



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 (7)
MAY 2012**





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ACRONYMS AND ABBREVIATIONS

ADB	Asian Development Bank
BCE	Brisbane City Enterprises Pty Ltd (Australia)
CSC	Consultant Selection Committee
DG	Director General
EGC	Engineering General Consultants Pvt Ltd (Pakistan)
EOI	Expression of Interest
MIS	Management Information System
NSUSC	North Sindh Urban Services Corporation
PD	Program Director
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 May 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 Dec 2011	21 Dec 2011
2	Monthly Report 2 – December 2011		5 Jan 2012	31 Jan 2012
3	Monthly Report 3 – January 2012		5 Feb 2012	24 Feb 2012
4	Monthly Report 4 – February 2012		5 Mar 2012	14 Mar 2012
5	Monthly Report 5 – March 2012		5 Apr 2012	28 Apr 2012
6	Monthly Report 6 – April 2012		5 May 2012	19 May 2012
7	Monthly Report 7 – May 2012		5 Jun 2012	
8	Monthly Report 8 – June 2012		5 Jul 2012	
9	Monthly Report 9 – July 2012		5 Aug 2012	
10	Monthly Report 10 – August 2012		5 Sep 2012	
11	Monthly Report 11 – September 2012		5 Oct 2012	
12	Draft Final Report	Appendix B (xii)	11 Oct 2012	
13	Project Final Report	Appendix B (xiii)	25 Oct 2012	

2 SCOPE OF THE CONSULTANCY

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 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.

3 THE WORK PLAN

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).

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 current project completion date is 25 October 2012. Due to various reasons including flood, unavailability of staff due to the delay in contract implementation explained above, time elapsed in nomination and approval of replacement staff and the intermittent/staggered nature of team inputs, project activities will need to extend beyond October 2012. The contract amendment being drafted includes a proposed extension until end of December 2012.

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

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

4 ACTIVITIES DURING THE REPORTING PERIOD

4.1 Progress against previous month's planned activities

Item	Progress
Proposal for Contract Amendment No. 2	Submitted in early June after before preparation of this report
Progress replacement Team Leader mobilisation	Under Evaluation by PSU/CSC
Agree on communication protocols and other matters associated with the commencement of the Regional and Economic Planning and Urban Development Advisor	Done
First Draft Report regarding Revision and finalization of Sindh Drinking Water Policy by Water Supply Expert	Under finalization, to be submitted in the next reporting period
Seeking ADB's early approval for Submission 1 and commencement of bidding process for the top-ranked EOI Company for Mapping & Baseline Studies	After comments of PSU to second revision for Mapping Study. Under finalization, to be submitted in next reporting period
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	Draft Advertisement regarding EOI sent to PSU. PSU to seek consent of ADB for Shopping method of procurement. Further actions to be taken in next reporting period

Finalization of RFPs for the SWM studies	Action to be taken in next reporting period depending on the procurement method
Field Visits by Hydrogeologist for groundwater studies and sampling of groundwater and surface water	Field Visits and water sampling carried out
Mobilization of Regional, Economic & Urban Development Advisor for Urban Unit (Task A4)	Mobilized w.e.f May 02, 2012
Mobilization of Legal Advisor and Senior Surveyor	Mobilization of Senior Surveyor approved while Legal advisor will be mobilized after the mobilization of new Team Leader.
Approval/Mobilization of Water & Wastewater Expert (National), Junior Engineer and Field Engineer	CVs of WSE, Junior Engineer & CAD Operator/Draftsman sent to PSU Wastewater Expert & Field Engineer CVs to be sent to PSU in the next reporting period
Approval of International Municipal Services Engineer (SWM)	It is verbally confirmed that Jose Sta.Ana is approved as replacement specialist. BCE will prepare a work plan for both international and national specialists
Feasibility Studies for Water Supply sector to be started	Started

4.2 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	Mobilisation Duration
Regional Economic & Urban Development Advisor	02/05/12	Continuing	60 days
Position – National			
Deputy Team Leader/ MSE(WSS)	15/11/11		Continuous
Junior Engineer #1	9/02/12		Continuous
Communications & Community Outreach Specialist	22/03/12		90 days
Hydrogeologist	24/03/12	07/05/12	45 days
Contract & Procurement Specialist (Home Input)	25/02/12		30 days – Intermittent

4.2.1 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 in the next reporting period.
- Regional & Economic Planning & Urban Development Advisor – provided to PSU (for all three mobilizations).
- 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.

4.2.2 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 (was submitted during preparation of this report). Further changes to the local staff will be discussed upon mobilization of the Team Leader and will depend on the progress on surveys and remaining time in the project.

4.2.2.1 International Staff

Team Leader

The Team Leader Mr. Peter Griffiths resigned from the project on March 17, 2012. Replacement candidates are under evaluation by PSU and CSC.

Regional, Economic Planning and Urban Development Advisor

Mr. Requito Bellosillo joined and commenced work w.e.f May 02, 2012.

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, Mr. Jose Sta.Ana, deemed to be suitable. The results of the CSC review were forwarded to the ADB. It is verbally confirmed by PSU that Mr. Jose Sta.ana is approved as replacement specialist. Written approval is yet to be received. Nonetheless, the Consultant will start preparations for his mobilization. The Consultant will prepare the work plan for the specialist and national SWM Specialist.

