Background

The Government of Balochistan is continuing to take governance reforms agenda forward and building on the improvements achieved under the Governance Support Project (GSP) to: deepen institutional reforms, and target specific outcomes in the Government’s development priorities. In particular, the Government aims to achieve the following outcomes: (i) increase the tax collection through better administration of the Sales Tax on Services (STS); (ii) strengthen public investment management and capacity for preparing and managing Public Private Partnerships (PPP); and (iv) improve accountability, accessibility, and quality of selected public services through citizen engagement and performance management reforms.

To achieve such outcomes, the Government of Balochistan is at advanced stage of preparation of the Governance and Policy Project (GPP) of the Multi-donor Trust Fund (MDTF) - Round II administered by the World Bank, which will finance the project. This MDTF is a continuation of the Trust Fund that has financed the GSP. The MDTF was set up in 2010 to provide implementation for the recommendations of the Post-Conflict Needs Assessment (PCNA) for KP (Khyber Pakhtunkhwa and the Federally Administered Tribal Areas (FATA), and for the priorities of the Balochistan Development Needs Assessment (BDNA). In September 2015, the Steering Committee of the MDTF decided to extend the MDTF for another five years (2015-2020) and donors have pledged contributions of US$300 million. On the basis of the good results achieved under the GSP, the Steering Committee also decided to continue supporting institutional and governance reforms. The second phase (Round II) of the MDTF will be based on a results-driven, programmatic approach, whereby the targeted outcomes and activities are organized under three thematic pillars: (i) growth and job creation; (ii) policy reforms and governance; and (iii) service delivery.

More specifically, the GPP will contribute to the following outcomes of the results framework of the Round II MDTF: (i) improved transparency and accountability of government services through citizen engagement in the delivery of selected services; and (ii) capacity building of public administration through improved management, training, and strengthening of systems used by government institutions. The project will also support the following outcome of the ‘growth and jobs’ pillar: improved environment for PPPs and private sector growth, including policy formulation and regulatory mechanisms. The project can be expected to facilitate the outcomes of all three MDTF pillars by integrating upstream improvements in public sector governance (e.g., public investment management, M&E systems) with downstream service delivery to citizens and firms.

GPP IMPLEMENTATION ARRANGEMENTS

The Project Steering Committee (PSC)\(^1\) will provide high-level guidance for and regular oversight of GPP activities. The PSC is led by the Additional Chief Secretary of Balochistan. To ensure regular and timely oversight by the PSC, the review of GPP implementation will be combined with the quarterly review of the Government’s Public Sector Development Plan (PSDP). The PSC will review implementation progress and provide guidance for moving forward, including revising the Operational Manual as required facilitating project implementation.

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1 The Balochistan PSC comprises the Additional Chief Secretary (Dev.) In Chair, Secretary Finance, Secretary Education Department, Secretary Irrigation Department, Director General (M&E) P&D Department, Secretary (Planning) Planning & Development Department/Secretary PSC, Chief of Section Foreign Aid and the GPP-OSU Coordinator. The Chair can also nominate Co-opt member.
Implementation support for the GPP will be provided by two units – an Operations Support Unit (OSU) and a Governance Reforms Support Unit (GRSU). Based on the recommendation of an evaluation of the Implementation Support Unit (ISU) of the GSP, it is proposed to divide the functions of the ISU under the GSP between two units, as follows:

- **Governance Reform Support Unit (GRSU):** This Unit will be housed in the Department of Planning and Development (P&DD). The unit will coordinate and monitor governance reforms supported by the GPP and other donor projects to ensure timely project support for the governance reforms identified in Balochistan. The GRSU will comprise two advisors that will report to the Secretary P&DD; and

- **Operations Support Unit (OSU):** This Unit will be led by a Coordinator who will report to the Chief Foreign Aid, P&DD. As under the GSP, the Government of Balochistan will continue to house the OSU (part of the previously ISU) in the P&DD. The OSU will manage cross-cutting support to all GPP activities: financial management; procurement; internal audit (firm); M&E; strategic communications; ICT; gender; and learning activities.

