



ASIAN DEVELOPMENT BANK

**SCIP-03: PROGRAM MANAGEMENT, PROJECT PREPARATION  
AND IMPLEMENTATION SUPPORT FOR PLANNING AND  
DEVELOPMENT DEPARTMENT**

**ADB Loan No. 2499-PAK**

**MONTHLY PROGRESS REPORT (6)  
APRIL 2012**



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## ACRONYMS AND ABBREVIATIONS

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ADB	Asian Development Bank
BCE	Brisbane City Enterprises Pty Ltd (Australia)
CSC	Consultant Selection Committee
EGC	Engineering General Consultants Pvt Ltd (Pakistan)
EOI	Expression of Interest
MIS	Management Information System
NSUSC	North Sindh Urban Services Corporation
PSU	Program Support Unit
RFP	Request for Proposal
SCIP	Sindh Cities Improvement Program
SMEC	Snowy Mountains Engineering Corporation Pty Ltd (Australia)
SWM	Solid Waste Management
TMA	Town Municipal Administration
TOR	Terms of Reference
USC	Urban Services Corporation

# 1 INTRODUCTION

This report is the Monthly Progress Report of the Consultant's activities on SCIP-03 for the month of April 2012, as prepared by the Consultant, Brisbane City Enterprises. The function of the monthly report is to provide an overview of the progress of the project and status of the staffing, outputs, deliverables, reports and training.

**Table 1-1: Planned Schedule of Project Progress Reports**

Report	Title	CA No. 1	Due Date	Actual Date
1	Monthly Report 1 – November 2011	Appendix B (i)	5 December 2011	21 December, 2011
2	Monthly Report 2 – December 2011		5 January 2012	31 Jan, 2012
3	Monthly Report 3 – January 2012		5 February 2012	24 Feb, 2012
4	Monthly Report 4 – February 2012		5 March 2012	14 March, 2012
5	Monthly Report 5 – March 2012		5 April 2012	28 April 2012
6	Monthly Report 6 – April 2012		5 May 2012	19 May 2012
7	Monthly Report 7 – May 2012		5 June 2012	
8	Monthly Report 8 – June 2012		5 July 2012	
9	Monthly Report 9 – July 2012		5 August 2012	
10	Draft Final Report	Appendix B (xii)	17 August 2012	
11	Project Final Report	Appendix B (xiii)	31 August 2012	

## 2 SCOPE OF THE CONSULTANCY

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Consulting services for SCIP-03 are being provided in accordance with the Consultancy Agreement of May 2010 between the Program Support Unit (PSU), Planning & Development Department, Government of Sindh and Brisbane City Enterprises (BCE), Pty Ltd in association with SMEC International (SMEC) Pty Ltd (Australia) and Engineering General Consultants (EGC) Pvt Ltd (Pakistan).

Consultancy services commenced on 5 July 2010, and were planned to extend to 30 June 2012, the end of ADB Loan 2499-PAK, as agreed at the contract negotiation meeting in Karachi on 4 March 2010. No further work was carried out on the original contract by BCE after the demobilization of the Team Leader and completion of his first input on 8 November 2010, pending the formation, agreement and signing of Amendment No. 1 on 12 July 2011, and the re-mobilisation of staff in late October 2011. The Team Leader resigned and left the project on 17 March, 2012.

The Consultant's scope of work has four main areas of activity (as per *III Modification in the ToRs and scope of work of SCIP III consultancy services*, CA No. 1):

- I Support the PSU in overall monitoring and evaluation of SCIP, and implementation of the SCIP Action Plan for Reform, including propelling the reform agenda and implementing province-wide policy, regulatory and institutional change.
- II Identification and formation of Second Cluster in central Sindh including incorporation, formation and legal documentation of proposed USC in Central Sindh.
- III Mapping and Master Planning of Water Supply, Waste Water, and Solid Waste Management infrastructure; identification of potential Subprojects and project preparation; preparation of feasibility studies including preliminary designs for cost estimates of subprojects in each participating TMA of central Sindh cluster - Tranche 3.
- IV Support Urban Policy and Strategic Planning Unit on implementation of urban planning initiatives and reforms.
- V Detailed Tasks (as related to the above).

## 3 THE WORK PLAN

### 3.1 Staffing and Project Management

The staffing schedule in Contract Amendment No.1 includes 36 person-months for International staff, (7 personnel) and 122 person-months for National staff (23 personnel).

Two tables are at **Appendix A** showing staff inputs since project commencement in July 2010: one each for International staff and National staff.

### 3.2 Progress against previous month's planned activities

Item	Progress
Seeking ADB's early approval for Submission 1 and commencement of bidding process for the top-ranked EOI Company	To be resubmitted on new format
Finalisation of Baseline Studies - ADB Submission 1 for ADB's approval and commencement of bidding process for the top ranked EOI Company	To be resubmitted on new format
Approval of PSU Capacity Development & Training Program and preparation of materials and resources	Finalized Plan & submitted, clarifications were sought and response sent to PSU
First Draft Report regarding Revision and finalization of Sindh Drinking Water Policy by Water Supply Expert	Under action, to be submitted in the next reporting period
Sub-Projects Identification for Water Supply and Wastewater Management	Sub-projects Report on water supply submitted
ToRs for the SWM outsourced studies to be sent to PSU in first week of April	Submitted
Preparation of advert, and insertion into local newspapers, for EOIs for the SWM studies	Awaiting PSU's response to go ahead
Finalization of RFPs for the SWM studies	Awaiting PSU's response to go ahead
Field visits by the Consultant's Hydrogeologist, to the TMAs of Tando Allahyar, Tando Adam and Shahdadpur	Field Visits carried out
Field visits by the Consultant's Communication & Community Outreach Specialist to the TMAs of Tando Allahyar, Mirpurkhas & Umerkot	Preliminary Field Visit of Tando Allahyar & Mirpurkhas carried out
Mobilisation of the Consultant's Legal Advisor; Water & Wastewater National Experts	Under Action

## 4 ACTIVITIES DURING THE REPORTING PERIOD

### 4.1 Staffing and Project Management

In the reporting period the professional staff on the project based at the Consultant's office were as follows:

**Table 4-1: Professional and Technical Staff**

Position - International	Start date	End date	Remarks
Municipal Finance, Tariff and Regulatory Advisor	23/02/12	21/04/12	60 days
Water Supply Expert	23/02/12	21/04/12	60 days
Position - National			
Deputy Team Leader/ MSE(WSS)	15/11/11		Continuous
Junior Engineer #1	9/02/12		Continuous
Urban Statistician	07/03/12	17/04/12	45 days
Communications & Community Outreach Specialist	22/03/12		90 days
Hydrogeologist	24/03/12		45 days

#### 4.1.1 Staff Work Programs

In January 2012 the Client requested the Consultant to provide work programs for staff member to enable them to more easily follow tasks undertaken and outputs achieved.

On 22 February BCE provided initial work programs for the seven International staff, with key National staff to follow. Progress on detailed individual plans is as follows:

##### International Staff:

- Team Leader – to be revised upon engagement of replacement.
- Municipal Services Engineer – to be completed upon engagement of replacement.
- Regional & Economic Planning & Urban Development Advisor – provided to Team Member for planning and discussion with PSU.
- Municipal Finance, Tariff and Regulatory Advisor – provided to team member for updating and forward planning, for submission in next reporting period.
- Safeguards Advisor (Environmental) – to be completed upon commencement of Team Member.
- Safeguards Advisor (LAR) – to be completed upon commencement of Team Member.
- Water Supply Expert – not completed.