2

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 September 2012 (2 months input), after the master plans are completed and subprojects are identified.

4.2.2.2 National Staff

National staff recruitment continued to be a problem for the Consultant due to the short and intermittent nature of the inputs. 08 of the 23 positions are unfilled, as can be seen in **Appendix A**.

The Consultant submitted to PSU replacement candidates and second CVs for Water Supply Engineer, Junior Engineer & CAD Operator / Draftsman in the reporting period. The PSU requested comparative statements which are being prepared and will be submitted in the next reporting period.

For other positions CV's will be forwarded in the next reporting period.

4.3 Fieldtrips

The Consultant Hydrogeologist commenced the first field trip to Tando Allahyar, Mirpurkhas & Umerkot w.e.f 3rd to 4th May, 2012.

Second field trip took place on 8th May, 2012 for the cities of Tando Allahyar & Umerkot 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.

Third field trip took place w.e.f 30th May, 2012 and is continuing till 1st June, 2012 to the Punjab Urban Unit, Lahore exclusively by the Regional Economic & Urban Development Advisor and MIS & Mapping Specialist along with DG, Urban Unit and Public Finance Specialist, PSU, to get an appreciation of activities done by Punjab Urban Unit pertaining to Urban MIS / GIS Database Development & Management, Economic Development Planning Processes & Practices, Spatial Planning Processes & Practices & Zoning & Development Control Processes & Regulations. Also to derive lessons learned and apply these to SCIP-03 (Task A4).

4.4 Correspondence

Please see a schedule of project correspondence at [Appendix D](#).

4.5 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
04/05/2012	Meeting with PD, DPD & other staff, PSU	PSU & BCE	Actg.TL, Regional Economic & Urban Development Advisor	Mobilisation of Regional Economic & Urban Development Advisor, work plan and other related issues were discussed in detail, especially non-availability of Urban Unit staff for training / capacity building etc.
09/05/2012	Meeting with PD, DPD & other staff, PSU	PSU & BCE	Actg.TL, Regional Economic & Urban Development Advisor	Regarding Work Plan of Regional Economic & Urban Development Advisor
10/05/2012	Meeting with Chief PP&H, P&D Department, GoS	P&D Department, GoS, PSU & BCE	Actg.TL, Regional Economic & Urban Development Advisor along with Public Finance Specialist, PSU	Regarding Regional Economic, Spatial Planning & Urban Development in Secondary Cities in Sindh
16/05/2012	Meeting with DG, Urban Unit, DPD & Public Finance Specialist – PSU	Urban Unit, PSU & BCE	Actg.TL, Regional Economic & Urban Development Advisor	Being first meeting regarding Urban Unit, overall tasks and other related issues were discussed in detail especially formation / staffing of Urban Unit etc.
16/05/2012	Meeting with PD, DPD & HR-Comm. Specialist, PSU	PSU & BCE	Actg.TL, Communication & COS	Presentation and review of work regarding strategy report
21/05/2012	Meeting with Chairman, Dept. of Architecture, NED UE&Tech. Karachi	NED UE&Tech, & BCE	Actg.TL, Regional Economic & Urban Development Advisor	Regarding Regional Economic, Spatial Planning & Urban Development in Secondary Cities in Sindh
31/05/2012	Meeting with Punjab Urban Unit at Lahore	Urban Unit, PSU & BCE	Regional Economic & Urban Development Advisor, MIS Mapping Specialist along with DG Urban Unit, Public Finance Specialist, PSU	To study the Punjab Urban Unit Model regarding Regional Economic, Spatial Planning & Urban Development in Secondary Cities in Sindh

4.6 Other Matters

4.6.1 Consultant's office arrangements

4.6.1.1 Procurement of Additional Office Equipment

As reported in April Monthly Report, procurement of Additional Office Equipment was completed in April and is in use. Although first tranche payment was made in end March, 2012, second tranche payment (final) is also made in the third quarter of May 2012.

4.6.1.2 Urban Unit office arrangements & Inputs of Regional, Economic Planning and Urban Development Advisor

As understood that the incoming Regional, Economic Planning and Urban Development Advisor, assisted by MIS & Mapping Specialist and the Urban Statistician, will be working with the Client's Urban Unit staff, out of the Urban Unit could not take place due to non-availability of Urban Unit staff and space availability. Only DG, Urban Unit is functional.

Discussions took place with the Client, PD – PSU and DG Urban Unit to ensure that the necessary arrangements are made prior to second and third input of Regional, Economic Planning and Urban Development Advisor as these input are dependent on the availability of Urban Unit Staff.

First input will be utilized to workout / finalize the framework required to carry-out training of the trainers (Urban Unit Specialist Staff) and second and third inputs will be focused imparting the said specialized training.

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	Revised RFP for Mapping Studies – Submission 1 to ADB	Contract & Procurement Specialist		11/05/2012
02	Monthly Progress Report	Actg. Team Leader	05/05/2012	21/05/2012

5.1 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/ Mr Volkan Coskun, 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 which is under evaluation.

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 in previous reporting periods. 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.

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.