The project activities cover multiple government departments including Finance Department, Planning & Development Department, Education Department, Irrigation Department, Balochistan Revenue Authority and Balochistan Public Procurement Regulatory Authority. (BPPRA)

**Objective of the Assignment**

Planning and Development Department (P&DD) , Government of Balochistan (GoB) have recommended substantial IT intervention for Public Sector Development Programme (PSDP) automation and (Monitoring & Evaluation) M&E systems. IT intervention will help P&DD in identification, preparation, feasibility analysis, design, appraisal, approval, control, evaluation and follow up throughout the project cycle.

PSDP Automation and M&E System will help in terms of achieving the prime objective of the M&E system, that is, transforming the M&E into a core function of the planning and appraisal processes, and synergizing the same with different phases of Project Life Cycle to ensure utilization of data towards evidence-based decision making in the developmental perspective. Componential details of the said objectives would inter-alia include; generation and dissemination of performance information by the projects Incharge; Analysis of performance information by the Sectoral Review/ Appraisal Forums an M&E; incorporating field evidence to serve as baseline towards analytical evaluations, etc. The I.T solution will assimilate the most essential features of the counterpart M&E systems as operational at the Federal Government level, (viz PMES) and other provincial Models.

IT based MIS system shall augments the data generation, compilation and dissemination at respective forums for evidence based decision making. Accordingly, such system would likely lead to developing an information usage and data driven planning culture within the overall developmental sphere which ultimately helps to overcome existing problem with the Projects Development, implementation and Monitoring.

**Indicative Scope of Work**

Based on the needs of the Department for Automation of the PSDP and M&E systems, as stated above the following areas have been identified for Automation solution.

A. **PSDP Management (PSDP Automation , M&E and Geological Information System (GIS) Module)**

B. **Financial and Budget Management**

C. **Funds Allocation/ Releases.**
D. Employee Profiling (Software administration, user rights administration etc)

E. Communication Module:

F. Push & SMS notifications:

<table>
<thead>
<tr>
<th>A.</th>
<th>PSDP Management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wish list of PSDP:</td>
</tr>
<tr>
<td></td>
<td>1) Responding with accept or rejection to wish list of the PSDP schemes requested by other Departments/ Drawing &amp; Disbursing Officers (DDOs).</td>
</tr>
<tr>
<td></td>
<td>2) Assessing the requested PSDP schemes requested by other Departments/ DDOs</td>
</tr>
<tr>
<td></td>
<td>3) Based on the assessment accept or reject PSDP schemes requested by other Departments/ DDOs Scheme(s) for approval</td>
</tr>
<tr>
<td></td>
<td>4) Relevant authority can assess the scheme using GIS Assessment Tools</td>
</tr>
<tr>
<td></td>
<td>5) Authorities can accept or reject a scheme from wish well with reasons or remarks</td>
</tr>
<tr>
<td></td>
<td>6) Track record of all the proposed, accepted and rejected schemes</td>
</tr>
<tr>
<td></td>
<td>7) Log maintenance and access right to the Competent Authority (GoB)</td>
</tr>
</tbody>
</table>

|        | Create PSDP: |
|        | 1) Automation of PSDP completes process. |
|        | 2) Able to create PSDP schemes |
|        | 3) Updating current PSDP schemes |
|        | 4) Geo tagging of the PSDP schemes |
|        | 5) A complete formation of PSDP schemes which includes |
|        | I. Selection of sector of PSDP |
|        | II. Creating project id of PSDP |
|        | III. Selecting year of PSDP |
|        | IV. Giving name of PSDP |
|        | V. Location and GEO-Coordinates of PSDP |
|        | VI. Authorities responsible for the PSDP |
|        | VII. Timeline of PSDP |
|        | VIII. Cost details of PSDP |
|        | X. Creating PC-I document, PC-II document, PC-III document and PC-IV document of PSDP/ Annual Development Plan (ADP) |
|        | XI. Providing target details of PSDP month/quarter/biannual wise |
|        | XII. Providing activity plan of PSDP |
|        | XIII. Baseline data portion for all relevant line departments and authorities. |

|        | Integration with SAP and Import/Export PSDP financial Detail: |
|        | 1) Import PSDP schemes’ financial detail from SAP or any other system. |
2) Proposed System should have Capability to Import and export /Integration with SAP system
3) Complete integration with other systems

Monitor/ View PSDP Schemes:

1) View PSDP schemes with complete details
2) Able to monitor the whole PSDP scheme from start to end
3) Able to view real time locations of PSDP schemes and compare progress of the schemes
4) A complete PSDP report with all the progress details by Inspector and Contractors

Field Staff of Executing Agencies/Project Directors

1) Adding and assigning executing agencies to PSDP schemes
2) Creating logins for every executing Agency
3) Auto and Timely notifications to every executing agencies
4) Able to monitor projects assigned to them

M&E Expert / Monitoring Officer.