##### National Staff:

- Communication & Community Outreach Specialist - provided to Team Member for planning and discussion with PSU.
- Hydrogeologist – completed.

#### 4.1.2 Consultant's Staffing Issues

The issue of adjustment of inputs of staff is still under discussion with the Client, it having been agreed that the changes will be the subject of a separate report in which the reasons for inputs adjustments will be substantiated by the Consultant. A draft Contract Amendment is being drafted for submission to the Client in the next reporting period.

#### 4.1.2.1 International Staff

##### **Regional, Economic Planning and Urban Development Advisor**

Mr Requito Bellosillo is planned to commence in the above position in early May.

##### **Municipal Services Engineer (SWM)**

As per the previous report, on 10 February 2012, BCE formally advised the PSU that the nominated MSE (SWM) Advisor, Mr Michael Coad, was not available to take up this role for a two months input. The CV of a new candidate was forwarded under cover of the same letter. This was followed up on 17 February with the mandatory second CV for a second candidate. The two CVs were subsequently reviewed by P&DD's CSC and one of the candidates was, the Consultant understands, deemed to be suitable. The results of the CSC review were forwarded to the ADB in the last week of the reporting period for their confirmatory approval which is still awaited.

##### **Safeguards Advisor (Resettlement)**

As per the previous report, BCE is actively looking for a replacement for Mr Lopez for this position, for which the estimated required input start is early June 2012 (2 months input).

#### 4.1.2.2 National Staff

National staff recruitment continued to be a problem for the Consultant, with 08 of the 23 positions unfilled, as can be seen in **Appendix A**.

BCE is in the process of shortlisting/forwarding CVs to PSU for water, Wastewater, Field Engineer & Junior Engineer in the next reporting period.

## 4.2 Fieldtrips

The Consultant commenced the first field trip to Tando Allahyar & Mirpurkhas w.e.f 6<sup>th</sup> to 7<sup>th</sup> April, 2012 to sort out establishing Field office at Mirpurkhas by the Office Manager, to ascertain groundwater conditions at Tando Allahyar by the Hydrogeologist and to familiarize with these cities regarding communication and Community Outreach Specialist point of view.

Another field trip took place w.e.f. 19<sup>th</sup> to 22<sup>nd</sup> April, 2012 for the cities of Tando Adam, Shahdadpur & Sanghar exclusively by the Hydrogeologist to ascertain groundwater conditions, quality of water, documenting the inventory of the groundwater assets, taking groundwater samples for both ground and surface water for testing and also to observe the water supply system including network etc.

## 4.3 Correspondence

Please see a schedule of project correspondence at Appendix D.



## 4.4 Meetings

During the reporting month, meetings, discussions with counterparts and other were undertaken whenever necessary. A summary is given in Table 4-4 below.

**Table 4-4: Table of Meetings**

Date	Meeting	Organisation	BCE/SMEC Staff	Comments / Issues
24/04/12	Discussion on BCE's progress and issues	ADB, PSU & BCE	Actg.TL, Senior Manager(HR) SMEC, Lahore	Team Leadership and other issues were discussed in the Tripartite meeting
28/04/12	Progress of SCIP-03	PSU & BCE	Actg.TL, C&COS, HG, JE	Progress was reviewed and steps as taken by BCE to accomplish the tasks

## 4.5 Other Matters

### 4.5.1 Consultant's office arrangements

#### 4.5.1.1 Procurement of Additional Office Equipment

At the meeting between the Consultant and PSU of 1 February 2012, it was agreed that BCE would take advice from PSU's MIS section on the procurement of the computers, PSU having recently procured a number of HP desk-top models.

The Consultant wrote to the PSU on 8 February 2012 with a full list of additional office equipment they wish to procure.

PSU's Procurement Committee met on 22 February 2012 to review and approve the Consultant's list of additional office equipment. The results of this review were forwarded to the ADB for confirmatory approval received by PSU on March 23 and conveyed to BCE on March 24, 2012.

Procurement of Additional Office Equipment is completed in April and is in use.

#### 4.5.1.2 Urban Unit office arrangements

It is understood that the incoming Regional, Economic Planning and Urban Development Advisor, assisted by the Urban Statistician, will be working with the Client's Urban Unit staff, out of the Urban Unit. Discussions will need to be undertaken with the Client ensure that the necessary arrangements are made, and that communication protocols between the core project team, the Urban Unit, and the PSU are agreed upon.

## 5 PROJECT OUTPUTS

Table 5-1 below presents the updated ledger of the deliverables and reports at the end of the reporting month.

**Table 5-1: Table of Deliverables at the End of Reporting Period**

Item Number	Title	Position	Due Date	Delivered Date
01	Monthly Progress Report	Actg. Team Leader	05/04/2012	28/04/2012
02	Report on Sub-Project Activities Assessment (WSS)	Water Supply Expert (Int'l)	April 2012	27/04/2012

### 5.1 Work Plan 5/2/12 – Revised April 2012

The Work Plan (**Appendix C**) shows the number of activities through the reporting period. Progress on these is described in the following sections.

### 5.2 Project Tasks

#### **Item 1.2: Procurement of Logistics and Facilities Required for Consultant’s Team**

Section 4.5.1 above describes the current status.

#### **Item 1.3: Organisation and Management of Consultant’s Team**

Acting Team Leader/Deputy Team Leader, Mr Amjad Habib, and BCE project co-ordinator, Ms Amanda Galvin Myers, continue to handle day-to-day project organisation. These are interim measures while the Consultant progresses ongoing team leadership options. A possible replacement Team Leader was proposed to the Client, however before progressing further, the Client wishes to clarify changes to overall Team Member inputs through a Contract Amendment.

A video conference with the ADB was scheduled for 24 April, 2012. However due to unexpected BCE Brisbane office staff illness and associated mis-communication, this unfortunately did not proceed.

#### **Item 3.2: Develop and Implement IPPMS for SCIP and identify M&E Framework against the Action Plan**

No activity for this intermittent activity in this reporting period, apart from furnishing the Client with hard copies of a revision to the Consultant’s Strategy Report: Monitoring and Evaluation, as issued in soft copy at the end of the last reporting period. Although the reporting is on programme, the implementation of the baseline studies (Item 3.2B) has fallen behind schedule, as described later.

#### **Item 3.3: Advise provincial authorities on their roles and responsibilities as part of USC Board of Directors**

This task has not been commenced.

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### **Item 3.4: Develop and Implement a PSU Capacity Development and Training Plan**

An amended Capacity Development and Training Plan for PSU and was submitted on 2 April. Presentations have been prepared for the following sessions: Introduction; Financial Feasibility Analysis, Economic Feasibility Analysis.

### **Item 3.5: Revise and finalise draft Sindh drinking water policy.**

The Water Supply Expert collected information on Drinking Water Policy including related regulations and standards and discussed with DTL the areas to focus on under the Sindh Drinking Water Policy. Mr Makini analysed the Halcrow Report as part of the review to Sindh Drinking Water Policy and sought feedback from PSU on implementation experiences lessons learnt in implementing the water policy. Work on the water policy will continue during the WSE's break.