As per previous report 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. Report is under finalization, will be submitted to PSU in next reporting period.

2

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.

Communication & COS presented the work done so far and also shared contents of draft strategy report with PSU. Draft strategy report will be submitted in the next reporting period.

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

This will be addressed by the WSE and 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 after the mobilization of new Team Leader.

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 and baseline studies are completed. The RFP for the mapping studies and baseline survey was sent to PSU in March, 2012 which were sent back by ADB for re-submission on new format. The ADB submission 1 for mapping studies was re-submitted in May, 2012. Further comments were received and the RFPs for both surveys will be finalized and submitted in the next reporting period. Program is behind schedule for Mapping as well as baseline studies.

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 ADB Submission 1 (in ADB old format) incorporating the Terms of Reference produced by the Consultant's Monitoring & Evaluation Specialist and (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. The RFP for baseline surveys in new format will be submitted in the next reporting period, which will also consider the comments received to the Mapping RFP in new format.

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 ADB Submission 1 (in ADB old 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. The ADB submission 1 for mapping studies was re-submitted in May, 2012. Further comments were received and the RFPs for both surveys will be finalized and submitted in the next reporting period.

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 Allahaar, Umerkot, Tando Adam, and Shahdadpur. Hydrogeologist carried out two Field Trips covering Mirpurkhas, Tando Allhayar, Sanghar, Tando Adam and Shahdadpur in April, 2012. Hydrogeologist further carried out another two Field Trips covering Mirpurkhas, Umerkot & Tando Allhayar, in May, 2012. Reports are under finalization and will be submitted in the next reporting 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 updated by the Urban Statistician and will be provided during the next reporting period.

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 EOI 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 in April, 2012. 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. Hydrogeologist obtained ground and surface water samples from all the six towns which got tested at PCRWR Laboratory, Karachi.

All field visits and ground water study report will be submitted in the next reporting period.

5.2 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 CAD Operator/Draftsman.

CVs for Water Supply Engineer, Junior Engineer and CAD Operator/Draftsman submitted to PSU, approval awaited. CVs for Wastewater Engineer and Field Engineer will be submitted in the next reporting period.

5. The PSU/CSC to evaluate proposed team leader, Momir Vranes.
6. At this critical stage of project, to speed up teaming, PSU and CSC to consider waiving the requirement for two CVs for each replacement.
7. Pending Payments against local and foreign invoices to be expedited to help cash flows.

5.3 Activities for next reporting period

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

- Proposal for Contract Amendment No. 2
- Progress replacement Team Leader mobilisation
- Seeking ADB's approval for RFP 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 as approve by PSU to go ahead for further processing for early start of SWM studies
- Preparation of RFPs for the SWM studies
- Mobilization of Senior Surveyor
- Approval/Mobilization of Water Supply Engineer (National), Junior Engineer and CAD Operator/Draftsman
- Submission of CVs/Approval/Mobilization of Wastewater Engineer (National) & Field Engineer
- Visits by Regional, Economic Planning & Urban Development Advisor for the pilot cities – Sukkur & Larkana
- To progress on the Feasibility Studies regarding Water Supply sector for the project cities
- To submit Field Visit & Groundwater Reports-Hydrogeology sector
- To submit Strategy Report on Communications and community outreach

APPENDICES

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APPENDIX A

International & National Staff Inputs to 31st May, 2012

International Staff Inputs to 31st May2012

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 May 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	-	1.0	2.40
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	1.97	-	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	-	1.97	-	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 31st May 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 May 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 -	- 5.47	1.00	7.11
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	-	1.32	1.00	2.32
9.	Nasira Asghar	Urban Statistician	UU	4.0	TBD	07/03/12	17/04/12	-	1.3	-	1.3
10.	Mairaj Siddiqui / TBR	MIS/Mapping Specialist	UU	6.0	TBD	26/01/12 (3)	Ongoing	-	0.2	0.12	0.32
11.	Yasir G / TBR	Water Supply Engineer	PSU	6.0	TBD	-	-	-	-	-	-
12.	Munwar Ahmad / TBR	Wastewater Engineer	PSU	6.0	TBD	-	-	-	-	-	-
13.	Zafar Iqbal / TBR	Senior Surveyor	PSU	4.0	TBD	-	-	-	-	-	-
14.	A. Gaffar Qureshi / TBR	Field Engineer	PSU	4.0	TBD	-	-	-	-	-	-
15.	TBR	Structural Engineer	PSU	2.0	TBD	-	-	-	-	-	-
16.	TBR / Ali Imam Qadri	Contracts & Procurement Specialist	PSU	3.0	TBD	25/02/12 (3)	Ongoing	-	0.40	-	0.40 (5)
17.	TBR	Financial & Economic Analyst	PSU	3.0	TBD	-	-	-	-	-	-
18.	TBR	Quantity Surveyor	PSU	4.0	TBD	-	-	-	-	-	-
19.	Md. Qamar uz Zaman	Hydrogeologist	PSU	3.0	TBD	24/03/12	07/05/12	-	1.25	0.22	1.47
20.	Muhammad Rashid	Electrical / Mechanical Engineer	PSU	2.0	TBD	-	-	-	-	-	-
21.	Ambreen Bibi	Junior Engineer #1	PSU	8.0	TBD	09/02/12	Continuing	-	2.7	1.0	3.7
22.	Aiman Arshad / TBR	Junior Engineer #2	PSU	8.0	TBD	-	-	-	-	-	-
23.	Ali Jan Mughal / TBR	CAD Operator / Draftsman	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