1) Adding inspectors/Monitors
2) Creating logins for inspectors
3) Assigning responsibilities to every inspector against PSDP scheme(s)
4) Adding and assigning inspectors to PSDP schemes
5) Auto and Timely notifications to every inspector
6) Geo Tagging with portable devices and able to upload *.Shape or *.KML files and pin up their locations on Map in real time

Contractors:

1) Adding Contractors
2) Creating logins for Contractors
3) Adding and assigning Contractors to PSDP schemes
4) Auto and Timely notifications to every Contractors
5) Rating or banning Contractors based on their history and progress
6) Awarding PSDP scheme(s) to contractors

GIS Assessment Tools:

1) Assessment tools to assess requested PSDP scheme(s)
2) Geo Tagging with portable devices and able to upload *.Shape or *.KML files and pin up their locations on map in real time
3) Able to assess distance, area and location of PSDP scheme
4) Mapping real time locations on map and drive locations
5) Assessment tools using GIS
**M&E Tools:**

1) View/ Compare current and previous progress
2) View history
3) View real time locations
4) View pictures of progress
5) GIS Assessment and Data collection Tools for M&E
6) Creating and assigning inspectors to PSDP/ADP scheme(s)
7) View/ Compare progress report of scheme(s) provided by inspectors and contractors
8) View/ Compare progress pictures of scheme(s) provided by inspectors and contractors
9) Automatic Push & SMS notifications to every inspector and contractor
10) Complaint handling against every PSDP scheme
11) Real time tracking of progress
12) Implementation of monitoring and evaluation indicators on planning commission (PC) document (I-V) as per government rule and regulation and nature of the projects.
13) Design Surveys and publish them for group of user for data collection through Android mobile device
14) Monitor geo locations of the data collection / field monitoring officers
15) Data Collection through published surveys via Mobile application
16) Store data both offline and online.
17) In case of offline, data would be stored within the device database. Data would sync automatically once the device is connected via GPS / GPRS / Wifi or any other available network.
18)

**Reporting Module:**

1) Progress reports of PSDP
2) Contractor Reports
3) Department wise all concerned reports
4) Inspector Reports
5) User is able to filter reports a
   I. Sector wise
   II. Executing Agency wise
   III. Start/End Date wise
   IV. Location wise
   V. Name wise
   VI. Dead or paused Scheme(s)
   VII. Cost wise
6) Cost Overrun Report
7) Time Overrun Report
8) Component Cost Overrun Report
9) Component Time Overrun Report
10) Technical Sanction Report
11) Annual Cash Plan Report
12) Sector Wise Release Report
13) Annual Work Plan Report
14) Quarterly Progress Report etc
<table>
<thead>
<tr>
<th><strong>Financial and Budget Management:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line Departments/ Executing Agencies:</strong></td>
</tr>
<tr>
<td>1) A district user will be able to create new department user within district and will be able to view or delete department user</td>
</tr>
<tr>
<td>2) Also he is able to view the performance and budget record of every department</td>
</tr>
<tr>
<td>3) Compare department performance with other departments</td>
</tr>
<tr>
<td>4) Able to view current and revised budget with expense and variance</td>
</tr>
<tr>
<td>5) Able to view all the detail of DDOs and view expense detail of every DDO within department head wise</td>
</tr>
<tr>
<td><strong>DDO/UC/VC/TM:</strong></td>
</tr>
<tr>
<td>1) A district user is able to create Users with specific rights at various levels such as Drawing &amp; Disbursing Officers (DDOs), Union Councils (UCs), Tehsil Municipal levels(TM) and Village Councils (VCs) etc.</td>
</tr>
<tr>
<td>2) Able to create DDO against every department</td>
</tr>
<tr>
<td>3) Able to create TMs, UCs and VCs</td>
</tr>
<tr>
<td>4) Able to view DDOs, UCs, VCs and TMs</td>
</tr>
<tr>
<td>5) Able to Send/Receive Messages from/to DDOs, UCs, VCs and TMs</td>
</tr>
<tr>
<td>6) Able to edit or modify or delete DDOs, UCs, VCs and TMs</td>
</tr>
<tr>
<td>7) History/ Logs</td>
</tr>
<tr>
<td>8) Is able to view usage history of portal for every user within district</td>
</tr>
<tr>
<td>9) Able to view history date wise</td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
</tr>
<tr>
<td>1) Able to import expense details against every DDO/ Department from SAP system or any other system</td>
</tr>
<tr>
<td>2) Able to export expense details of every DDO/ Department from this system</td>
</tr>
<tr>
<td>3) Reconciliation of expense for every month against every department or DDO</td>
</tr>
<tr>
<td>4) Able to view expenditure details of every DDO and department and able to compare with other DDOs and Departments</td>
</tr>
<tr>
<td><strong>Current Budget:</strong></td>
</tr>
<tr>
<td>5) Create or import budget heads from SAP system against every DDO/ Department</td>
</tr>
<tr>
<td>6) Import budget from SAP system against every DDO/ Department</td>
</tr>
<tr>
<td>7) Generate new budget based on the expense against every DDO for the financial year</td>
</tr>
<tr>
<td>8) Generate more than one budget for each DDO based on the previous expense</td>
</tr>
</tbody>
</table>
### Revised Budget