### **Item 3.6: Advise on implementation guidelines for drinking water and sanitation and SWM policies.**

Work will start during the next mobilization of experts.

### **Item 3.7: Conduct study of water supply and wastewater management regulatory needs.**

No specific action was taken on this task during the reporting period. The work now being undertaken by the Water Supply Expert on the Sindh Drinking Water Policy (Item 3.5 above) will have some implications for this task. Upon his next mobilization, the MFTRA will also work with the WSE and the Communications and Community Outreach Specialist to progress this task.

### **Item 3.8: Develop and assist PSU in executing communications strategy and outreach to raise public awareness of urban service provision reforms.**

Still in process of submitting Work Plan and communications strategy report.

### **Item 3.9: Advise on municipal service provision to low-income communities.**

This will be addressed by the MFTRA in his next mobilization.

### **Item 3.11: Provide technical advice to the PSU as needed.**

This is an ongoing and intermittent activity.

### **Item 4.2: Prepare legal documentation of new USC.**

Documentation requirements will be clarified in consultation with PSU. It is planned to mobilise the Legal Advisor in June, 2012.

### **Item 4.3 Prepare management contract for second Sindh cluster based upon Punjab Cities' Improvement Program example.**

See above.

### **Preparation of Sub-Contracts under (PKR) Provisional Sum**

The evaluation of the EOIs for the mapping studies, as started in January 2012, continued into February when the evaluation of the baseline studies EOIs commenced; and the RFP for the mapping studies was substantially completed. The mapping studies program is behind program,

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and the baseline studies program is also behind program given that the procurement process is still underway and the Work Plan shows the studies were due to commence in March and April.

**Item 5.1.1: Water Supply System Mapping for Potential Tranche 2 Towns (and subtasks)**

**Item 5.1.3: Wastewater Management Master Plans for Tranche 2 Towns (and subtasks)**

**Item 5.1.4: Investigate existing house connections and assess whether they need to be replaced to ensure effective 24/7 operation.**

**EOIs/RFP - ADB Submission 1 for Water Supply, Wastewater & Solid Waste Management Baseline Studies**

The Consultant's Contracts & Procurement Specialist worked on this component continuing on a home-input arrangement. He arranged for the finalisation of the EOIs evaluation list through PSU/CSC.

At the same time he produced the RFP (in ADB format) incorporating the Terms of Reference produced by the Consultant's Monitoring & Evaluation Specialist (based on data provided in the Consultant's Strategy Report), for Baseline Studies, delivered Submission 1 to the PSU in first week of April, 2012, which was sent back in mid April for Re-submission on new ADB Format, which is under action and will be submitted shortly.

**EOIs/RFP - ADB Submission 1 for Water Supply, Wastewater & Solid Waste Management Mapping Studies**

The Contracts & Procurement Specialist also arranged for the finalisation of the Mapping Studies EOIs evaluation list through PSU/CSC. He worked at the same time on putting together the RFP (in ADB format), this incorporating the Terms of Reference produced by the Consultant's MIS/Mapping Specialist; delivered to the PSU on 19 March, 2012, which was sent back in mid April for Re-submission on new ADB Format, which is under action and will be submitted shortly.

**Item 5.1.2.1: Carry out analysis of existing water supply system in terms of coverage and water availability, using the maps developed.**

Although developed maps are not yet available, a proper analysis can be undertaken for each town once the actual extent of the water supply networks in the cluster towns and customer base information is available. Up-to-date maps of the water supply networks will obviously enhance progress on this work. Preliminary information was also gathered from TMAs during the Field Visits held in February and March 2012.

**Item 5.1.2.2: Identify potential sources of water and assess their yield, using existing information and conduct hydrogeological investigation where required.**

The Hydrogeologist was mobilized at the end March, 2012. He has been briefed on issues including the assessment of the potential yield of both surface and ground water in Tando Allahyaar, Umerkot, Tando Adam, and Shahdadpur. Hydrogeologist carried out two Field Trips covering Mirpurkhas, Tando Allhayar, Sanghar, Tando Adam and Shahdadpur during the period.

**Item 5.1.2.4: Prepare report on current and future demand for water, based on population and demand projections.**

Initial population and demand projections were obtained, based on information acquired from different sources. Population estimates have recently been updated by the Urban Statistician and will be provided during the next reporting period.

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**Item 5.1.2.5: Assess needs for investment in water production for 2012 to 2037.**

As per the previous report, the ongoing work on the subprojects will identify these requirements which will then become part of the Master Plans. The investment needs in 'water production' will be influenced by the population projections and resulting demand.

**Item 5.1.2.6: Develop proposal based on work already done on zoning the water supply system to move to 24/7 water supply.**

No progress was made on this task during the reporting period. This will commence when there are up-to-date drawings/maps of the cluster towns' distribution networks.

**Item 5.1.3.4: Develop proposals following evaluation of alternative solutions.**

This task will not commence until the mapping work is completed.

**Item 5.1.4A: BCE prepares EO adverts, EOIs evaluation with PSU, preparation of RFP, evaluation of bids, appointment of firm.**

This item was scheduled for commencement in February for completion in March; for sub-consultancy commencement in April. It is overdue for completion. The National Municipal Services Engineer (SWM) has prepared the ToR for the outsourced services and submitted to PSU (waste generation characterization, time and motion studies, inventory of existing solid waste infrastructure, staff, vehicles and equipment).

**Item 5.1.4.1: Undertake in-depth field assessment of physical infrastructure and systems.**

The National Municipal Services Engineer (SWM) undertook Field Visits to four towns as previously mentioned (Tando Allahyaar, Sanghar, Tando Adam, Shahdadpur); and prepared field visit reports for all six towns visited to date.

**Item 5.1.4.3: Review current and planned private sector interventions, including the activities of the informal private sector.**

As per the previous report, tasks relating to 5.1.4 in general have been slow to commence due to the non-availability of the original International MSE (SWM) and the current process to replace him. Hence these tasks will need to be put back at least one month and the Work Plan amended.

**Item 5.1.4.4: Carry out technical analysis and identify institutional, regulatory and physical improvement options.**

See above.

**Item 5.1.4.5: Identify sanitary landfill sites based on World Bank and ADB guidelines.**

Guidelines for selection of sites for sanitary landfill in TMAs were prepared by MSE (SWM) and were sent to PSU which they have shared with the Municipalities who are in process of identifying sites, on receipt of proposed sites MSE (SWM) will finalize the same.

**Item 5.1.4.8: Conduct wide ranging stakeholder consultations.**

The Communication and Community Outreach Specialist visited Mirpurkhas and Tando Allahyar and met TMAs during the period. Ms Bhatti has been liaising with PSU to clarify and agree on the stakeholders to be consulted.

**Item 5.2.1.1: Identify subprojects and advise PSU on the capital investments to be considered for Tranche 2.**

The identification of subprojects is being carried out by Consultant's municipal engineers in close coordination with the PSU Municipal Services Specialist and staff. An initial target sent by the PSU MSS is to draft a list of subprojects by 15 April, to be finalized in the next reporting period.

**5.2.2.1: Prepare feasibility studies for Tranche 2 subprojects identified.**

This task is dependent on 5.2.1.1.

**5.2.2.2: Conduct assessment of groundwater and/or subsurface water supplies, including water quality analysis as necessary.**

The WSE (Int'l) held regular discussions with the Hydrogeologist on areas to be investigated relating to water quality and safe yields from potential and existing water sources (both groundwater and surface water) in the cluster towns.

