

TERMS OF REFERENCE (TORs)
SHORT TERM PROCUREMENT CONSULTANCY SERVICES
FOR
HIRING OF COMPANIES FOR DIFFERENT SOLARIZATION PROJECTS
TO THE EXECUTED BY PEECA FOR FY 2025/2026.

1. INTRODUCTION / BRIEF BACKGROUND:

Punjab, the most populous province of Pakistan, faces significant challenges in energy accessibility, affordability, and sustainability. With rising energy demands, high dependence on fossil fuels, and increasing energy costs, there is a growing need to shift towards clean and renewable energy solutions.

To address these challenges and promote the use of sustainable energy sources, the Government of Punjab through the Punjab Energy Efficiency & Conservation Agency (PEECA) is executing various solarization schemes / initiatives / projects. By installing solar power systems in Government Colleges, Public Buildings, District and Session Courts, THQs in Punjab, Governor House and PAFDA, these schemes aim to reduce reliance on the national electricity grid, ensuring an uninterrupted and cost-effective energy supply for academic institutions.

This transition to clean, renewable energy will not only decrease operational expenses but also significantly contribute to reducing the overall load on the national grid. The project aligns with the Government of Punjab's commitment to promoting green energy solutions, environmental stewardship, and long-term energy security across the province.

2. SCOPE OF THE PROJECT:

The scope of the solar project includes:

1. Solar Panel Installation:

- Deployment of on-grid solar power systems across selected sites.
- Installation of photovoltaic (PV) panels, inverters, and related infrastructure.

2. Monitoring and Maintenance:

- Implementation of a system for ongoing monitoring of energy production, system performance, and environmental impact.

3. Environmental Benefits:

- Reducing the carbon footprint by replacing fossil fuels with renewable solar energy.
- Enhancing the overall sustainability of the agroforestry systems by utilizing wasted forest lands for renewable energy production.

3. OBJECTIVE:

The objective of this assignment is to hire Procurement Consulting Firm under rule 46(a) of PPRA Rules 2024 (amended up to date) for the following tasks:

- **Ensure Compliance:**

Support the organization in ensuring all procurement activities comply with relevant procurement laws, regulations, policies, and best practices.

- **Optimize Procurement Processes:**

Improve efficiency, transparency, and cost-effectiveness in procurement operations.

- **Risk Management:**

Identify procurement-related risks and propose mitigation strategies.

- **Quality Assurance:**

Ensure that procurement procedures result in the selection of high-quality goods, services, and works at competitive prices.

- **Support Strategic Procurement:**

Assist in the development of procurement strategies aligned with the organization's goals and objectives.

4. **SCOPE OF WORK**

- i. **Procurement Planning:**
 - a. Assist in developing annual procurement plans.
 - b. Identify procurement needs and scheduling based on project timelines.
- ii. **Preparation of Tender Documents:**
 - a. Draft Bidding Document/ Request for Proposals (RFP), Invitation to Bid (ITB), and Request for Quotation (RFQ).
 - b. Define technical specifications, evaluation criteria, and terms of reference.
- iii. **Bid Management:**
 - a. Support in bid advertisements and managing pre-bid meetings.
 - b. Assist in responding to bidder queries.
 - c. Facilitate the bid opening process.
- iv. **Evaluation Support:**
 - a. Guide the evaluation committee on technical and financial evaluations.
 - b. Ensure objective and transparent evaluation in line with PPRA rules 2014.
- v. **Contract Management Assistance:**
 - a. Support contract negotiations.
 - b. Monitor supplier performance.
 - c. Provide advice on contract variations, extensions, or dispute resolutions.
- vi. **Capacity Building:**
 - a. Organize training sessions on procurement procedures and best practices.
 - b. Develop procurement manuals and guidelines.
- vii. **Reporting:**
 - a. Prepare regular procurement progress reports.
 - b. Provide documentation and audit support.
- viii. **Advisory Services:**
 - a. Provide on-call advice for complex procurement cases.
 - b. Assist in aligning procurement with organizational strategy.
- ix. **Responding to grievances:**
 - a. Responding to grievances for the assignment (if any) and drafting Letter of Award (s) to the successful Bidder.
 - b. Responding to grievances for the assignment (If any) Award of Contract to Successful Bidder and carry out the process of signing of Contract between the Consultant/contractor/ firm and Client (PEECP).

