

## TERMS OF REFERENCE

### “Short-term Services for an IT Specialist”

Required Services:	To verify and assess the deliverables provided by consultant working on upgrading and up scaling 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
Submission to:	<a href="mailto:hr@cpdi-pakistan.org">hr@cpdi-pakistan.org</a>

#### 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. CPDI has taken services of an independent consultant to improve this system as per requirement of Local Government Elections and Rural Development Department (LGERDD), Khyber Pakhtunkhwa.

### **B. Purpose:**

The overall purpose of this assignment is to verify and assess deliverables provided by the consultant for upgrading and upscaling the already developed Information Technology based online building plan approval system for the Local Government Elections and Rural Development Department (LGERDD), Khyber Pakhtunkhwa. The deliverables that are to be assessed are broadly around 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 132 TMAs in KP.

### **C. Scope of work:**

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

1. To evaluate and assess on 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 customized forms prepared by already hired consultant.
2. To assess databases of 132 TMAs and table of registered Architects that would be searchable / filterable, prepared by contracted consultant.
3. To assess options to generate following standard reports created by the contracted consultant: -
  - Revenue Generation Report
  - District wise report of Building Plan Approvals
  - Month wise Building Approval Graph for 132 TMAs
  - Ensure Issuance of NOC of Building Plan Approval subject to the payment of Challan in Bank.
  - Monthly report regarding Architect Approvals granted.
4. To assess and verify download to PDF & Download to CSV Options for Reports/Data.
5. To assess graphical representation of data on the dashboards of Admin and Regional Municipal Officers (RMOs). Use bar charts, pie charts or other graphs as required, developed by consultant. The developed system will ensure: -
  - creation graphs and charts
  - discussion with the IT cell of the LGERDD and get feedback and finalization of graphs and charts and the dashboard
  - presentation of changes to the department and testing of the system for department feedback

6. To assess application of tracking function for the applicant through his user login so that he may know the status of his application including: -
  - Analysis, design and develop the application tracking function
  - To assess integration of Building Plan Approval with Banks that would banks 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.
7. To assess and verify online module for interaction of banks with local government department for the verification of documents, developed by the consultant.
8. To assess integration of Private Housing Societies Module with the Building Plan Approval System, developed by on-board consultant. The integration will include: -
  - analysis of TMAs / LAAs for the issuance of NOC to the Housing Societies.
  - module for the issuance of NOC and Integration of the module with TMA/LAAs
  - integration with other Departments like Agriculture, Environmental Protection Agency
  - implementation of the Module and run the testing
9. To assess and evaluate module where citizen can report construction & housing societies with pictorial and geo-referenced evidence, developed by the hired consultant. These reports can then be verified by the department.
10. To verify improvements in the code structure and navigation by optimizing the platform and using best practice UI/UX practices.

#### **D. 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 and evaluating deliverables provided by IT professionals.
- Experience of evaluating and providing inputs to IT based systems (Minimum 03 systems should be evaluated)
- Experience of using different software like Laravel and PHP, JAVA etc.

#### **E. Reporting:**

The consultant will be directly reporting to Project Manager CPDI LoGo-II Programme.

#### **H. Timeframe of the consultancy:**

The services of consultant will be for 10 woman/man working days extending from 15<sup>th</sup> March, 2022 till 31<sup>st</sup> 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](mailto:hr@cpdi-pakistan.org)