## 5.3 Key Issues

The key issues identified are:

1. The feasibility studies and subprojects identification must start without the advantages of (a) completion of the towns mapping; and (b) Master Plans delivery. This situation has arisen from the lengthy CQS procedure (PSU/CSC/ADB approvals at each step) as it relates to the Mapping & Baseline Studies. This has a knock-on effect on the Master Plans, with completion pushed back to September.
2. An early start and completion of sub-contract documentation for SWM studies, assets inventories studies (for the SAMAs) and, to follow, geotechnical and hydrogeological investigations are mandatory to complete all the tasks.
3. Early feedback from the Towns field visits is that the TMAs have very little utilities mapping and as-built drawings. This is very problematic and requires that the Consultants will have to develop some rudimentary mapping using the (PKR) Provisional Sum to fund survey work and mobilizing the national Senior Surveyor and Field Engineer to supervise.
4. The Consultant to speed up the recruitment process for National staff, with short-term focus on the recruitment of Water Supply Engineer, Wastewater Engineer, Field Engineer, Junior Engineer, and Senior Surveyor.
5. The Consultant to speed up plans for project team leadership.

## 5.4 Activities for next reporting period

The Consultant's activities for May 2012 are planned to include the following:

- Proposal for Contract Amendment No. 2
- Progress replacement Team Leader mobilisation
- Agree on communication protocols and other matters associated with the commencement of the Regional and Economic Planning and Urban Development Advisor
- Seeking ADB's early approval for Submission 1 and commencement of bidding process for the top-ranked EOI Company for Mapping & Baseline Studies
- First Draft Report regarding Revision and finalization of Sindh Drinking Water Policy by Water Supply Expert
- ToRs for the SWM outsourced studies sent to PSU in April, seeking their approval and to go ahead for preparation of advert, and insertion into local newspapers, for EOIs for the SWM studies
- Preparation of RFPs for the SWM studies
- Mobilization of Legal Advisor and Senior Surveyor
- Mobilization of Regional, Economic & Urban Development Advisor for Urban Unit (Task A4)
- Approval/Mobilization of Water & Wastewater Expert (National), Junior Engineer and Field Engineer
- Field Visits by Hydrogeologist for groundwater studies and sampling of groundwater and surface water
- Feasibility Studies for Water Supply sector to be started



## **APPENDICES**

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- APPENDIX A: INTERNATIONAL AND NATIONAL STAFF INPUTS TO 30 APRIL, 2012**
- APPENDIX B: MEETING RECORDS**
- APPENDIX C: PROJECT WORK PLAN – APRIL, 2012**
- APPENDIX D: CORRESPONDENCE**

## **APPENDIX A**

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International & National Staff Inputs to 30 April, 2012

International Staff Inputs to 30<sup>th</sup> April 2012

No.	Name in Contract / Replacement	Position	Unit Assigned	CA No.1 (PMs)	Prop. Adjusted Inputs (PMs)	Date Started	Date Finished	Input in 2010 (PMs)	Prev. Input in 2011/ 2012 (PMs)	Input in April 2012 (PMs)	Total Input to Date (PMs)
1.	Peter M Griffiths	Institutional Reform and Municipal Services Advisor	PSU	9.0	TBD	06/07/10 26/10/11	09/11/10 Continuing	4.20	4.03	-	8.23
2.	Michael Adrian Coad / TBR	Municipal Services Engineer/Advisor	PSU	2.0	TBD	-	-	-	-	-	-
3.	George Malcolm Horner / Requito Bellosillo	Regional, Economic Planning & Urban Development Advisor	UU	9.0	TBD	05/07/10	14/08/10	1.40	-	-	1.40
4.	Emmanuel Travino	Municipal Finance, Tariff and Regulatory Advisor	PSU	8.0	TBD	6/07/10 23/02/12	10/09/10 21/04/12	2.27	1.27	0.7	4.24
5.	Md. Nazim Uddon	Safeguards Advisor (Environment)	PSU	2.0	TBD	-	-	-	-	-	-
6.	Miguel Lopez / TBR	Safeguards Advisor (LAR)	PSU	2.0	TBD	-	-	-	-	-	-
7.	Sharyn Bow / Donald Makini	Water Supply Expert	PSU	4.0	TBD	23/02/12	21/04/12	-	1.27	0.7	1.97

Note: (1) TBR = To be recruited; (2) TBD = To be determined/agreed with PSU; (3) Input calculations take account of international travel days

National Staff Inputs to 30<sup>th</sup> April 2012

No.	Name in Contract/Replacement	Position	Unit Assigned	CA No.1 (PMs)	Prop. New Inputs	Start of Input	Finish of Input	Input in 2010 (PMs)	Prev. Input in 2011/12 (PMs)	Input in April 2012 (PMs)	Total Input to Date (PMs)
1.	Anwar Mujahid / Amjad Habib	Municipal Services Engineer (WSS) Municipal Services Engineer (WSS) / DTL	PSU	12.0	TBD	02/08/10 15/11/11	01/10/10 Continuing	0.64 -	- 4.47	1.00	6.11
2.	Saadat Ali	Municipal Services Engineer (SWM)	PSU	4.0	TBD	02/08/10 27/02/12	29/09/10 Continuing	0.74	0.10	-	1.13
3.	Saeed-uz Zafar / TBR	Municipal Services Delivery / Low Income Unit Advisor	PSU	3.0	TBD	28/11/11	10/12/11	-	0.43	-	0.43
4.	Chaudhry Wasiq Yar	Safeguards Advisor (Environment)	PSU	6.0	TBD	-	-	-	-	-	-
5.	Zafar Ali / TBR	Safeguards Advisor (Social, Land Acquisition & Resettlement)	PSU	6.0	TBD	-	-	-	-	-	-
6.	Farhan Sami Khan	Monitoring & Evaluation Specialist	PSU	6.0	TBD	27/10/11	26/01/12	-	3.00	-	3.00
7.	Balal A. Khawaja	Legal Advisor	PSU/UU	4.0	TBD	-	-	-	-	-	-
8.	Tasneem Bhatti	Communication & Community Outreach Sp.	PSU	6.0	TBD	22/03/12	Ongoing	-	0.32	1.00	1.32
9.	Nasira Asghar	Urban Statistician	UU	4.0	TBD	07/03/12	17/04/12	-	0.74	0.56	1.3
10.	Mairaj Siddiqui / TBR	MIS/Mapping Specialist	UU	6.0	TBD	26/01/12 (3)	Ongoing	-	0.2 (5)	-	0.20 (5)
11.	Yasir G / TBR	Water Supply Engineer	PSU	6.0	TBD	-	-	-	-	-	-
12.	Manwar Ahmad / TBR	Wastewater Engineer	PSU	6.0	TBD	-	-	-	-	-	-
13.	Zafar Iqbal / TBR	Senior Surveyor #1	PSU	4.0	TBD	-	-	-	-	-	-
16.	A. Gaffar Qureshi / TBR	Field Engineer #1	PSU	4.0	TBD	-	-	-	-	-	-
19.	TBR	Structural Engineer	PSU	2.0	TBD	-	-	-	-	-	-
20.	TBR / Ali Imam Qadri	Contracts & Procurement Specialist	PSU	3.0	TBD	25/02/12 (3)	Ongoing	-	0.08	0.32 (5)	0.40 (5)
21.	TBR	Financial & Economic Analyst	PSU	3.0	TBD	-	-	-	-	-	-
22.	TBR	Quantity Surveyor	PSU	4.0	TBD	-	-	-	-	-	-
23.	Md. Qamar uz Zaman	Hydrogeologist	PSU	3.0	TBD	24/03/12	Ongoing	-	0.25	1.00	1.25
24.	Muhammad Rashid	Electrical / Mechanical Engineer	PSU	2.0	TBD	-	-	-	-	-	-
25.	Ambreen Bibi	Junior Engineer #1	PSU	8.0	TBD	-	-	-	-	-	-
26.	Aiman Arshad / TBR	Junior Engineer #2	PSU	8.0	TBD	-	-	-	-	-	-
23.	Ali Jan Mughal / TBR	CAD Operator / Draftsman #1	PSU	6.0	TBD	-	-	-	-	-	-
24.	TBR (1)	CAD Operator / Draftsman #2	PSU	6.0	TBD	-	-	-	-	-	-