Meeting Records

--- On Tue, 8/5/12, Requito Bellosillo <ten_bellosillo@yahoo.co.uk> wrote:

From: Requito Bellosillo <ten_bellosillo@yahoo.co.uk>

Subject: Re: SCIP-03 Work Program Ten Bellosillo

To: "AmandaGalvin Myers" <Amanda.GalvinMyers@smec.com>, "Rafique mustafa" <rafique.mustafa@gmail.com>

Cc: "ahpmem@hotmail.com" <ahpmem@hotmail.com>, "Suhaib Qureshi (suhaib@scip.gos.pk)" <suhaib@scip.gos.pk>, "JonathanPowell" <Jonathan.Powell@smec.com>

Date: Tuesday, 8 May, 2012, 20:08

Hi Rafique -

I have prepared the Work Plan and discussed it earlier today with Amjad. We look forward to discussing it with you tomorrow.

Best regards,

Ten

--- On Thu, 10/5/12, Requito Bellosillo <ten_bellosillo@yahoo.co.uk> wrote:

From: Requito Bellosillo <ten_bellosillo@yahoo.co.uk>
Subject: Re: Meeting in Planning & Development Department
To: "Muhammad Amir Ansari" <m.amir.ansari@scip.gos.pk>
Cc: "Saeed Ahmed Awan" <saeedawan64@yahoo.com>, "Rafique Mustafa" <rafique.mustafa@gmail.com>, "Amjad Habib" <ahpmem@hotmail.com>
Date: Thursday, 10 May, 2012, 3:39

Dear Muhammad,

I am confirming my attendance to the meeting.

Many thanks,

Ten

--- On Thu, 10/5/12, Muhammad Amir Ansari <m.amir.ansari@scip.gos.pk> wrote:

From: Muhammad Amir Ansari <m.amir.ansari@scip.gos.pk>
Subject: Meeting in Planning & Development Department
To: ten_bellosillo@yahoo.co.uk
Cc: "Saeed Ahmed Awan" <saeedawan64@yahoo.com>, "Rafique Mustafa" <rafique.mustafa@gmail.com>, "Amjad Habib" <ahpmem@hotmail.com>
Date: Thursday, 10 May, 2012, 3:14

Dear Mr. Ten

Reference today's meeting with the Program Director, PSU-SCIP.

In order to have your orientation with the current policy contours of urban policy and development in the province, PSU-SCIP has arranged an important meeting with a urban planning/development expert in Planning & Development Department, Government of Sindh at around 11.30 pm on 10/05/2012.

You are requested to take some time out for this meeting and confirm us accordingly.

Kind Regards,

--

Muhammad Amir Ansari
Public Finance Specialist
Sindh Cities Improvement Program
Planning & Development Department
Government of Sindh. Karachi
Ph: 021-99251263-4, Fax: 021-99251265

--- On Wed, 16/5/12, Requito Bellosillo <ten_bellosillo@yahoo.co.uk> wrote:

From: Requito Bellosillo <ten_bellosillo@yahoo.co.uk>
Subject: Re: Meeting with the Urban Directorate
To: "Suhaib Qureshi" <suhaib@scip.gos.pk>
Cc: ahpmem@hotmail.com, "Rafique mustafa (DPD)" <rafique.mustafa@gmail.com>, gulab_sindh@yahoo.com, saeedawan64@yahoo.com, "Muhammad Amir Ansari" <m.amir.ansari@scip.gos.pk>
Date: Wednesday, 16 May, 2012, 0:01

Dear Suhaib,

I am confirming my and Mr. Amjad's attendance to the said meeting.

Best regards,

Ten Bellosillo
Regional Economic & Urban Development Advisor

--- On Tue, 15/5/12, Suhaib Qureshi <suhaib@scip.gos.pk> wrote:

From: Suhaib Qureshi <suhaib@scip.gos.pk>
Subject: Meeting with the Urban Directorate
To: "Requito Bellosillo" <ten_bellosillo@yahoo.co.uk>
Cc: ahpmem@hotmail.com, "Rafique mustafa (DPD)" <rafique.mustafa@gmail.com>, gulab_sindh@yahoo.com, saeedawan64@yahoo.com, "Muhammad Amir Ansari" <m.amir.ansari@scip.gos.pk>
Date: Tuesday, 15 May, 2012, 21:36

Dear Mr. Ten

I am directed by Competent Authority to inform you that your meeting has been scheduled with the Director General ,Urban Directorate tomorrow on 16th May 2012 at 2:00 pm.

Kind regards
Suhaib Qureshi

From: suhaib@scip.gos.pk
To: Amanda.GalvinMyers@smec.com; taznym@googlemail.com
CC: ahpmem@hotmail.com; saeedawan64@yahoo.com; rafique.mustafa@gmail.com;
m.amir.ansari@scip.gos.pk
Subject: RE: BCE Meeting with PSU-SCIP
Date: Fri, 11 May 2012 15:25:08 +0500

Dear Amanda / Tasneem

Please note there has been some changes in schedule, our PSU team and Competent Authority will not be available on Monday. kindly visit PSU for presentation on Wednesday 16th May 2012. Timings will be confirmed later therefore please coordinate for the timings accordingly.

