



REQUEST FOR EXPRESSION OF INTEREST **(Consulting Services – Firm’s Selection)**

Country: Pakistan
Name of Program: Punjab Affordable Housing Program (PAHP)
Loan No. / Credit No.: 7043 - PK
Assignment Title: Consulting Services-Independent Verification Agent (IVA) Firm
Reference No. PK-URBAN UNIT,PUNJAB-461755-CS-CQS

1. The Government of Punjab has received Credit No. 7043 - PK from the International Development Association (IDA) towards the cost of the Punjab Affordable Housing Program (PAHP). The Program is being implemented through a Program Management & Implementation Unit (PMIU) under the Housing Urban Development and Public Health Engineering (HUD&PHE) Department with Urban Sector Planning & Management Service (Pvt.) Ltd. (The Urban Unit - Government of Punjab) and PHATA (Punjab Housing and Town Planning Agency) as co-implementing agencies. The Program Management and Implementation Unit (PMIU) of the World Bank-funded Punjab Affordable Housing Program (PAHP) intends to hire the Services of a consulting firm to carry out the Annual Performance Assessment (APA) against the requisite Disbursement Linked Indicators (DLIs).

2. The consulting services ("the Services") for conducting Annual Performance Assessment (APA) against the requisite DLIs for the years 2024-2025 and 2025-26, ensuring full consistency with the TOR referred at Sr.No#3 below;

3. The detailed Terms of Reference (TORs) and Shortlisting Criteria for the firm can be found at: <https://urbanunit.gov.pk/pahp> or [https://phata.punjab.gov.pk/phata_ads_or https://pahp.gop.pk/procurements.html](https://phata.punjab.gov.pk/phata_ads_or_https://pahp.gop.pk/procurements.html)

The PMIU – PAHP invites reputed firms to express their interest in providing the Services. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The EoI needs to include the following information:

- i) At least 10 years' experience in the relevant field since establishment & registration with the relevant professional bodies (**letter of incorporation will be required**).
- ii) Registration with the relevant tax authorities for applicable taxes for National (Pakistani) firm (active tax payer)
- iii) Relevant Experience of minimum 4 assignments with minimum total cost of Rs. 10 million (each) in conducting performance assessments / third party validations of DLIs and other related assignments in last 10 years.
- iv) Working experience of 2 similar assignments with the donor agencies/projects.
- v) Working experience of 2 similar assignments with the Public/Private sector.
- vi) Experience in assessing and evaluating Program for Results financed by the World Bank.

4. The PMIU – PAHP invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
5. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 (revised 2020), setting forth the World Bank's policy on conflict of interest. (<https://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>)
6. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy, In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
7. The Consultant will be selected to conduct services for the period 2024-25 in accordance with the Consultant's Qualifications-based selection (CQS) method set out in the World Bank Procurement Regulations which will be extendable of FY 2025-26 subject to satisfactory performance.
8. Further information can be obtained at the address given below during office hours (9:00 am to 5:00 pm) on all working days
9. Expressions of interest must be delivered in a written form to the address below on or before **December 31, 2024, by 1100 hours.**

Program Director
Program Management and Implementation Unit (PMIU)
608 - Shaheen Complex, Egerton Road, Lahore
Ph: 042-99205318 Ext: 268 Fax: 042-99205323 <https://pahp.gop.pk/procurements.html>
Email Address: rni.pahp@punjab.gov.pk



Qualification Criteria

Shortlisting of Consultants will be based on the criteria given below regarding applicant's Mandatory Documents, General and Relevant Experience & Managerial Capabilities as demonstrated by the Applicant's responses. EOI Applications will be evaluated based on the following criteria:

A. Mandatory Documents for Shortlisting

Description	Requirement
Certificate of company firm registration / incorporation under the laws of Pakistan	Mandatory
Valid Income Tax Registration	Mandatory
Valid General Sale Tax Registration (Status Active with PRA)	Mandatory
Submission of undertaking on legal valid and attested stamp paper that the firm is not black listed and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.	Mandatory