Note: (1) In Contract Amendment #1 only one person is allocated for this position; (2) TBR = To be recruited ; (3) TBD = To be determined/agreed with PSU; (4) Home-Based Input; (5) Estimate

## **APPENDIX B**

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### Meeting Records

From: [suhaib@scip.gos.pk](mailto:suhaib@scip.gos.pk)  
To: [ahpmem@hotmail.com](mailto:ahpmem@hotmail.com)  
Subject: FW: Attn: Amanda Myers- Video Conference between ADB & BCE  
Date: Tue, 15 May 2012 12:52:33 +0500

Dear Amjad

Refer to our telephonic discussion , Invitation for Video Conference to BCE is enclosed for your reference and below emails. Please note we have not issued any Minutes of meeting during ADB's review Mission with BCE. If you have prepared any, you may share with PSU.

Kind regards  
Suhaib Qureshi



Program Support Unit  
Sindh Cities Improvement Program (SCIP)  
Planning & Development Department  
Government of Sindh



**Minutes of the Meeting**

**Venue:** Committee Room, Program Support Unit, SCIP – Karachi

**Dated:** 28<sup>th</sup> April -2012

**Agenda:** To review the progress of BCE

A meeting was held on April 28, 2012 under the chairmanship of Program Director PSU-SCIP. The meeting was attended by PSU Specialists and BCE Team.

**Participants of BCE**

**Participants of PSU**

Mr. Amjad Habib DTL

Mr. Muhammad Khalid MSS (SWM)

Mr. Qamar Uz Zaman- Hydrogeologist

Mr. Nabesh Akhtar MSS (WSS)

Ms Nasira- Urban Statistician

Mr. Jamal Shoro (M&E Specialist)

Ms Tasneem Bhatti Communication Specialist

Mr. Suhaib Qureshi (HR&C Specialist)

Executive Engineers of PSU

**Key Issues and Progress**

In precisely following key points are briefly discussed:

- Payments of IT Equipments are pending with BCE and approx Rs 528.000/- is still outstanding.

**Decision:** Mr Amjad has informed that he is contact with Lahore office regarding this matter and outstanding amount will be paid very soon.



Program Support Unit  
Sindh Cities Improvement Program (SCIP)  
Planning & Development Department  
Government of Sindh



- Program Director inquired Ms Tasneem Bhatti- (Communication Specialist and outreach Specialist) regarding her work and progress. She discussed her current progress and submitted her revised work Plan.

**Decision:** After discussion it was mentioned that it is very unfortunate that it has been almost one month since her mobilization but still she is not very clear about her TORs and strategy formulation. Program Director may demobilize the Specialist as per her slow work progress. It is further decided that she would again discuss her TORs with PSU and submit her work plan accordingly.

- PSU inquired about the mobilization of National Consultants as per sheet submitted by Mr Muhammad Mansha during ADB's mission review and PSU asked for the CVs submissions of required National consultants for mobilization and confirm the status of consultants who will be mobilized in near future.

**Decision:** BCE expressed their concerns as over load of paperwork regarding status and confirmation but BCE will share the relevant CVs of national Consultants accordingly.

- Program Director showed his concerns for late submissions of MPRs and Mr Amjad Habib-DTL has clearly mentioned that he has submitted in time and sent MPR to Amanda but delay has occurred due to Amanda who was supposed to incorporate her comments in MPR

**Decision:** Mr. Amjad Habib assured PSU that in future, MPRs will not be delayed and will be submitted in time.

- Discussed the issue for mobilization of Team Leader and PSU asked BCE to consider Competent Consultants who can lead BCE and provide support and expertise to also cover urban development aspects.





Program Support Unit  
Sindh Cities Improvement Program (SCIP)  
Planning & Development Department  
Government of Sindh

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**Decision:** BCE will share the CVs of Competent Consultant for the position of Team Leader.

- RFP submission of Baseline survey and Mapping studies is still pending at BCE. 1<sup>st</sup> email sent to Amjad on 21<sup>st</sup> March 2012 for confirmation of sharing RFP for Mapping Studies but RFP for Baseline survey was not sent by BCE. BCE submitted the RFP for Baseline on 3<sup>rd</sup> April 2012. PSU has sent the ADBs comments to BCE (Mr. Amjad Habib) regarding RFP submission of Mapping and Baseline Survey on dated 16<sup>th</sup> April 2012 but still PSU has not received the submission of RFP with revised changes as per ADB comments.

**Decision:** Mr Amjad Habib has assured and confirmed PSU to submit the RFP with revised changes till 2<sup>nd</sup> May 2012 (Wednesday).

- PSU has confirmed the submission of the report on Sub Project Activities Assessment by Donald Makini on dated 27<sup>th</sup> April 2012.

**Decision:** PSU's Specialists will review the report and will advise their comments accordingly till next week.

## **APPENDIX C**

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Project Workplan – April 2012