1) Import revised budget from SAP system against every DDO/ Department  
2) Generate new revised budget based on the budget against every DDO for the financial year  
3) Generate more than one revised budget for each DDO based on the budget against given percentage  
4) Able to view/modify budget details against every DDO  
5) Able to re-appropriate revised budget against every DDO/ Department  
6) Able to add additional funds in revised budget against every DDO/ Department

### Printing Budget Book & Abstracts:

1) User is able to view/ print abstract proposed budget of every financial year DDO wise  
2) User is able to view/ print abstract revised budget of every financial year DDO wise  
3) User is able to print finalized proposed budget book as per standard rules on a single click for every financial year  
4) User is able to print finalized revised budget book as per standard rules on a single click for every financial year

### Funds Allocation/ Releases

This Section meant to support authorization and release of funds against each project/scheme in PSDP with categorically defined and elaborated controls and methods.

- **Funds release/allocation**
  1. Release, track, and control, funds at various levels, based on the elements of the departmental accounting classification and project structure/nature.
  2. Funds releases do not exceed the amount allocated against each scheme or its sub component deliverable.
  3. System users’ rights management for the use of funds with defined limitations/ constraints according to administrative guidelines defined/ established by P&DD Balochistan. This user’s right for funds release can be assigned up to district level users.
  4. Establish and modify multiple levels of funds control user rights on the basis of classifications including department/authority, cluster/chapter etc.

- **Funds Control**

This activity verifies that sufficient funds are available at the various control levels specified in the Funds release/ allocation process, for each transaction that may affect available fund balances. If sufficient funds are not available, notification is provided so that appropriate action may be taken.
a) Establish the system’s response (either reject transaction or provide warning), and in case of accept transaction, proper log management, SMS notification to user and concern line departments and authorities.

b) SMS Pin Code, fingerprint verification or any other suitable security protocol to ensure security at user levels for release of funds.

c) Any other relevant activity regarding funds allocation/releases management section on the basis of SRS document.

D  Employee Profiling (software user rights administration etc)

a) User rights Managements
b) Real time software assistance
c) Daily and monthly reports of logs for every software user.
d) Training records of every employee
e) Complete history of an employee

E  Communication Module:

a) Inbox facility for every user
b) Users are able to send and receive messages within portal
c) Sending file attachments to each other within portal
d) Sending videos to each other within portal
e) Sending audio messages to each other within portal

F  Push SMS, Email notifications:

a) System will send automatic notifications to following:
   I. To contractors
   II. To inspectors
   III. To executing agencies
   IV. To system administrators
   V. To any other Co-opt user from Competent Authority

Software end user interface:

<table>
<thead>
<tr>
<th>End user Interface required in PSDP Automation and M&amp;E Software</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>1. Cloud base MIS</td>
<td>Cloud base MIS with Backup utilities. Entity Relationship Diagrams (ERD) should be well arranged/define. Database should be normalized and documented so that will help in customization in system.</td>
</tr>
<tr>
<td>2. GIS Module/GIS Assessment Tool</td>
<td>GIS Module has capabilities to import *.shape and *.kml files etc. Advance GIS Assessment Tool. Geo Tagging of all PSDP Schemes, (Can integrate GPS</td>
</tr>
</tbody>
</table>
### Technical requirements and sequence of activities:

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1    | Task I - Detailed System Analysis and Preparation of SRS.  
Consultation with beneficiary institution(s) with recording proper Minutes of Meeting |
| 2    | Task II - System Design: |
| 3    | Task III - System Development and System Testing (in House, Field Testing, Simulation) |
| 4    | Task IV - System Implementation and Acceptance: |
| 5    | Task V - Training: (Pre planned and demand based relevant orientation; in house/in land) |
| 6    | Task VI - Maintenance of Application Software |
| 7    | Task VII - Advice on Procurement of System Software |
| 8    | Task VIII - Supply of Source Code, user manuals with standardized procedure and formatting |

**Task I - Detailed System Analysis and Preparation of SRS.**

For this purpose System Analysis for the identified application systems shall include the following tasks:

- Detailed analysis of the existing systems, whether automated or manual.
- Identification of unique data elements, their size, format, source, use and sequence of data.
storage, data volume, its frequency of updating, inter-system flow of data, current volume and growth rate.

- Detailed analysis of types of queries being supported, their volumes, trends, and frequencies.
- Preparation of Data Flow Diagrams / Charts.
- Input forms/ screens.
- Output report formats.
- Hardware, Software, Networking/ Connectivity and user interface requirements as well as logical database requirements.
- Preparation of SRS shall include the following tasks:

1. *Proposed list of activities for computerization which has been mentioned in Scope of work, the Consultant on the basis of system analysis, will suggest additional activities or deletion of activities with a view to achieve the objective of integrated computerization of The P&DD Balochistan.*
2. *The Consultant will have to take care of all such alterations/ revisions, which are completed before the finalization of the SRS, if any.*
3. *The Consultant shall work out the proposed list of officials of P&D Department, and schedule of meetings for discussion on SRS and submit it to the P&D Department for review.*
4. *The Consultant shall hold discussions with the concerned personnel at different levels and the SRS will be worked out only after thorough discussions with the concerned officials and stakeholders of the proposed system.*
5. *Documentation containing System Requirement Specification (SRS) report covering all the aspects described above as per current IEEE standards.*

**Task II - System Design:**

- For the PSDP Automation and M&E system, the system design shall be undertaken by the Firm on the basis of SRS approved by P&D Department, which will include:

1. *The finalization of platform on which the application software is to be developed.*
2. *Preparation of systems flow-charts, depicting boundaries of each system and inter-system linkages.*
3. *Designing of input screens.*
4. *Designing of output report forms and reporting procedures including reporting levels, frequency of reporting.*
5. *Designing of screen formats and menus for queries.*
7. *Design of security levels.*
8. *System for ‘scalability’ of the application software for each of its activities/operations.*
9. *Backup and restore facility for all transactions.*
10. *Facility for logging of transactions.*

- Based on the SRS the Consultant is expected to design and install the proposed PSDP Automation and M&E system keeping in view the following points:

1. *The system should be LAN/ WAN enabled.*
2. Ensuring quick response time.
3. Making provision for interface and Networking requirements between various other facilities.
4. The Consultant ensures that it is possible to link the system with the local area network (LAN), wide area network (WAN) or network.
5. Ensuring a robust system, which is crash proof, fail safe, easy to restore and secure.
6. Maximum level of parameterization to meet the frequent need for changes without disturbing the software.
7. User classification will be based upon their functional areas like Data entry operators, Assistant, Officers. User level should be assigned to each user depending upon his functional areas; accessibility of various operations would be based on that classification.
8. User-id and password allocation to each user so that no un-authorized person can have access to the system.
9. Access to menu items for execution should be restricted up to the user level.
10. Provision for disallowing users from un-authorized use, selection and installation of firewall software etc. to prevent unauthorized access to databases.
11. Provision for locking of user screen, auto locking of screen should also be incorporated, when no activity is performed for specified time.
12. System should not allow marking end of day until all mandatory activities have been performed ensuring that no mandatory activities are skipped.
13. Provision for alert / reminder (Dashboard) facility for any incomplete / pending / in arrear activities.