Kind regards
Suhaib Qureshi

From: Galvin Myers, Amanda [mailto:Amanda.GalvinMyers@smec.com]
Sent: Friday, May 11, 2012 6:19 AM
To: Suhaib Qureshi; Tasneem Bhatti
Cc: Amjad Habib BCE Deputy Team Leader ; saeedawan64@yahoo.com; Rafique mustafa (DPD); Muhammad Amir Ansari
Subject: RE: BCE Meeting with PSU-SCIP

Dear Suhaib,

Your request for Ms Bhatti to present her work plan next Monday is noted.

Amjad and Tasneem – please ensure you reply to Suhaib and make yourselves available.

Thanks.

Amanda

From: Suhaib Qureshi [mailto:suhaib@scip.gos.pk]
Sent: Thursday, 10 May 2012 10:41 PM
To: Galvin Myers, Amanda; Tasneem Bhatti
Cc: Amjad Habib BCE Deputy Team Leader ; saeedawan64@yahoo.com; Rafique mustafa (DPD); Muhammad Amir Ansari
Subject: FW: BCE Meeting with PSU-SCIP

Dear Amanda/Amjad

We request Ms Tasneem Bhatti “Communication & Outreach Specialist “ to visit PSU and give presentation on her work plan , share the progress of her work & communication strategy so that Competent Authority may review her performance and understanding regarding her TORs. Communication & Outreach Specialist may visit on Monday 14th May 2012 in 2nd half at PSU for meeting.

Kind regards
Suhaib Qureshi

--- On Wed, 16/5/12, Requito Bellosillo <ten_bellosillo@yahoo.co.uk> wrote:

From: Requito Bellosillo <ten_bellosillo@yahoo.co.uk>
Subject: Re: Consultation Meetings with Urban Planning & Development Experts
To: "Muhammad Amir Ansari" <m.amir.ansari@scip.gos.pk>
Cc: "Saeed Ahmed Awan" <saeedawan64@yahoo.com>, "Rafique Mustafa" <rafique.mustafa@gmail.com>, "amjad habib" <ahpmem@hotmail.com>, "Amanda Galvin Myers" <Amanda.GalvinMyers@smec.com>, "'Suhaib Qureshi'" <suhaib@scip.gos.pk>, "'Jamal Mustafa Shoro'" <jmshoro@scip.gos.pk>
Date: Wednesday, 16 May, 2012, 19:20

Dear Muhammad -

Thank you for arranging the Consultation Meeting. I am confirming our attendance to the meeting with Dr. Ahmed on Monday, 21 May, 10:00am.

Best regards,

Ten Bellosillo
Regional Economic & Urban Development Advisor
SCIP 03

--- On Wed, 16/5/12, Muhammad Amir Ansari <m.amir.ansari@scip.gos.pk> wrote:

From: Muhammad Amir Ansari <m.amir.ansari@scip.gos.pk>
Subject: Consultation Meetings with Urban Planning & Development Experts
To: "Requito Bellosillo" <ten_bellosillo@yahoo.co.uk>
Cc: "Saeed Ahmed Awan" <saeedawan64@yahoo.com>, "Rafique Mustafa" <rafique.mustafa@gmail.com>, "amjad habib" <ahpmem@hotmail.com>, "Amanda Galvin Myers" <Amanda.GalvinMyers@smec.com>, "'Suhaib Qureshi'" <suhaib@scip.gos.pk>, "'Jamal Mustafa Shoro'" <jmshoro@scip.gos.pk>
Date: Wednesday, 16 May, 2012, 14:45

Dear Ten Bellosillo,

Today I contacted with Dr. Noman Ahmed, Professor and Chairman, Department of Architecture and Planning, NED University of Engineering and Technology, Karachi requested him spare some time to discuss the present status and future trends of urban development and policy in Sindh province. He has graciously entertained our request for the meeting. The time and venue of the meeting are as under:

Date and Time: 21st May 2012 (Monday), at 10.00 am.

Venue: Department of Architecture and Planning, City Campus, NED University of Engineering and Technology, Near DJ Science College, Karachi.

You may like to firm up your agenda points and structure your questions for the said meeting.

Muhammad Amir Ansari
Public Finance Specialist
Sindh Cities Improvement Program
Planning & Development Department
Government of Sindh. Karachi
Ph: 021-99251263-4, Fax: 021-99251265

--- On Tue, 29/5/12, Requito Bellosillo <ten_bellosillo@yahoo.co.uk> wrote:

From: Requito Bellosillo <ten_bellosillo@yahoo.co.uk>
Subject: Re: FW: Confirmation of Visit to the Urban Unit Lahore.
To: "SIP-03 Mairajuddin Siddiqui" <mairajsd@yahoo.com>, "sip-03 MAIRAJ MIS/MS" <mairaj.mairaj@gmail.com>, "Nadeem Khan" <nadeem.khan2001@gmail.com>, "sip Rehan Secy-DTL" <reanahmed@yahoo.com>, "amjad habib" <ahpmem@hotmail.com>
Cc: "Volkan Coskun" <Volkan.Coskun@smec.com>
Date: Tuesday, 29 May, 2012, 20:14