SCIP-03 WORK PLAN - APPROVED 5/2/12 - REVISION APRIL 2012

Tasks in Terms of Reference			Consultant's Personnel with Main Task Responsibility			Monthly Progress - April			2010				2011				2012				
									Jul	Aug	Sep	Oct	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1.0	<b>Mobilisation</b>																				
1.1	Mobilisation of Consultant's Team					COMPLETED - Replacement staffing ongoing as required															
1.2	Procurement of Logistics and Facilities required by Consultant's Team		TL, DTL			BCE, DTL															
1.3	Organisation and Management of Consultant's Team		TL, DTL			BCE, DTL															
1.4	Establish Consultation and Coordination Links		TL			BCE, DTL															
1.5	Obtain Project Data		TL + Team																		
1.6	Preparation of Project Inception Report (PIR)		TL			COMPLETED															
2.0	<b>Program Management</b>																				
2.1	Project Management and Control System (PMCS)					BCE															
3.0	<b>A1. Support the PSU in overall monitoring and evaluation of SCIP, and implementation of the SCIP Action Plan for Reform, including propelling the reform agenda and implementing province-wide policy, regulatory and institutional change</b>																				
3.1	(i) Review work plan, budget including OSF, and organisational structure		TL, DTL, MFTR Adv			MFTR Adv ?															
3.2	(ii) Develop and implement IPPMS for SCIP and develop M&E Framework against the Action Plan		M&E Spec.			M&E Spec															
3.2.A	BCE prepares EOI adverts, EOI evaluation with PSU, preparation of RFP, evaluation of bids, appointment of firm		DTL, M&E Spec.			DTL															
3.2.B	Appointed firm carries out baseline studies in central Sindh towns		Outsourced to sub-contractor			Procurement still in progress															
3.3	(iii) Advise provincial authorities on their roles and responsibilities as a part of USC Board of Directors		TL, DTL, MFTR Adv			BCE, MFTR Adv															
3.4	(iv) Develop and implement PSU capacity development and training plan		MFTR Adv, TL, DTL			MFTR Adv, BCE															
3.5	(v) Revise and finalise draft Sindh drinking water policy		WS Expert (Int) , WS Eng (Nat)			WS Expert (Int)															
3.6	(vi) Advise on implementation guidelines for drinking water and sanitation and SWM policies		WS Exp (Int), WS Eng (Nat), WW Eng (Nat), MSE (SWM) (Nat)			WS Expert (Int), MSE (SWM) (Nat)															
3.7	(vii) Conduct study of water supply and wastewater management regulatory needs		WS Exp (Int), WS Eng (Nat), WW Eng (Nat)			WS Expert (Int), MFTR Adv															
3.8	(viii) Develop and assist PSU in executing communications strategy and outreach to raise public awareness of urban service provision reforms		Commun. Spec.			Commun. Spec.															
3.9	(ix) Advise on municipal service provision to low-income communities		MSD/Low Inc Unit Adv, M&E Spec, MFTR Adv			M&E Spec, MFTR Adv															
3.10	(x) Prepare Second Financing Report - PFR - for second cluster, based on Punjab Cities Implementation Program experiences.		MFTR Adv, TL, DTL			MFTR Adv & ???															
3.11	(xi) Provide technical advice to the PSU as needed		BCE Team (Technical)			BCE Team (Technical)															
4.0	<b>A2. Identification and Formation of Second Cluster in the Central Sindh including incorporation, Formation, Legal Documentation, and Operationalisation of USC in Central Sindh.</b>																				
4.1	(i) Identification of potential TMAs for formation of cluster		TL, DTL			COMPLETED															
4.2	(ii) Prepare legal documentation of new USC		Legal Adv, TL, DTL			DTL meeting with Legal Advisor 19/3															
4.3	(iii) Prepare management contract for second Sindh cluster		Legal Adv, TL, DTL			DTL meeting with Legal Advisor 19/3															
5.0	<b>A3. Mapping &amp; Master Planning, Identification of Subprojects, Feasibility Studies &amp; Preliminary Engineering Designs and Cost Estimates</b>																				
5.1	<b>(I) Master Planning and Mapping Studies for Tranche 2</b>																				
5.1.1	<b>1. Water Supply System Mapping for Potential Tranche 2 Towns</b>																				
5.1.1.A	BCE prepares EOI adverts, EOI evaluation with PSU, preparation of RFP, evaluation of bids, appointment of firm		DTL, MIS & Mapping Spec			DTL															
5.1.1.1	(i) Gather existing network maps and update information as needed about the water supply system		Outsourced to sub-consultant			Procurement still in progress															
5.1.1.2	(ii) Map the water supply network using AutoCAD® or similar software approved by the Client		Outsourced to sub-consultant																		
5.1.1.3	(iii) Conduct study on available sources of water for each Town based on current and future needs		WS Exp (Int), WS Eng (Nat)			WS Exp (Int)															
5.1.1.4	(iv) Investigate existing house connections and assess whether they need to be replaced to ensure effective 24/7 operation		WS Eng (Nat) + TMA			WS Exp (Int)															
5.1.2	<b>2. Water Supply Master Plans for Tranche 2 Towns</b>																				
5.1.2.1	(i) Carry out analysis of existing water supply system in terms of coverage and water availability, using the maps developed		WS Exp (Int), WS Eng (Nat)			WS Exp (Int)															
5.1.2.2	(ii) Identify potential sources of water and assess their yield, using existing information where possible and conduct hydro-geological investigation where required		WS Exp (Int), WS Eng (Nat), Hydrogeologist			WS Exp (Int), Hydrogeologist															
5.1.2.3	(iii) Conduct surveys of existing system and the level of service that it provides		WS Exp (Int), WS Eng (Nat), Sen Surveyor, Field Eng			WS Exp (Int)															
5.1.2.4	(iv) Prepare report on current and future demand for water, based on population and demand projections		WS Expert (Int), WS Eng (Nat), Urban Statistician			WS Expert (Int), Urban Statistician															
5.1.2.5	(v) Assess needs for investment in water production 2012-2037		WS Expert (Int), WS Eng (Nat)			WS Exp (Int)															
5.1.2.6	(vi) Develop proposals based on work already done on zoning the water supply system to move to 24/7 water supply		WS Expert (Int), WS Eng (Nat)			WS Exp (Int)															
5.1.2.7	(vii) Prepare Water Supply Master Plan Report		WS Expert (Int), WS Eng (Nat)			WS Exp (Int)															
5.1.3	<b>3. Wastewater Management Master Plans for Tranche 2 Towns</b>																				
5.1.3.A	As for 5.1.1.A above		As for 5.1.1.A above			DTL															
5.1.3.1	(i) Gather existing network maps and information about the sewerage and drainage system and update if information is inadequate		Outsourced to sub-contractor			Procurement still in progress															
5.1.3.2	(ii) Map existing system using AutoCAD or similar software		Outsourced to sub-contractor																		
5.1.3.3	(iii) Investigate and report the condition of existing pumping stations		WW Eng (Nat), Elect / Mech Eng., Struct. Eng.			WW Eng (Nat), Elect / Mech Eng., Struct. Eng.															
5.1.3.4	(iv) Develop proposals following evaluation of alternative solutions		WW Eng (Nat)			???															
5.1.3.5	(v) Prepare Wastewater Master Plans		WW Eng (Nat)			???															
5.1.4	<b>4. SWM Master Plans for the selected Tranche 2 towns</b>																				
5.1.4.A	BCE prepares EOI adverts, EOIs evaluation with PSU, preparation of RFP, evaluation of bids, appointment of firm		DTL, Contracts & Proc Spec, MSE (SWM) (Nat)			DTL, Contracts & Proc Spec, MSE (SWM) (Nat)															
5.1.4.1	(i) Undertake in-depth field assessment of physical infrastructure and systems		Outsourced to sub-consultant																		
5.1.4.2	(ii) Investigate and report the quantity and composition of waste through field surveys, and prepare projections over 10 years		Outsourced to sub-consultant																		
5.1.4.3	(iii) Review current and planned private sector interventions, including the activities of the informal private sector		MSE (SWM) (Int), MSE (SWM) (Nat)			Awaiting Sta.Ana NOL, MSE (SWM) (Nat)															
5.1.4.4	(iv) Carry out technical analysis and identify institutional, regulatory and physical improvement options		MSE (SWM) (Int), MSE (SWM) (Nat)			Awaiting Sta.Ana NOL, MSE (SWM) (Nat)															
5.1.4.5	(v) Identify sanitary landfill sites based on World Bank and ADB guidelines		MSE (SWM) (Int), MSE (SWM) (Nat)			Awaiting Sta.Ana NOL, MSE (SWM) (Nat)															
5.1.4.6	(vi) Prepare a framework of guidelines for obtaining Clean Development Mechanism (CDM) benefits		MSE (SWM) (Int), MSE (SWM) (Nat)			Awaiting Sta.Ana NOL, MSE (SWM) (Nat)															
5.1.4.7	(vii) Prepare monitoring and verification plan as per approved CDM methodology		MSE (SWM) (Int), MSE (SWM) (Nat)			Awaiting Sta.Ana NOL, MSE (SWM) (Nat)															
5.1.4.8	(viii) Conduct wide ranging stakeholder consultations		Commun Spec, MSE (WSE) (Nat)			Commun. Spec., MSE (WSE) (Nat)															
5.1.4.9	(ix) Prepare SWM Master Plans Report		MSE (SWM) (Int), MSE (SWM) (Nat)			Awaiting Sta.Ana NOL, MSE (SWM) (Nat)															

