

TERMS OF REFERENCE

Request for Proposal “Services Required for a Consultant”

Required Services:	Consultancy Services to Upgrade and Upscale the Information Technology Based online building plan approval platform system for the Local Government Elections and Rural Development Department, Khyber Pakhtunkhwa
Project:	Strengthening of Local Governance Systems as a Catalyst for Improved Municipal Services Delivery in Punjab and KP
Last date to apply:	10-01-2022
Submission to:	hr@cpdi-pakistan.org

About CPDI:

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered under Section 42 of the Companies Ordinance, 1984 (XLVII of 1984). It was established in September 2003 by a group of concerned citizens who realized that there was a need to approach the issue of peace and development in an integrated manner. CPDI seeks to inform and influence public policies and civil society initiatives through research-based advocacy and capacity building in order to promote citizenship, build peace and achieve inclusive and sustainable development. Areas of special sectoral focus include promotion of peace and tolerance, rule of law, transparency and access to information, budget watch, media watch, election watch, legislative watch and democratic development.

Assignment:

A. Background:

The Governments of Pakistan and Germany have agreed to implement jointly the “Local Governance Programme” (LoGo-II) in order to enhance the performance of selected areas of government for effective, transparent and responsive governance at national and sub-national level at Khyber-Pakhtunkhwa and Punjab. The project is being implemented by Centre for Peace and Development Initiative.

As per Khyber Pakhtunkhwa Local Government Act 2013, local governments are mandated to provide number of social and municipal services to its citizen. One important function of the local governments is to control the residential and commercial buildings construction activity in their jurisdictions. Unplanned construction of residential and commercial buildings creates bunch of administrative and environmental issues. Current Federal and Provincial governments have special focus on the housing sector to provide better housing to the citizen.

Considering it as an important municipal service, the Local Government Department has taken several steps to boost the housing sector and facilitates citizens at their doorsteps. In line with government vision of “Ease of doing Business” an online software / system has been developed to facilitate the online building plan approval. The software / system encompasses all major areas and stakeholders in the process of building plan approval such as submission of fee through the banks, issuance of NOC, inspections, and issuance of completion certificates etc.

The online building plan approval platform system (<https://bca.lcbkp.gov.pk/register>) has been developed in Laravel and PHP languages, in phase wise manner and installed in TMAs all over the KP. So far, around 4000 building plan approval applications have been received and approved accordingly through this system. However, software / system requires massive upgradation and upscaling as with the increase of use and involvement of numerous other stakeholders such as local area authorities etc.; the system has shown several deficiencies.

B. Purpose:

The overall purpose of this assignment is to Upgrade and upscale the already developed Information Technology Based Online Building Plan Approval System for the Local Government Elections and Rural Development Department (LGERDD), Khyber Pakhtunkhwa.

This includes improvements and development of dashboard, database, systems for auto generation of reports and data analysis with graphical representations, application tracking functions, integration with banks and other departments, reporting system by citizen, optimization of the platform and using best practice User Interface (UI) and User Experience (UX) practices etc. for all 132 TMA.

C. Scope of work:

The detail of the scope of this consultancy assignment is given as under: -

1. Initial meetings with the concerned stakeholders at the LGERDD, GIZ LoGo-II advisor and Project Manager CPDI at Peshawar and Islamabad.
 - To discuss the Content of the TORs
 - To discuss the requirement and the problems being faced by the LGERDD department.
2. Based upon the discussion, develop and improve the Public Dashboard for information of public to create investment opportunities with the consultation of Tehsil Municipal Administrations, Local Area and Peshawar Development Authorities and prepare the customize forms.
3. Develop the contact databases of 132 TMAs and development of registered Architects displayed as a table which should be searchable / filterable.
4. Create option to generate following standard reports:-
 - Create formation wise Revenue Generation Report
 - District wise report of Building Plan Approvals
 - Month wise Building Approval Graph for 132 TMA
 - Ensure Issuance of NOC of Building Plan Approval subject to the payment of Challan in Bank.
 - Monthly report regarding Architect Approvals granted.
5. Include / create a Download to PDF & Download to CSV Options for Reports/Data.
6. Graphical representation of data on the dashboards of Admin and Regional Municipal Officers (RMOs). Use bar charts, pie charts or other graphs as required. The developed system will ensure:-
 - To create graphs and charts
 - To discuss with the IT cell of the LGERDD and get feedback and finalization of graphs and charts and the dashboard