- **Deliverables to be developed at this stage**
  
  1. System flow chart
  2. Database design
  3. Data terms dictionary
  4. Inter system linkages/interfaces
  5. Security and backup considerations
  6. System software required.

**Task III - System Development and System Testing**

- System Development and System Testing for each of the applications will include:
  
  1. *Designing of program specifications on the basis of System Requirement Specifications.*
  2. *Programming and testing on the agreed software platform.*
  3. *Preparing test plan for unit test, module test, link testing, integration testing, end-to-end testing, system testing and pilot testing*
  5. *The application software before installation will be subjected to Quality Assurance Test prescribed by the P&D Department.*

**Task IV -System Implementation and Acceptance:**
After completion of the above tasks, the consultant shall be asked to implement the System. System Implementation for the application will include:

1. Implementation of system and handing it over to the users for acceptance and operation.
3. **Deliverables:**
   - (1) User manual
   - (2) Application software source code

**Task V - Training:**

The Consultant is required to submit a detailed work plan of training for different level of officers/employees of P&D Department including the M&E Directorate and other relevant officials line departments (e.g. irrigation for the geo-mapping of assets in the sector) which shall include the modules of training for different groups, back up study/reference material to be provided by the Consultant, parameters of skills up gradation, methods of testing the impact of training, proposed time schedule and qualifications and credentials of the trainers.

The Consultant shall provide training according to the detailed work plan as approved by the P&D Department, to users system staff and senior officers of the Department on appropriate aspects of Operating System, RDBMS, GIS Module, Front End Tools, Application Software, Hardware and other related Software including networking software at selected sites.

**Task VI - Maintenance of Application Software**

Maintenance of the Application Software after the completion of system implementation on agreed terms.

**Task VII - Advice on Procurement of System Software**

The bidder is, however free to choose and offer his own configuration best suitable for the optimum efficiency of the system with full logical and documentation support.

The system design may be based on the platform such as:

1. Well Know ERP System or any other relevant solution.
2. Operating system for server-Windows/UNIX/ LINUX
3. Operating system for clients-Windows / UNIX/ LINUX.
4. RDBMS (MSSQL /ORACLE or any other ) as back end
5. GIS Software.(Best Software proposed by Bidder)
6. Well know Form designer tools for Front-end development.
7. Suitable software for Reporting (Crystal Report Latest version or ERP Reporting module etc)
8. Networking software suitable for this application will be decided by the bidder
9. Any software required for the project, including anti-virus software.

**Task VII : Supply of Source Code**

The Consultant shall supply source code of the application (PSDP Automation and M&E System)
software. The source code of application software will be the exclusive property of the P&D Department Government of Balochistan. The P&DD Government of Balochistan will be authorized to use the application software or any of its modules in any of its organization/office/institutions, either inside or outside P&DD Departments. The P&D Department Government of Balochistan will reserve all the rights to allow or disallow any of such request(s).

**Deliverables:**

- Assessment of PSDP Automation and M&E Requirement as per Government roles Report.
- Inception Report
  - Assessment Report
  - Methodology of future Interventions
  - Workshop on PSDP Automation and M&E Requirement
- Workshops
  - Workshop should be arranged on Provincial and divisional level.
  - Standard forms for data collection for PSDP Automation and M&E.
  - Define and discuss methodology
  - Workshop detailed report
- Recommendation
  - Bidding Documents
  - Midterm Report
    - Up to date Progress
    - Justification on proposed recommendations
    - Presentation to P&D Department on recommendations.
- Testing
  PSDP Automation and M&E system testing and verification of system
- Final Reporting
  - Detailed Report

**Expected Time Frame:**

The duration of the total consultancy will be two year (12 month for Development/Customization & 12 months for support and Training) effects with the signing of agreement. The consultant firm/organization is expected to submit the detailed need analysis report to the Project Director (GPP) and Planning and Development Department or any other staff designated at the P&DD (GoB) within one month.