B. Firm Experience

Experience shall be evaluated on the basis of following parameters:

Sr. No.	Description	Scoring
01	At least 10 years' experience in the relevant field since establishment & registration with the relevant professional body.	25
02	Experience of minimum 4 assignment with minimum total cost of Rs. 10 Million (each) in conducting performance assessments / third party validations and other related assignments in last 10 years.	35
03	Working of 2 similar assignments with the donor experience agencies / projects	10
04	Working experience of 2 similar assignments with the public / private sector	10
05	Experience in assessing and evaluating program for results financed by the World Bank	20
	Total	100

Note: The firm which score 70 or more marks will be assessed as shortlisted for the next bidding process.

PUNJAB AFFORDABLE HOUSING PROGRAM
Terms of Reference (TORs)
Hiring of Independent Verification Agent (IVA) Firm
for
Annual Performance Assessment FY 2024-25

I. Background

The Punjab Affordable Housing Program (PAHP) is a World Bank funded hybrid of Program for Results (PforR) and Investment Project Financing (IPF) instruments, with a total cost of USD 200 million over 5 years (2022-2027). The Program Development Objective is to support the Government of Punjab in strengthening its housing institutions and systems and enhancing the quantity and quality of affordable housing supply.

Under the PforR window (Window 1), funds will be provided to the Punjab Housing and Town Planning Agency (PHATA) for the provision of household connections to basic infrastructure and services for housing schemes and alternative low-cost housing solutions. Disbursements will be based on nine disbursement-linked indicators (DLIs) under the three results areas. The release of funds will be based on results achieved, while the funds will be used for two sub-programs: (i) provision of service network connectivity to units in housing developments on private land (APHS) or public land (JV and public schemes) in priority areas; and (ii) provision of Core Housing units and alternative low-cost housing solutions on public land (public schemes).

Under the IPF windows, Window 2 will assist GoPunjab in developing its housing sector policy, strategy, and programs, and strengthen its institutions and systems for enabling the housing market; and Window-3 will provide program management funds to the implementing agencies (IAs) i.e., Urban Unit (UU), PHATA and Program Management Implementation Unit (PMIU).

a. Objectives of the Assignment

The primary objective of the consultancy is to carry out the Annual Performance Assessment (APA) against the requisite DLIs. The verification of results against each DLI will provide the basis for disbursement of funds under the Program to PHATA. The performance of PHATA, UU and PMIU in achieving DLIs, as assessed in the APA, will determine the amount of funds to be disbursed and will be an important metric to determine progress towards achieving the Program Development Objective (PDO).

The IVA consultant firm will be hired by the PMIU for one year (FY 2024-25), with the possibility of extension of the contract for subsequent year/s, subject to satisfactory performance.

II. Annual Performance Assessment

An Annual Performance Assessment (APA) by an Independent Verification Agent (IVA) and the verification of results to trigger disbursement is key to the Program.

a. Disbursement Linked Indicators

There are nine Disbursement Linked Indicators (DLIs) of this program – however, for FY 24-25, only five of these are slated for completion, as per the Program Appraisal Document.

b. Annual Performance Assessment Cycle

The APA cycle is designed to synchronize with the government budgeting cycle, which will facilitate due allocations to be reflected in provincial budgets in June every year, and informed investment planning and budgeting, by PHATA for the subsequent financial year. The IVA engaged by the PMIU will conduct field assessment (if required) and communicate the APA Results simultaneously to the Program Steering Committee and the Bank by May. The Steering Committee will undertake its due diligence and communicate verified APA Reports to the Bank early June. The Bank will concurrently perform quality assurance for these results. The Bank will retain the right to make the final decision whether a DLI has been achieved or not and will communicate the verified results and final disbursement amount for the subsequent year to counterpart entities (Steering Committee, HUDD, PHATA and UU). Moreover, the Bank may undertake regular independent quality assurance checks of the APA process to ensure its robustness.

c. Performance Requirements

The consultant shall report to the Program Steering Committee (PSC) and will be expected to work closely with members of the PMIU in ensuring timely and accurate delivery of the objectives and outputs of the assignment.