- To present the changes to the department and testing of the system for department feedback
7. Create application tracking function for the applicant through his user login so that he may know the status of his application.
 - Analysis, design and develop the application tracking function
 8. Integration of Building Plan Approval with Banks
 - Conduct the assessment of bank requirements for mortgage policy and procedure of TMA/LAAs (Local Area Authority) to respond effectively on online module for interaction of banks with local government department for the verification of documents.
 9. To develop online module for interaction of banks with local government department for the verification of documents.
 10. Development and Integration of Private Housing Societies Module with the Building Plan Approval System:-
 - To analysis of TMAs / LAAs for the issuance of NOC to the Housing Societies.
 - To develop of Module for the issuance of NOC and Integration of the module with TMA/LAAs
 - To Integration with other Departments like Agriculture, Environmental Protection Agency
 - To implementation of the Module and run the Testing
 11. Create a module where citizen can report construction & housing societies with pictorial and geo-referenced evidence. These reports can then be verified by the department.
 12. Improve the code structure and navigation by optimizing the platform and using best practice UI/UX practices.
 13. Demonstration to the concerned stakeholders at LGERD to solicit feedback and corrections and approval.
 14. Handholding of the TMA staff in three selected pilot TMAs of Haripur, Laachi and Matta.
 - To present, train and handholding the developed application to selected TMA staff.
 15. To provide the front end and backend application detail and codes with the GIZ along with all all-source codes and passwords of the software.

D. Work Plan:

S.No.	Activities	Days
1	Initial meetings with the concerned stakeholders at the LGERDD and with GIZ LoGo-II advisor at Peshawar. <ul style="list-style-type: none"> - 01 day to discuss the Content of the TORs - 01 day to discuss the requirement and the problems are being faced by the LGERDD department 	02

2	<p>Based upon the discussion develop and improve the Public Dashboard for information of public to create investment opportunities with the consultation of Tehsil Municipal Administrations, Local Area Authorities and Peshawar Development Authority and prepare the customize forms</p> <ul style="list-style-type: none"> - 2 days for consultation with TMAs, LAAs and PDA - 2 develop and improve the Public Dashboard - 2 days for customization of forms 	06
3.	<p>Develop the contact databases of 132 TMAs and development of registered Architects displayed as a table which should be searchable / filterable.</p> <ul style="list-style-type: none"> - 2 days to develop the contact database - 02 days for development of registered Architects displayed as a table 	04
4	<p>To create option for generate the standard reports of</p> <ul style="list-style-type: none"> - 02 days for create formation wise Revenue Generation Report - 02 days District wise report of Building Plan Approvals - 02 days Month wise Building Approval Graph for 132 TMA - 02 days Ensure Issuance of NOC of Building Plan Approval subject to the payment of Challan in Bank. - 02 days Monthly report regarding Architect Approvals granted. 	10
5	<p>Include / create a Download to PDF & Download to CSV Options for Reports/data</p>	02
6	<p>Graphical representation of data on the dashboards of Admin and Regional Municipal Officer (RMOs). Use bar charts, pie charts or other graphs as required.</p> <ul style="list-style-type: none"> - 02 days to create graphs and charts - 01 day to discuss with the IT cell of the LGE&RDD and get feedback and finalization of graphs and charts and the dashboard. - 02 days to present the changes to the department and testing of the system for department feedback 	05
7	<p>Create Application tracking function for the applicant through his user login so that he may know the status of his application.</p> <ul style="list-style-type: none"> - 02 days for analysis, design and develop the application tracking function. 	02
8	<p>Integration of Building Plan Approval with Banks and conduct the assessment of bank requirements for mortgage policy and procedure of TMA/LAAs (local area authority) to respond effectively on the online module for interaction of banks with local government department for the verification of documents</p>	08

