



**THE URBAN UNIT**

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.

A Public Sector Company.

# **URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED**



## **Terms of Reference Hiring of Individual Consultant for Punjab Spatial Strategy Project**



## **THE URBAN UNIT**

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.

A Public Sector Company.

### **Introduction of the Project:**

The Urban Unit, Planning and Development Department, has embarked upon the process of developing a Provincial Spatial Strategy to complement the Punjab growth Strategy in close collaboration with the Departments and Local Government and other stakeholders. The aim is to coordinate and align public investments across sectors over 20 years. The World Bank will be providing technical and financial support through its Punjab Jobs & Competitiveness Program (J&C PforR). The Provincial Spatial Strategy will consist of a Core Strategy and its two corollaries; a Spatial Economic Development Framework and Local Development Framework. The Spatial Economic Development Framework will identify investment priorities that support economic development with particular focus on industrial estate. The latter should reflect the various policies emphasized by the core strategy at the regional level and would lead local plans and planning initiatives.

In order to undertake the project activities, a team of Urban Planners, Economists, GIS professionals, Transportation experts, Environmentalists and support staff is working at the Head Office and at each nodal office. For the purpose of preparation of Spatial Economic Development Frame Work, certain economic analysis need to be done for the formulation of respective frameworks. For this purpose, the Urban Unit requires the services of a strategic planner as individual consultant for a period of One Year starting from 15<sup>th</sup> August, 2017.

### **Scope of Work:**

The specific assignment of the consultant would be:

1. To guide the Economics team in collection and analysis of relevant data for the development of Punjab Spatial Strategy.



## THE URBAN UNIT

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.

A Public Sector Company.

2. Manage and coordinate project activities, from substantive, administrative and financial points of view, applying strategic planning and systematic coordination of project activities.
3. Manage day-to-day project implementation and overall coordination of project outcomes.
4. To support and supervise the core team in developing Intermediate Knowledge Products (IKPs) and other outcome reports relevant to the above mentioned tasks.
5. Guide and orient efforts and contributions of consultants, staff and government counterparts towards achievement of project objectives.
6. Manage the information-gathering process for results and performance reports, in addition to other briefings, presentations, etc. for various audiences, as needed.
7. Provide direction and leadership in advocating project objectives and in ensuring that all interested parties are well informed about the project activities and goals.
8. Attend client meetings and assist with determination of project requirements. Effectively and accurately communicate relevant project information to the project team.
9. Develop and maintain effective information for projects, providing resource and necessary support for program inputs and outputs.
10. Support the teams to collect, compile, check, sort and analyze qualitative and quantitative data about ongoing field activities according to the reporting guidelines at all hierarchical levels.



## **THE URBAN UNIT**

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.

A Public Sector Company.

11. Use project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures
12. Assisting in the design of a comprehensive reporting system across the project.
13. Identify any support and advice required for the management, planning and control of the Project.
14. Perform other duties that may be required by the Senior Management.

### **Conduct of the Consultancy:**

The Consultant will be engaged by the Urban Unit for the project namely “Punjab Spatial Strategy”. The Consultant will report to the Chief Executive Officer of the Urban Unit. The Consultant will work closely work with the team constituted by the Unit for undertaking the work defined above. The Urban Unit will ensure that the Consultant has all necessary information, contacts and meetings needed to perform the assignment. Moreover, the consultant would also be provided with transportation whenever required.

### **Requisite Qualification and Experience of the Consultant:**

The Individual consultant must possess sixteen years of education having Master’s degree in Business Management/ Public Administration/ Strategic Management/ Project Management/ or any other relevant field with at least 15 years of professional experience Project Manager / Strategic Management or any other relevant fields. The candidate having public sector experience would be given preference.



## **THE URBAN UNIT**

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.

A Public Sector Company.

### **Time Duration:**

The duration of the assignment would be Twelve months (1 year) starting from 31<sup>st</sup> August, 2017.

### **Payment Schedule:**

The consultant shall submit monthly progress report in accordance with aforesaid Scope of Work. The remuneration shall be paid on monthly basis as per the financial proposal agreed between the client and the consultant.