d. Compilation and Confirmation of APA results

- i. **Compilation of APA results by IVA Consultant and their submission:**
After completion of desktop research of the secondary data used in the development of the DLIs and assessment based on laid down verification protocols, the IVA will submit a draft Report including the result tables (as specified in these Terms of Reference) simultaneously to the Program Steering Committee (PSC) of the Punjab Affordable Housing Program and the World Bank for review.
- ii. **Results approval by PSC:**
The PSC will examine the results and may request the IVA to review, and if needed, rectify mistakes, anomalies, and/or inconsistencies. The PSC, however, cannot direct the IVA, who is independent to carry out the assessment, to alter the results as this remains the sole prerogative of the appointed IVA.
- iii. **Submission of the final APA results by the IVA:**
After review by the PSC and revision of the Report, if needed, the IVA will prepare a final version of the APA results for the FY which will be again submitted to PSC and the World Bank. A copy of the same will be submitted to HUD&PHED for information.
- iv. **Review of the results by World Bank and their approval:**
World Bank will be the final authority to approve the results. If the Bank has observations on the APA Report/results submitted by the IVA, it will get results checked by sending its own technical team to the field. But if the WB notices major discrepancies in the results, it can appoint its own consultants for verification of results and their rectification. The Bank may return the results to the APA firm for rectification or re-verification. The APA Consultant will be bound to get these results re-verified as per directions of PSC or WB.

v. Calculation of disbursement amounts:

The Bank will calculate the total amount to be disbursed in that FY based on the final results by mid-June. The IVA will have no role in calculating the disbursement amounts. They will only deliver the assessment results for meeting DLIs.

vi. Request for release of funds:

After the announcement of the disbursement amount by the Bank, PHATA will send a Withdrawal Application to the Bank for release of funds. Once the funds are released to FD, it will in turn release them to PHATA.

III. Scope of Work and Duties / Tasks of the Consultant

The specific tasks to be performed by the IVA consultant are listed below:

- Conduct desk research based on the reports published online, conduct interviews with stakeholders and key informants, review documents and reports, receive and assess any documentary evidence submitted by IAs intended to provide proof of achievement, and review and inspect IT systems and their setups, and other activities necessary to collect data in order to assess achievement of DLIs (for details see Table 1).
- Analyze all data in order to assess the achievement of the DLIs.
- The IVA consultant, where needed, can contact IAs to request clarification or further documentation.
- Compile the results of the APA in a draft Report and submit the results to PSC and the World Bank in Week 5 as outlined in Table 1.

Table 1. IVA Tasks for Data Collection on Completion of DLIs (FY 2024 – 25)

DLI #	DLI	Allocation Formula	Verification Procedure in Program Appraisal Document (PAD)	Verification Procedure
1	Housing Market Information System (HMIS) developed, approved, and operational	\$1,000,000 if the system is sustained.	Inspect the HMIS and review the system setup, contents and new modules added, accessibility, and end-user functionality per DLI description, to confirm its operationality and sustainability per agreed requirements.	As explained in Program Appraisal Document (PAD).
3	Locational and infrastructure investments criteria and procedures developed, approved, and applied	\$1,000,000 for criteria and procedures applied on all approved schemes.	Collect data through desk review of documents, interviews with key informants, to verify the adoption and application of the agreed criteria and procedures in planning of housing schemes and identification of infrastructure investments befitting from the Program per DLI description.	As explained in Program Appraisal Document (PAD).
4	Program Management Information System (PMIS) developed, approved, and operational	\$1,000,000 if the system is sustained.	Inspect the PMIS and review the system setup, contents and new modules added, accessibility, and end-user functionality to confirm its operationality and sustainability per DLI description and agreed requirements.	As explained in Program Appraisal Document (PAD).
5	Housing scheme applications processed per the revised criteria and procedures.	US\$4,000,000 for at least 60% of scheme applications processed per revised criteria & procedures; plus US\$200,000 for each additional percentage point, up to a total of US\$8,000,000.	Collect information and data from the desk review of documents, interviews with key informants, and minutes of Governing Body meetings to verify the adoption of the revised criteria and procedures in the screening and approval of housing schemes per DLI description.	As explained in Program Appraisal Document (PAD).
8	Beneficiary Management Information System (BMIS) developed, approved, and operational.	\$2,000,000 for system is operational and new modules are added.	Inspect the BMIS and review the system setup, contents, accessibility, and end-user functionality to confirm its operationality per DLI description, to confirm its operationality per agreed requirements.	As explained in Program Appraisal Document (PAD).