Thanks

--- On Tue, 29/5/12, amjad habib <ahpmem@hotmail.com> wrote:

From: amjad habib <ahpmem@hotmail.com>
Subject: FW: Confirmation of Visit to the Urban Unit Lahore.
To: "Sip Requito V.Bellosillo Ten" <ten_bellosillo@yahoo.co.uk>, "SIP-03 Mairajuddin Siddiqui" <mairajsd@yahoo.com>, "sip-03 MAIRAJ MIS/MS" <mairaj.mairaj@gmail.com>, "Nadeem Khan" <nadeem.khan2001@gmail.com>, "sip Rehan Secy-DTL" <reanahmed@yahoo.com>
Date: Tuesday, 29 May, 2012, 20:06

FYI

From: Muhammad.Manshah@smec.com
To: ahpmem@hotmail.com
CC: m.amir.ansari@scip.gos.pk; ten_bellosillo@yahoo.co.uk; mairajsd@yahoo.com; mairaj.mairaj@gmail.com
Date: Tue, 29 May 2012 22:02:14 +1000
Subject: RE: Confirmation of Visit to the Urban Unit Lahore.

Dear Amjad:

Attached are the e-tickets for Ten and Mairaj for their visit to Lahore Urban Unit along with PSU team.

We will arrange the airport pick up and stay in the hotel also.

Regards,

MANSHAH

From: amjad habib [mailto:ahpmem@hotmail.com]
Sent: Tuesday, May 29, 2012 1:55 PM
To: Sip Requito V.Bellosillo Ten; sip-03 MAIRAJ MIS/MS; SIP-03 Mairajuddin Siddiqui
Cc: Muhammad Amir Ansari; Manshah, Muhammad
Subject: RE: Confirmation of Visit to the Urban Unit Lahore.

Dear Ten,

I just received a phone call from Mr. Muhammad Amir Ansari, Public Finance Specialist, PSU, regarding trip to Lahore. Again there is a change of program which is as under:

1. Karachi to Lahore May 30, 2012 3:00PM Flight No. PK-304

2. Lahore to Karachi June 01, 2012 9:30PM Flight No. PK-583

I have asked Manshah to arrange tickets, stay at Lahore and logistics. Lahore office to confirm booking and other arrangements.

Regards,

Amjad Habib
DTL, SCIP-03, BCE

Date: Tue, 29 May 2012 08:59:19 +0100
From: ten_bellosillo@yahoo.co.uk
Subject: Fw: Confirmation of Visit to the Urban Unit Lahore.
To: mairajsd@yahoo.com
CC: Volkan.Coskun@smec.com; ahpmem@hotmail.com

Hi Mairaj -

Please find the details of the subject below. Amjad made arrangements for PSU to purchase our plane tickets. Once purchased, you may opt to get your ticket here at the project office or we can meet at the airport. Kindly inform me of your preferred arrangement.

Best regards,

Ten

--- On Mon, 28/5/12, Muhammad Amir Ansari <m.amir.ansari@scip.gos.pk> wrote:

From: Muhammad Amir Ansari <m.amir.ansari@scip.gos.pk>
Subject: Confirmation of Visit to the Urban Unit Lahore.
To: "amjad habib" <ahpmem@hotmail.com>, ten_bellosillo@yahoo.co.uk
Cc: "Saeed Ahmed Awan" <saeedawan64@yahoo.com>, "Rafique Mustafa" <rafique.mustafa@gmail.com>
Date: Monday, 28 May, 2012, 20:18

Dear Amjad Habib,

Consequent upon your request for field trip to the Urban Unit Lahore, the Program Director the Urban Unit Lahore has conveyed to us that it would be convenient for them if we visit them on 31/05/2012 (Thursday) and 01/06/2012 (Friday).

We have confirmed the Urban Unit Lahore our visit on these dates, so you are requested to please arrange for your travel and accommodation facilities for these days for the following persons.

1. Mr. Ten Bellosillo, Regional Economic & Urban Development Advisor
2. Mr. Mairajuddin Siddiqui, MIS & Mapping Specialist

Best Regards,

Muhammad Amir Ansari
Public Finance Specialist

Sindh Cities Improvement Program
Planning & Development Department
Government of Sindh. Karachi
Ph: 021-99251263-4, Fax: 021-99251265