LEGEND:  Continuous Activity    Intermittent Activity    BCE + PSU/TMA    Area of Concern    Milestones    Current Task    Period outside contract end



	Tasks in Terms of Reference	Consultant's Personnel with Main Responsibility on Task	Monthly Progress - April	2010				2011			2012												
				Jul	Aug	Sep	Oct	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
				i	ii	iii	iv	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
5.2	(II). Project Preparation for Tranche 2 Towns																						
5.2.1	1. Project Identification and Preparation																						
5.2.1.1	(i) Identify subprojects and advise PSU on the capital investments to be considered for Tranche 2 (Report) [IDENTIFY PRIORITY WORKS]	TL, DTL, Engineers	DTL, MFTR Adv																				
5.2.2	2. Feasibility Studies and Preliminary Engineering Designs																						
5.2.2.1	(i) Prepare feasibility studies for Tranche 2 subprojects identified	BCE Team (technical)																					
5.2.2.2	(ii) Conduct assessment of groundwater and/or surface water supplies, including water quality analysis as necessary	WS Exp (Int), WS Eng (Nat)	WS Exp (Int), WS Eng (Nat)																				
5.2.2.3	(iii) Determine the technical viability of proposed subproject solutions, including benefits from Clean Development Mechanism (CDM)	BCE Team (technical)																					
5.2.2.4	(iv) Develop and define preliminary engineering designs, outline costs and estimates of time required to complete preferred options	BCE Team (technical)																					
	Summary Subprojects Appraisal Report (incl. ADB Review/Approval) (See Report 15 below)	TL, DTL, WS Exp, MFTR Adv																					
5.2.3	3. Subproject Costs, Economic and Financial Analysis																						
5.2.3.1	(i) Estimate subproject costs and summarize for ADB presentation	MFTR Adv, Fin. & Econ Anal (Nat)	MFTR Adv, Fin. & Econ Anal (Nat)																				
5.2.3.2	(ii) Prepare financial and economic analysis for the Tranche 2 subprojects in accordance with ADB standards	MFTR Adv, Fin. & Econ Anal (Nat)	MFTR Adv, Fin. & Econ Anal (Nat)																				
5.2.4	4. Land Acquisition, Resettlement and Social Assessment																						
5.2.4.1	(i) Prepare the Involuntary Resettlement Categorization Checklist.	Safeguards Adv (LAR) (Int), Safeguards Adv (LAR) (Nat)	Safeguards Adv (LAR) (Int), Safeguards Adv (LAR) (Nat)																				
5.2.4.2	(ii) Prepare Land Acquisition and Resettlement Plans for projects involving land acquisition and resettlement.	Safeguards Spec (LAR) (Int), Safeguards Adv (LAR) (Nat)	Safeguards Adv (LAR) (Int), Safeguards Adv (LAR) (Nat)																				
5.2.5	5. Environmental Safeguards																						
5.2.5.1	(i) Prepare Initial Environmental Examinations (IEE), or Environmental Impact Assessments (EIA) if required, and Environmental Management Plans (EMPs)	Safeguards Adv (Env) (Int), Safeguards Adv (Env) (Nat)	Safeguards Adv (Env) (Int), Safeguards Adv (Env) (Nat)																				
5.2.6	6. Social Safeguards																						
5.2.6.1	(i) Prepare Resettlement Plans (RP) or Due Diligence Reports (DDR) as needed in accordance with the Land Acquisition & Resettlement Framework (LARF)	Safeguards Adv (LAR) (Int), Safeguards Adv (LAR) (Nat)	Safeguards Adv (Env) (Int), Safeguards Adv (Env) (Nat)																				
5.2.7	7. Prepare Implementation Schedule																						
5.2.7.1	(i) Prepare a detailed Implementation Schedule	TL, DTL																					
6.0	A4. Start-up and Capacity Development of the Urban Unit and implementation of Urban Planning Initiatives and Reforms																						
	1. Urban Planning Initiatives and Reforms																						
6.1.1	Scoping study, SWOT analysis and strategic plans	Reg, Econ, Planning & UD Adv (Int)	Reg, Econ, Planning & UD Adv (Int), Urban Stat (Nat)																				
6.1.2	Sindh urban management information system and GIS databases	Reg, Econ Planning & UD Advis (Int)	Reg, Econ, Planning & UD Adv (Int), MIS & Mapping Spec (Nat)																				
6.1.3	Spatial planning capacity	Reg, Econ, Planning & UD Adv (Int)	Reg, Econ, Planning & UD Adv (Int), MIS & Mapping Spec (Nat)																				
6.1.4	Introduction of a simplified zoning system	Reg, Econ, Planning & UD Adv (Int)	Reg, Econ, Planning & UD Adv (Int)																				
REPORTS																							
1	Monthly Progress Reports	TL, DTL	DTL, BCE																				
2	Project Inception Reports	TL	COMPLETED																				
3	Mapping Studies Reports (Sub-Consultants)	Sub-Consultant																					
4	Social Survey Reports (Sub-Consultants)	Sub-Consultant																					
5	Water Supply Master Plans Report	DTL, WS Exp (Int), WS Eng (Nat)																					
6	Wastewater Master Plans Report	DTL, WW Eng (Nat)																					
7	SWM Master Plans Report	MSE (SWM) (Int), MSE(SWM) (Nat)																					
8	Project Preparation Report	TL, DTL, WS Exp (Int), MFTR Adv																					
9	Central Sindh USC Incorporation documents	TL, DTL, MFTR Adv, Legal Adv	DTL, MFTR Adv, Legal Adv																				
10	Asset Inventory Survey	Outsourced to Sub-Consultant																					
11	SAMAs, Shareholders agreements and Tripartite Agreements	TL, DTL, MFTR Adv, Legal Adv	DTL, MFTR Adv, Legal Adv																				
12	Management Contract for Central Sindh Towns	TL, DTL, MFTR Adv, Legal Adv	DTL, MFTR Adv, Legal Adv																				
13	Draft Sub-Project Feasibility / Prelim Eng Reports (Tranche 2)	BCE Team																					
14	Final Sub-Project Feasibility / Prelim Eng Reports (Tranche 2)	BCE Team																					
15	Summary Subprojects Appraisal Report	TL, DTL, WS Exp (Int), MFTR Adv																					
16	Periodic Finance Report (PFR)	TL, DTL, MFTR Adv																					
17	Draft Final Report	TL, DTL																					
18	Final Report	TL, DTL																					