	<ul style="list-style-type: none"> - 2 days for the assessment of bank requirements for mortgage policy - 3 days for the assessment of procedure of TMA/LAAs to respond effectively on the online application received from banks - 3 days for the development of online module for interaction of banks with local government department for the verification of documents 	
9	To develop online module for interaction of banks with local government department for the verification of documents.	02
10	<p>Development and Integration of Private Housing Societies Module with the Building Plan Approval System</p> <ul style="list-style-type: none"> - 02 days for analysis of TMAs / LAAs for the issuance of NOC to the Housing Societies. - 04 days for develop of Module for the issuance of NOC and Integration of the module with TMA/LAAs. <ul style="list-style-type: none"> o 2 days for TMAs o 02 days for LAAs - 04 days for Integration with other Departments like Agriculture, Environmental Protection Agency (two days for each department) - 02 days for implementation of the Module and run the Testing 	12
11	Create a module where citizen can report construction & housing societies with pictorial and geo-referenced evidence. These reports can then be verified by the department.	02
12	Improve the code structure and navigation by optimizing the platform and using best practice UI/UX practices.	02
13	Demonstration to the concerned stakeholders at LGE&RD to solicit feedback and corrections and approval.	02
14	<p>Handholding of the TMA staff in three selected pilot TMAs of Haripur, Lachi and Matta (02 day for each selected TMA).</p> <ul style="list-style-type: none"> - To present, train and handholding the developed application to selected TMA staff. - The session will be held in TMA premises - Report on the handholding process at the pilot TMAs and at the LGE&RDD level 	06
15	To provide the front end and backend application detail and codes with the GIZ & CPDI and submit the detail user manual along with all all-source codes and passwords of the software	02

	Total	67
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E. Deliverables and Payment Schedule:

The consultant is responsible to provide the following deliverables:-

Report on initial meetings with LGE&RD, CPDI and GIZ indicating problems being faced by the LGERDD department and way forward to address these issues	10% of the total payment
Development and improvement of the Public Dashboard for information of public to create investment opportunities with the consultation of Tehsil Municipal Administrations, Local Area Authorities and Peshawar Development Authority and prepare the customize forms	20% of the total payment
Development of the contact databases of 132 TMAs and of registered Architects displayed in searchable / filterable tables	
Creation of options for generate and download standard reports (tabular and graphic) on District wise Revenue Generation, Building Plan Approvals, Building Approval Graphs, Issuance of NOC of Building Plan Approval and number of Architectural Approvals	
Development of tracking function for the applicant.	20% of the total payment
Report on assessment of bank requirements for mortgage policy and procedure of TMA/LAAs (local area authority) to respond effectively on the online module for interaction of banks with local government department.	
Development of on-line module for interaction of banks with local government department for the verification of documents.	
Development and Integration of Private Housing Societies Module with the Building Plan Approval System	20% of the total payment
Creation of module where citizen can report construction & housing societies with pictorial and geo-referenced evidence	
Improvement in code structure and navigation by optimizing the platform and using best practice UI/UX practices	
Approval of development software from LGE&RD	20% of the total payment
Piloting software in staff in three TMAs with training of relevant staff	
Handing over application details and codes with the GIZ & CPDI and submission of detailed user manual	10% of the total payment

F. Required Competencies:

The consultant should at least have:

- A master's degree in Computer Sciences in relevant discipline from a reputable institution

- The consultant should have at least 5 years' experience in the field of Information Technology
- Experience of developing IT based systems (Minimum 05 assignment is required)
- Experience of using different software like Laravel and PHP, JAVA etc.

G. Reporting:

The consultant will be directly reporting to Project Manager CPDI LoGo-II Programme, with additional reporting line to Advisor Policy Reforms and Institutional Strengthening GIZ, and Designated Official at LGERDD Khyber Pakhtunkhwa.

H. Timeframe of the consultancy:

The services of consultant will be for 67 woman/man working days extending from 15th January, 2022 till 31st May, 2022.

I. Selection criteria:

Assignment related rich experience and most cost effective.

How to Apply:

Interested Individuals can send their CVs highlighting the relevant experience, cover letter, detailed work plan and financial proposal* for above assignment at: hr@cpdi-pakistan.org

*Financial proposal will include rate per day in PKR and travel cost (inclusive of all taxes)

Note: Late submission will not be entertained.