APPENDIX C

Project Workplan – MAY 2012

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

Tasks in Terms of Reference	Consultant's Personnel with Main Task Responsibility	Monthly Progress - May	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	
1.0 Mobilisation																						
1.1	Mobilisation of Consultant's Team																					
1.2	Procurement of Logistics and Facilities required by Consultant's Team	TL, DTL																				
1.3	Organisation and Management of Consultant's Team	TL, DTL																				
1.4	Establish Consultation and Coordination Links	TL																				
1.5	Obtain Project Data	TL + Team																				
1.6	Preparation of Project Inception Report (PIR)	TL																				
2.0 Program Management																						
2.1	Project Management and Control System (PMCS)																					
3.0 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																						
3.1	(i) Review work plan, budget including OSF, and organisational structure	TL, DTL, MFTR Adv																				
3.2	(ii) Develop and implement IPPMS for SCIP and develop M&E Framework against the Action Plan	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,																				
3.2 B	Appointed firm carries out baseline studies in central Sindh towns	Outsourced to sub-contractor																				
3.3	(iii) Advise provincial authorities on their roles and responsibilities as a part of USC Board of Directors	TL, DTL, MFTR Adv																				
3.4	(iv) Develop and implement PSU capacity development and training plan	MFTR Adv, TL, DTL																				
3.5	(v) Revise and finalise draft Sindh drinking water policy	WS Expert (Int) , WS Eng (Nat)																				
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)																				
3.7	(vii) Conduct study of water supply and wastewater management regulatory needs	WS Exp (Int), WS Eng (Nat), WW Eng (Nat)																				
3.8	(viii) Develop and assist PSU in executing communications strategy and outreach to raise public awareness of urban service provision reforms	Commun. Spec.																				
3.9	(ix) Advise on municipal service provision to low-income communities	MSD/Low Inc Unit 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																				
3.11	(xi) Provide technical advice to the PSU as needed	BCE Team (Technical)																				
4.0 A2. Identification and Formation of Second Cluster in the Central Sindh including incorporation, Formation, Legal Documentation, and Operationalisation of USC in Central Sindh.																						
4.1	(i) Identification of potential TMAs for formation of cluster	TL, DTL																				
4.2	(ii) Prepare legal documentation of new USC	Legal Adv, TL, DTL																				
4.3	(iii) Prepare management contract for second Sindh cluster	Legal Adv, TL, DTL																				
5.0 A3. Mapping & Master Planning, Identification of Subprojects, Feasibility Studies & Preliminary Engineering Designs and Cost Estimates																						
5.1 (I) Master Planning and Mapping Studies for Tranche 2																						
5.1.1 1. Water Supply System Mapping for Potential Tranche 2 Towns																						
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																				
5.1.1.1	(i) Gather existing network maps and update information as needed about the water supply system	Outsourced to sub-consultant																				
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)																				
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																				
5.1.2 2. Water Supply Master Plans for Tranche 2 Towns																						
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)																				
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																				
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																				
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																				
5.1.2.5	(v) Assess needs for investment in water production 2012-2037	WS Expert (Int), WS Eng (Nat)																				
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)																				
5.1.2.7	(vii) Prepare Water Supply Master Plan Report	WS Expert (Int), WS Eng (Nat)																				
5.1.3 3. Wastewater Management Master Plans for Tranche 2 Towns																						
5.1.3 A	As for 5.1.1 A above	As for 5.1.1 A above																				
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																				
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.																				
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 4. SWM Master Plans for the selected Tranche 2 towns																						
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)																				
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)																				
5.1.4.4	(iv) Carry out technical analysis and identify institutional, regulatory and physical improvement options	MSE (SWM) (Int), 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)																				
5.1.4.6	(vi) Prepare a framework of guidelines for obtaining Clean Development Mechanism (CDM) benefits	MSE (SWM) (Int), MSE(SWM) (Nat)																				
5.1.4.7	(vii) Prepare monitoring and verification plan as per approved CDM methodology	MSE (SWM) (Int), MSE(SWM) (Nat)																				
5.1.4.8	(viii) Conduct wide ranging stakeholder consultations	Commun. Spec., MSE (WSE) (Nat)																				
5.1.4.9	(ix) Prepare SWM Master Plans Report	MSE (SWM) (Int), MSE (SWM) (Nat)																				

LEGEND: Continuous Activity Intermittent Activity BCE + PSU/TMA Milestones Current Task
 Activities outsourced to Sub-consultants as identified by the Client Area of Concern Period outside contract end

Tasks in Terms of Reference	Consultant's Personnel with Main Responsibility on Task	Monthly Progress - May	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																							
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)																							
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)																							
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)																							
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)																							
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)																							
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)																							
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)																							
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)																							
6.1.2	Sindh urban management information system and GIS databases	Reg, Econ Planning & UD Advis (Int)																							
6.1.3	Spatial planning capacity	Reg, Econ, Planning & UD Adv (Int)																							
6.1.4	Introduction of a simplified zoning system	Reg, Econ, Planning & UD Adv (Int)																							
REPORTS																									
1	Monthly Progress Reports	TL, DTL																							
2	Project Inception Reports	TL																							
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																							
10	Asset Inventory Survey	Outsourced to Sub-Consultant																							
11	SAMAs, Shareholders agreements and Tripatite Agreements	TL, DTL, MFTR Adv, Legal Adv																							
12	Management Contract for Central Sindh Towns	TL, 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 Intermittent Activity BCE + PSU/TMA Activities outsourced to Sub-consultants as identified by the Client Area of Concern Milestones Current Task Period outside contract end