LEGEND: Continuous Activity (Blue box), Intermittent Activity (Striped box), BCE + PSU/TMA (Yellow box), Area of Concern (Red box), Milestones (Blue triangle), Period outside contract end (Grey box), Activities outsourced to Sub-consultants as identified by the Client (Green box)

## **APPENDIX D**

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### Correspondence

**CORRESPONDENCE FROM CONSULTANT TO PSU: APRIL 2012**

<b>Nr</b>	<b>Date</b>	<b>Letter Reference</b>	<b>Subject</b>
1.	05/04/12	5065038/BCE/KPO/SCIP3/PSU/87	Request to provide information/data & assistance to BCE Consultants team visiting Tando Allahyar & Mirpurkhas
2.	05/04/12	5065038/BCE/KPO/SCIP3/PSU/88	Submission Of Inception Report (Final) – CD Format
3.	17/04/12	5065038/BCE/KPO/SCIP3/PSU/89	Request to provide information/data & assistance to Hydro-Geologist BCE visiting Tando Adam, Shahdadpur & Sanghar
4.	27/04/12	5065038/BCE/KPO/SCIP3/PSU/91	Request to provide information/data & assistance to Hydro-Geologist BCE visiting Mirpurkhas, Tando Allahyar & Umerkot
5.	27/04/12	5065038/BCE/KPO/SCIP3/PSU/92	Submission of report on Sub-Project Activities Assessment (Water Supply Sector)
6.	28/04/12	5065038/BCE/KPO/SCIP3/PSU/93	Monthly Progress Report for March, 2012

**CORRESPONDENCE FROM PSU to CONSULTANT: APRIL 2012**

<b>Nr</b>	<b>Date</b>	<b>Letter Reference</b>	<b>Subject</b>
1.	05/04/12	P&D/PSU/(SCIP)/CSUSC/257-12/2283	Official visit of National Consultants to Tando Allahyar, Mirpurkhas
2.	06/04/12	P&D/PSU/(SCIP)/CSUSC/257-12/2293	Report of the visit of the Program Support Unit, Sindh Cities Improvement Program and BCE Consultants to Tando Adam
3.	06/04/12	P&D/PSU/(SCIP)/CSUSC/257-12/2294	Report of the visit of the Program Support Unit, Sindh Cities Improvement Program and BCE Consultants to Umer KOT
4.	06/04/12	P&D/PSU/(SCIP)/CSUSC/257-12/2295	Report of the visit of the Program Support Unit, Sindh Cities Improvement Program and BCE Consultants to Shahdadpur
5.	06/04/12	P&D/PSU/(SCIP)/CSUSC/257-12/2296	Report of the visit of the Program Support Unit, Sindh Cities Improvement Program and BCE Consultants to Sanghar
6.	06/04/12	P&D/PSU/(SCIP)/CSUSC/257-12/2297	Report of the visit of the Program Support Unit, Sindh Cities Improvement Program and BCE Consultants to Mirpurkhas
7.	06/04/12	P&D/PSU/(SCIP)/CSUSC/257-12/2298	Report of the visit of the Program Support Unit, Sindh Cities Improvement Program and BCE Consultants to Tando Allahyar
8.	07/04/12	P&D/PSU/(SCIP)/PFS/SCIP-03/89-09/2291	PSU-SCIP's Response to alternatives to USC; Operate and Manage Contract or Concession Agreement, and prerequisite to WSS management success; Zonal and Subzonal Distribution Network
9.	09/04/12	MSS/2012/12/11MIR224-10/2294	Identification of Landfill SITE for Solid Waste Disposal
10.	18/04/12	P&D/PSU/(SCIP)/CSUSC/257-12/2312	Request to provide Assistance / support to Hydro Geologist, visiting Central Cluster Towns
11.	28/04/12	P&D/PSU/(SCIP)/CSUSC/257-12/2325	Request to provide Assistance / support to Hydro Geologist, visiting Central Cluster Towns

## PSU Comments on SCIP 03 MPR (April 2012)

Page	Reference	PSU Comment
Pg 3 3.2 Progress against previous month's planned activities	Seeking ADB's early approval for Submission 1 and commencement of bidding process for the top-ranked EOI Company	<u>RFP is still awaited from BCE on revised format in the reporting month</u>
	Finalisation of Baseline Studies - ADB Submission 1 for ADB's approval and commencement of bidding process for the top ranked EOI Company	
	Awaiting PSU's response to go ahead	Go ahead was given on April 13, 2012
	Finalization of RFPs for the SWM studies	Cannot prepare RFP unless EOIs invited, reviewed and the consultant are shortlisted
	Mobilisation of the Consultant's Legal Advisor; Water & Wastewater National Experts	Have been hearing for long. We are half way through and most of the national consultants have not been mobilized
Pg 4	4.1.2.2 National Staff	Have been hearing for long
Pg 8	Item 1.3: Organisation and Management of Consultant's Team	Supporting CV and comparative statement are still awaited
Pg 12	5.3 Key Issues (1)	<p>We strongly disagree with BCE's contention as we have already highlighted in MPR of March 2012. It is quite surprising to see such comments without having any basis.</p> <p>The following fact sheet will help explain our concern:</p> <p><b>Mapping Study</b> EOIs invited on 31st December 2011 Last date for submission for EOIs was 11<sup>th</sup> Jan 2012 Mr. Mairaj, MIS/ Mapping Specialist was allowed "home input" for seven days on Jan 02, 2012 to prepare ToRs. He was however mobilized on Jan 26, 2012 and the first version of draft ToRs was shared with PSU on Feb 2012.</p> <p>PSU team assisted to carry out / complete preliminary evaluation of EOIs and got the CSC approval on 10<sup>th</sup> March 2012 whereas the Submission 1 papers –incomplete in many respect were submitted on 3<sup>rd</sup> April 2012 For sharing / seeking concurrence of ADB. Submission 1 was</p>



Page	Reference	PSU Comment
		<p>sent to ADB on 6<sup>th</sup> April 2012. ADB has approved and gave comments on 16<sup>th</sup> April 2012 which was sent to BCE on same day 16<sup>th</sup> April 2012 to resubmit on revised format. <u>RFP is still awaited from BCE on revised format in the reporting month.</u></p> <p><b><u>Baseline Survey</u></b>  EOIs were invited on 3<sup>rd</sup> Jan 2012.  Last date for submission for EOIs was 17<sup>th</sup> Jan 2012  Mr. Farhan Sami, M&amp;E Specialist was available from Oct 27, 2011 to Jan 26, 2012 to prepare ToRs. PSU team assisted to carry out / complete preliminary evaluation of EOIs and got the CSC approval on 10<sup>th</sup> March 2012 whereas the Submission 1 papers –incomplete in many respect were submitted on 3<sup>rd</sup> April 2012 For sharing / seeking concurrence of ADB. Submission 1 was sent to ADB on 6<sup>th</sup> April 2012. ADB has approved and gave comments on 16<sup>th</sup> April 2012 which was sent to BCE on same day 16<sup>th</sup> April 2012 to resubmit on revised format. <u>RFP is still awaited from BCE on revised format in the reporting month.</u></p> <p><b><u>Contract and Procurement Specialist (C&amp;PS)</u></b>  PSU allowed mobilization of C&amp;PS on dated 24<sup>th</sup> January 2012 to lead the procurement process, he was however mobilized on Feb 25, 2012. Despite the mobilization of C&amp;PS, the procurement of Firms for Mapping Study and Baseline Survey is highly slow.</p>