IV. Deliverables and Timelines

The deliverables to be submitted by the IVA consultant are listed below:

Table 2. Deliverables

Sr #	Deliverable	Hard Copies	Soft Copies
1	Inception Report/Work Plan , outlining the consultant's understanding of the assignment and proposed approach and methodology for conducting the Annual Performance Assessment for verification of DLI results, including templates for draft and final APA reports	Yes	Yes
2	Draft APA report to PMIU and the World Bank.	Yes	Yes
3	Final assessment APA report for each DLI submitted to the Program steering Committee, PMIU and the World Bank.	Yes	Yes
4	Final presentation to the Program Steering Committee (PSC)	Yes	Yes

Table 3: Timeline of Deliverables

Sr	Activity	01	02	03	04	05
1.	Kick off Meeting and Stakeholders Consultation					
2.	Baseline verification					
3.	Existing Data Collection					
4.	Submission of Draft Inception Report					
5.	Feedback Submission by World Bank and PMIU Team					
6.	Deliverable 1: Final Inception Report					
7.	Desk Review & Assessment of each DLI					
8.	Deliverable 2: Submission of Draft APA report					
9.	Feedback Submission by World Bank and PMIU Team					
10.	Deliverable 3: Final assessment APA report for each DLI to PSC and World Bank					
11.	Deliverable 4: Final Presentation to PSC					
12.	Hard copies of each deliverable will be submitted to PMIU, Urban Unit, PHATA and HUDD					

V. Qualification and Experience Required

The consultant team shall have a demonstrated ability and track record of:

- Providing consultant deliverables on a timely basis.
- Relevant experience on comparable assignments.
- Excellent analytical and report writing skills.
- Excellent communication and written skills in English.
- Experience in assessing and evaluating Program for Results financed by the multilateral agencies.

a. Team Composition of the Consultant

Table 4. Team Composition of IVA Consultants

Relevance to DLIs	Team Member	Education	Experience
-All DLIs	Team Lead (06 Weeks)	Master's degree (s) in Public Administration, Public Policy, Urban Planning, Housing, the social sciences or equivalent	Minimum 15 years of experience in assignments of a similar nature.
DLI 1, 4 and 8	IT Expert/Software Engineer (04 Weeks)	Master's degree(s) in the fields of Information Technology, Software Engineering, Web development or equivalent	Minimum 10 years in similar nature of assignments.
DLI 1, 4 and 8	MIS Specialist (04 Weeks)	Master's degree(s) in the fields of Information Technology, Software Engineering, Web development or equivalent	Minimum 10 years in similar nature of assignments.
DLI 3	Civil Engineer / Infrastructure Specialist (04 Weeks)	Master's degree(s) in the fields of Civil Engineering, or equivalent	Minimum 10 years in similar nature of assignments
DLI 1, 3, 4 and 5	Housing and Urban Planning Expert (04 Weeks)	Master's degree in the fields of City and Regional Planning / Urban Planning or equivalent	Minimum 10 years of experience in assignments of a similar nature.
DLI 1, 4 and 8	Data Analytics Expert (04 Weeks)	Master's degree in the fields of Economics, Econometrics or Statistics	Minimum 8 years of experience in assignments of a similar nature.
DLI 3	Environment and Social Safeguard Expert (04 Weeks)	Master's degree in the fields of Environmental Studies or Social Sciences	Minimum 8 years of experience in assignments of a similar nature.