**Ownership/ Reporting:**

The consulting firm will report to the Project Director (GPP) and Planning and Development Department or any other staff designated at the P&DD (GoB). All work must be approved by the Project Director or the designated staff.

**Eligibility Criteria and Experience Required:**
• The interested firm shall be an International / National Level, consultancy firm incorporated for at least ten (10) years offering similar services.

• Having completed at least two (2) similar projects of comparable scale and complexity involving development or proposing appropriate IT solution and its implementation based on a rigorous institutional assessment. The firm should provide details (documentary evidence e.g. contract award or reference letter from the clients stating scope of services) of all such projects for the last 5 years or more during which they were completed. Firms with ISO9001:2000 or ISO27001 or any other CMMI Level 2 or Level 3 or equivalent certification will be preferred.

• Should have adequate professional staff working in areas as detailed in TORs (CVs not required at shortlisting stage)

• Firm should have adequate logistical capacity and should either have its local presence in Quetta or commit to establish its presence here for smooth functioning by signing of contract.

**Facilities to be provided by the Client**

• Access to relevant record not subject to confidentiality and to record subject to confidentiality as per non-disclosure provisions

• Introduction letter for all relevant departments within Government of Balochistan

• Possibility of secondment of relevant staff for a structured technology transfer

**Facilities to be provided by the Firm**

All secretarial and other office-related costs (which may include office rental, communications such as fax, telecommunications, mail, courier etc., and report production) both in the consultants’ Headquarters and/or expert’s home office and for experts in the field are included in the experts’ fee rates. No costs of this nature may be charged in addition.

No office, secretarial, communication or transport facilities are due to be provided by the Project.

**Selection Process:**

A consulting firm/consortium will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in Section II of World Bank’s Guidelines: Selection and Employment of Consultants by World Bank Borrowers (January 2011, revised July 2014).

Indicative composition of team (with the prior consent of the Client) which may be proposed by Consultants is as follows:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Position</th>
<th>Qualification and Experience</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Team Leader / Project Manager</td>
<td>MS/PhD in Software development or Relevant field from an internationally accredited university also recognized University by HEC or appropriate international accreditation body with at least fifteen (15) years of relevant experience.</td>
<td>One</td>
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### LIST OF ABBREVIATIONS:

- **ERD**: Entity Relationship Diagram
- **ERP System**: Enterprise resource planning (ERP) systems
- **GIS**: Geographic Information Systems
- **GPP**: Governance and Policy Project
- **HTML**: Hyper Text Markup Language
- **IEEE**: Institute of Electrical and Electronics Engineers
- **LAN**: Local Area Network
- **MSSQL**: Microsoft Sequential Query Language
- **NT**: Network
- **P&DD**: Planning & development Department.
- **RDBMS**: Relational Data Base Management System
- **SRS**: Software Requirement Specification
- **SW- CMM**: Software Capability Maturity Model
- **WAN**: Wide Area Network

### System Analyst
- **Education**: Masters in Computer Sciences (CS) or relevant field from an internationally accredited university also recognized by HEC or any other appropriate international accreditation body with at least ten (10) years of experience in System Analysis and designing.
- **Experience**: One

### Software Requirement Analyst
- **Education**: MS in Software Engineering or relevant field from an internationally accredited university also recognized by HEC or any other appropriate international accreditation body having seven (7) years related experience in software requirement analyst
- **Experience**: One

### GIS Expert
- **Education**: MS (RSGIS, Geography or any relevant discipline ) or relevant field from an internationally accredited university also recognized by HEC or any other appropriate international accreditation body
- **Experience**: One

### Quality Analyst
- **Education**: Masters in Relevant Discipline with 05 years experience on quality assurance of project by facilitation process, have exposure on quality framework.
- **Experience**: One

### Documentation Officer/Reporting Officer
- **Education**: BS Bachelor Must have seven(7) years of Office Work Experience, good writing and communication skills.
- **Experience**: One

### Systems Database and Network Administrator (to be housed in P&DD)
- **Education**: BS (CS) with 7 years of experience in Database Administration and Network Administration. Certification in relevant technology.
- **Experience**: One

### Systems Operations Administrator (to be housed in P&DD)
- **Education**: BS (CS) with 7 years of experience in operating same nature software/ ERP. Certification in relevant technology.
- **Experience**: One