5. **ROLE OF THE CLIENT:**

- i. **Provide Access to Information:**
 - a. Share all necessary documentation, such as existing procurement policies, contracts, budgets, project plans, and legal frameworks.
 - b. Grant access to relevant stakeholders and internal systems as needed.
- ii. **Facilitate Communication:**
 - a. Designate focal points or contact persons within the organization to coordinate with the consultant.
 - b. Arrange meetings, workshops, or interviews with key staff and departments.
- iii. **Decision-Making:**
 - a. Review and approve key documents and deliverables prepared by the consultant (such as procurement plans, tender documents, evaluation reports).
 - b. Make timely decisions to avoid delays in the procurement process.
- iv. **Provide Resources:**
 - a. Ensure the consultant has access to office space, internet, printing, and other logistical support if required.
 - b. Facilitate access to procurement software or tools used within the organization.
- v. **Compliance and Oversight:**
 - a. Ensure that the consultant's work aligns with the organization's internal policies and any external regulations (such as donor or government guidelines).
 - b. Monitor the consultant's performance and adherence to the contract terms.
- vi. **Review and Feedback:**
 - a. Provide timely feedback on reports, strategies, and recommendations submitted by the consultant.
 - b. Act on recommendations where appropriate to improve procurement operations.
- vii. **Capacity Building Participation:**
 - a. Support staff involvement in any training or capacity-building initiatives the consultant provides.
 - b. Encourage knowledge transfer and institutional learning.
- viii. **Contract Administration:**
 - a. Manage the consultant's contract, including payments, extensions, and deliverable approvals.
 - b. Ensure that contractual obligations from both sides are fulfilled.
- ix. **Conflict Resolution:**
 - a. Address and resolve any disputes or misunderstandings that may arise during the assignment.

6. DURATION OF THE ASSIGNMENT:

Duration of the assignment is set for 06 months or as per gestation period of PC-1.

7. DELIVERABLES:

Sr. No.	Deliverables	Payments Percentage
1.	Preparation and Finalization of RFP / Bidding Document (s)	40%
2.	Submission of Evaluation Report (s) of Technical Proposals.	30%
3.	Preparation of Draft Contract Agreement (s)	30%
	Total	100%

8. TEAM WITH FOLLOWING QUALIFICATION AND EXPERIENCE:

The tentative **key personnel** required but not limited for the services are:

Sr. No	KEY STAFF	EDUCATION & EXPERIENCE	JOB DESCRIPTION	Man Months
1.	Procurement Specialist (01 Position)	Masters Degree & Bachelor's degree in Engineering /MBA/Law/Supply Chain Management 08 years of professional experience.	• Develop tender documents and manage bidding processes. • Ensure compliance with procurement rules and maintain documentation. • Coordinate with technical, legal, and finance teams. • Prepare procurement reports and support audits.	03 Months
2.	Engineer (01 Position)	Bachelor's Degree Electrical 05 years of experience.	• Provide technical support for procurement of electrical works and equipment. • Assist in the preparation of technical specifications and bid documents. • Evaluate technical proposals and participate in bid evaluations.	03 Months
3.	Finance Expert (01 Position)	MBA/CA/ACCA/M.COM 05 years of experience.	• Review financial proposals, contracts, and cost estimates. • Ensure compliance with financial regulations and audit requirements. • Prepare financial reports, forecasts, and expenditure tracking. • Support procurement team with cost evaluations and financial documentation.	03 Months
4.	Contract Management Specialist (01 Position)	Bachelor's Degree (LAW/MBA/Supply Chain Management) Minimum 5 years of experience	• Draft, review, and manage contracts related to procurement and project implementation. • Evaluate contract terms and ensure compliance with legal and regulatory frameworks. • Coordinate with procurement, legal, and technical teams.	03 Months

9. **PROFESSIONAL LIABILITY OF CONSULTANT**

The professional liability of the consultant shall be as defined in Rule 54 of the Punjab Procurement Rules,2014 (amended till date).