VI. Fees and Payment:

Table 5. Deliverables & Payment schedule

Sr #	Deliverable	Timeline	Payment Percentage
1	Inception Report/Work Plan , outlining the consultant’s understanding of the assignment and proposed approach and methodology for conducting the Annual Performance Assessment for verification of DLI results, including templates for draft and final APA reports.	Week 1	<p>15% of the contract amount Payment shall be paid within thirty (30) days upon submission of the invoice along with the Inception report within one (1) week of contract signing date and following its approval by the client within twenty (20) days).</p>
2	<p>Draft APA report of the following DLIs:</p> <ul style="list-style-type: none"> • DLI 1: Housing Market Information System • DLI 3: Infrastructure Investment Criteria • DLI 4: Program Management Information System • DLI 5: at least 60% housing scheme applications processed per revised criteria and procedures • DLI 8: Beneficiary Management Information System 	Week 4	<p>25% of the contract amount Payment shall be paid within thirty (30) days upon submission of the invoice along with the Draft APA report within fourth (4) week of contract signing date and following its approval by the client within twenty (20) days).</p> <p><i>25% of the contract amount is further allocated accordingly:</i></p> <ul style="list-style-type: none"> • <i>DLI 1: Housing Market Information System – 5%</i> • <i>DLI 3: Criteria and procedures applied on all approved schemes – 5%</i> • <i>DLI 4: Program Management Information System – 5%</i> • <i>DLI 5: at least 60% housing scheme applications processed per revised criteria and procedures – 5%</i> • <i>DLI 8: Beneficiary Management Information System – 5%</i>
3	Final assessment draft APA report for each DLI submitted to the Program Steering Committee and the World Bank.	Week 5	<p>40% of the contract amount Payment shall be paid within thirty (30) days upon submission of the invoice along with final assessment draft APA report within sixth (5) weeks of contract signing date and following its approval by the client within twenty (20) days).</p> <p><i>40% of the contract amount is further allocated accordingly:</i></p> <ul style="list-style-type: none"> • <i>DLI 1: Housing Market Information System – 8%</i> • <i>DLI 3: Criteria and procedures applied on all approved schemes – 8%</i> • <i>DLI 4: Program Management Information System – 8%</i> • <i>DLI 5: at least 60% housing scheme applications processed per revised criteria and procedures – 8%</i>

			<ul style="list-style-type: none"> • <i>DLI 8: Beneficiary Management Information System – 8%</i>
4	Presentation to the Program Steering Committee (PSC)		<p>20% of the contract amount</p> <p>Payment shall be paid within thirty (30) days upon submission of the invoice along with final presentation to the PSC and following its approval by the client.</p>

VII. Responsibilities of the Client

The Client will provide relevant documents (listed below) to the consultants and will facilitate meetings with stakeholders and key informants; access to IT systems (HMIS, PMIS, BMIS) reports; access to IT systems / PHATA websites; documentation of relevant policies and programs; and documentation of minutes of meetings, in order to aid the verification of DLIs. The IVA will arrange its own logistics and other facilities outside the office and the Client will not reimburse the consultants for expenses related to any travel undertaken for the purpose of carrying out the assignment. The Consultant will be responsible for payment of all taxes or excise duties, and the Client will not be responsible of any such liability.

a. Documents to be shared by the Client.

- i. PAHP PAD
- ii. Technical Assessment
- iii. Fiduciary Systems Assessment
- iv. Environment and Social Systems Assessment
- v. Any other relevant document

VIII. Responsibilities of the Consultant

The consultants will also be responsible for the provision of ICT equipment required to carry out the assignment, such as computers, mobile phones etc.

IX. Hiring Process

The hiring shall be made in line with World Bank Procurement Regulations through competitive bidding based on **Consultants Qualification Selection (CQS) Method**.

This APA contract will be initially for one year i.e. (FY 2024-25) with the possibility of an extension for subsequent year/s, subject to satisfactory performance.

X. Type of Contract

The contract will be on a Lump-Sum basis.

XI. Duration of the Assignment

The assignment is likely to be completed within 8 weeks after the award of contract including secondary research, documents analysis and reporting. The consultant shall furnish the Final APA Report within the stipulated time period reflected above.