
- **Identify environmental impacts and their Mitigation Measures** - Propose environmentally friendly, socially acceptable and economically feasible mitigation measures. Make recommendation of enhancing positive impacts of the project.
- **ESMMP** - Prepare Environmental and Social Management and Monitoring Plan



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

(ESMMP) and describe the mechanism of implementing suggested mitigation measures and their monitoring. Provide institutional arrangements and require safeguard plans e.g. training plan for capacity building, waste management plan, traffic management plan etc. Provide budget cost for mitigating adverse environmental impacts and enhancing positive environmental impacts of the project.

○ **Resettlement Action Plan (RAP) or Abbreviated RAP**

To develop the A/RAP or RAP the consulting firm will provide an overview of the socioeconomic baseline conditions and identify specific social, economic, livelihood, infrastructure or land losses. The specific tasks will include:

- **Socioeconomic baseline survey** – to establish accurate socioeconomic baseline data and census to identify project affected persons and determine eligibility. Also, determine impacts on women if any.
- **Resettlement Entitlement and Policy Matrix-** preparation of entitlement matrix to ensure proper compensation.
- **Implementation arrangements** – describe A/RAP implementation arrangements, compensation procedures and resettlement process.
- **Monitoring, Evaluation and Reporting Plan** – preparation of Monitoring, Evaluation and Reporting Plan to ensure effective implementation of mitigation measures.
- **Grievance and Redress Mechanism (GRM)** –To develop a GRM for the affected persons to record their grievances regarding eligibility and valuation for compensation, or any other relevant complaint. The GRM will be consistent with the provisions of RPF.
- **Cost Estimates-** Cost estimation will be made during preparation of RAP including implementation costs. The RAP (s) will include a budget section indicating (i) unit compensation rates for all affected items and allowances, (ii) methodology followed for the computation of unit compensation rates, and (iii) a cost table for all compensation expenses including administrative costs and contingencies.
- **Public Consultation and Participation-** Effective public consultation will be required with the community and affected persons. The affected persons should be informed about their options and rights pertaining to compensation.
- **Impact Assessment** – assessing the significance of each potential impact and identifying appropriate mitigation measures.
- Facilitating the compensation process and submission of the completion report.





**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

➤ **Monthly Progress Report**

Monthly-reports are to include works accomplished, status of payment made, claims for cost or time extensions, changes in scope, variation orders, graphical representation of progress against approved program, charts of physical progress for major items, digital photographs of existing and completed works, detail of impediments to the works, actions required by Client and give recommendations on how these problems may be overcome. At the initial instance, draft contents of such report are prepared and will be approved by the Client. Consultant shall maintain detailed record of contractor's deployed resources (establishment, equipment, and material) which shall be reported in monthly progress reports.

➤ **Quarterly Progress Report**

Quarterly-reports are to include works accomplished, status of payment made, claims for cost or time extensions, changes in scope, variation orders, graphical representation of progress against approved program, charts of physical progress for major items, digital photographs of existing and completed works, detail of impediments to the works, actions required by Client and give recommendations on how these problems may be overcome.

➤ **Project Completion Report**

- The Consultant will prepare a comprehensive final completion report once the Project reaches the stage of substantial completion. The report must be submitted immediately after the 'Taking Over' of the completed works and shall include the key information but not limited to the following: -
- Summarize the method of conservation.
- The conservation / construction management performed.
- Project scope of work implemented at site with reference to technically sanctioned cost estimate, changes/variations in scope of work with justifications, delays by the Contractor/Department in completion of activities.
- Claims of Contractors together with reasons/recommendations of the Consultants and their updated status of approvals.
- Quality Controls Procedures, tests results of different construction materials and on the completed items of works.



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

- As Built Drawings i.e., Layout plan showing existing and proposed conservation activities, structural, cross-sectional infrastructures in 1:25 to 1:50 scale if required. All the drawings shall be prepared on A3 size standard size paper. All fonts, legend and logo shall be as per international standards.
- Defects notified by the Consultants during the construction and its updated correction status.
- Project Planning with reference to implementation of the project.
- Contract Compliance status from the start to the completion of the project and action taken by the Consultants with reference to non-compliance.
- Photographs of different important activities of the project implementation
- Recommendations for future projects of similar nature to be undertaken by the Client.
- Project Archives.
- Lessons learned.
- This report shall be prepared and submitted to the Client after completion and successful commissioning of the projects but not later than 15 days after issuance of project completion certificate by the Department.

**11. EXPECTED OUT PUTS AND BENEFITS:**

The “Consultant’s” work is expected to deliver and conduct Design and Resident Supervision in safe and economical way for all items of the work keeping in view the latest international codes / standards and practices and the requirements of the client.

**12. SCHEDULE OF SUBMISSION OF DOCUMENTS:**

1	Design & Project Management Report	6 Copies	Within 03 Months after award of Consultancy Contract
2	ESMP	6 copies	Within 02 Months after award of Consultancy Contract
3	ARAP or RAP	6 copies	Within 03 Months after awarded of Consultancy Contract
4	Monthly Progress Reports	6 Copies	Every month up to 10 <sup>th</sup> day of every month



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

5	Quarterly reports	6 Copies	Every quarter up to 15 <sup>th</sup> day of every quarter
6	Projects Completion Report	6 Copies	Within 15 days after taking over of the completed works.

**13. PROFESSIONAL LIABILITY FOR DESIGN AND RESIDENT CONSULTANT:**

Professional liability as it stands in the prevalent conduct and practice of Consulting Engineers prescribed by PEC and provision mentioned in Rule 54 of Punjab Procurement Rules 2014 issued by the Punjab Procurement Regulatory Authority.

- The professional selected and awarded a contract shall be liable for consequence of errors and omissions on the part of consultant.
- The extent of liability of the consultant shall form part of the contract and such liability shall not be less than remuneration nor shall it be more than twice the remuneration.
- The procuring agency may demand insurance on part of the consultant to cover the liability of the consultant and necessary costs shall be borne by the consultant.
- The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services.

**14. INTELLECTUAL PROPERTY RIGHTS:-**

- All documents, reports, designs and all deliverables prepared by the Consultant shall become and remain in the property of the executing agency.
- Any restrictions future use of these documents and software by the consultant shall be specified in the conditions of the contract.

**15. PAYMENT TO THE CONSULTANT:**

Payment to the Consultant shall be comprising of two parts that is Design Fee and Resident Supervision Fee.

- The Design Fee of the project shall be lump sum amount against the design works elaborated in the scope of work section as detailed in the financial proposal and approved by WCLA.



**Punjab Tourism for Economic Growth Project (PTEGP)  
P&D Board, Govt. of the Punjab, Lahore**

- Resident Supervision Fee will be charged on the man-months schedule submitted by the Consultant and approved by the Client. This will allow adjustment of the resource deployment during the execution as per need of the project without involving superfluous expense.
- Income Tax / any other Tax shall be deducted from each running bill as per rate prescribed / applicable as per relevant laws of Federal Provincial and District Governments.

The Consultant shall be paid on the basis of satisfactory performance of the scope of Resident Supervision work and services, 10% of running bill payment shall be withheld by the executing agency as retention money, which shall be released after expiry of the maintenance period of the work contract and finalization of accounts of contractor.

**16. Selection Method**

Consultant will be selected in accordance with Selection Based on Consultants Qualification method in accordance with paragraph 3.7 of “Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011 (revised July 2014).