APPENDIX D

Correspondence

CORRESPONDENCE FROM CONSULTANT TO PSU: MAY 2012

Nr.	Date	Letter Reference	Subject
1.	11/05/2012	5065038/BCE/KPO/SCIP3/PSU/94	Recruiting Consulting Firm for Mapping Studies – Submission 1 to ADB
2.	21/05/2012	5065038/BCE/KPO/SCIP3/PSU/95	Monthly Progress Report for April 2012
3.	21/05/2012	5065038/BCE/KPO/SCIP3/PSU/96	Submittal Of Cvs For National Staff Positions
4.	21/05/2012	5065038/BCE/KPO/SCIP3/PSU/97	Approval of Mobilisation of Regional Economic Planning & Urban Development Advisor: Mr. Requito V. Bellosillo
5.	21/05/2012	5065038/BCE/KPO/SCIP3/PSU/98	TASK A4 – Field Trips To Lahore, Sukkur, Larkana, Shahdadpur, Tando Adam & Mirpur Khas.
6.	21/05/2012	5065038/BCE/KPO/SCIP3/PSU/99	Mobilisation of Ms. Nasira Asghar: Urban Statistician
7.	21/05/2012	5065038/BCE/KPO/SCIP3/PSU/100	Mobilisation of Mr. Mairaj Uddin Siddiqui: MIS & Mapping Specialist
8.	21/05/2012	5065038/BCE/KPO/SCIP3/PSU/101	Mobilisation of Mr. Zafar Iqbal: Senior Surveyor
9.	29/05/2012	5065038/BCE/KPO/SCIP3/PSU/102	Submittal of CVs for National Staff Position

CORRESPONDENCE FROM PSU to CONSULTANT: MAY 2012

Nr.	Date	Letter Reference	Subject
1.	22/05/12	P&D/PSU/(SCIP)/M&E/SCIP-03/89-09/2386	Regional, Economic Planning & Urban Development Advisor
2.	23/05/12	P&D/PSU/SCIP/M&E/SCIP-3/89-09/2396	Mobilisation of Mr. Mairaj Uddin Siddiqui: MIS & Mapping Specialist
3.	23/05/12	P&D/PSU/(SCIP)/M&E/SCIP-03/89-09/2397	EOIs for Solid Waste Management Studies (SWM)
4.	24/05/12	P&D/PSU/SCIP/M&E-HR/SCIP-3/89-09/2406	Mobilisation of Mr. Zafar Iqbal – Seniro Surveyor
5.	24/05/12	P&D/PSU/SCIP/M&E/SCIP-3/89-09/2395	Mobilisation of Ms. Nasira Asghar: Urban Statistician

PSU Comments on SCIP 03 MPR (May 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 for mapping and baseline survey	<u>RFP is still awaited from BCE on revised format in the second consecutive month</u>
	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 SWM studies.	Mr. Saadat Ali MSE (SWM) submitted TORs to PSU-SCIP on 2 nd April 2012. PSU reviewed TORs and intimated the comments to BCE on 12 th April 2012. Mr. Saadat Ali MSE (SWM) incorporated the comments of PSU and finalized the TORs by 13 th April 2012 same were also shared with PSU. It is clear that BCE was required to initiate with Preparation/invite the EOIs accordingly since after the finalization of the TORs. However after delay of almost two months PSU received the EOIs for advertisement via email on dated 16 th June 2012 and comments/changes in EOIs for advertisement are advised to BCE via email dated 18 th June 2012.
Pg 10. Item 3.7	Conduct study of water supply and wastewater management regulatory needs	Explain /Justify the role of Communication and Outreach Specialist
Pg 3. Item 4.1	First Draft Report regarding Revision and finalization of Sindh Drinking Water Policy by Water Supply Expert	For last two consecutive months (April-May), the status shows that the draft would be submitted in next report period. Most of the deadlines are missed and actual progress is not shared through MPR. PSU expects strict follow-up on deadlines
Pg 12. Item 5.1.4.4	Carry out technical analysis and identify institutional, regulatory and physical improvement options	Since last 3 months, we have been receiving same feedback from BCE. Here we need clarification, who will do what?
Pg 12. Item 5.1.4.5	Identify sanitary landfill sites based on World Bank and ADB guidelines	We appreciate that BCE has consolidated and shared WB/ADB guidelines. It is clarified that BCE following WB/ADB would identify the potential Landfill sites.
Pg 13	5.2 Key Issues (1)	It is quite surprising to see such comments despite our repeated comments on MPRs of previous months. We have already commented on MPR of last Month. The same feedback /factsheet is shared with you which shows delays on the part of BCE not PSU/ADB. We anticipate that BCE should avoid wrongly portraying the facts and blaming others.

Page	Reference	PSU Comment
		<p>Mapping Study EOIs invited on 31st December 2011 Last date for submission for EOIs was 11th 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. PSU team assisted to carry out / complete preliminary evaluation of EOIs and got the CSC approval on 10th March 2012 whereas the Submission 1 papers –incomplete in many respect were submitted on 3rd April 2012 For sharing / seeking concurrence of ADB. Submission 1 was sent to ADB on 6th April 2012. ADB has approved and gave comments on 16th April 2012 which was sent to BCE on same day 16th April 2012 to resubmit on revised format. <u>RFP is still awaited from BCE on revised format in the reporting month.</u></p> <p><u>Baseline Survey</u> EOIs were invited on 3rd Jan 2012. Last date for submission for EOIs was 17th Jan 2012 Mr. Farhan Sami, M&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 10th March 2012 whereas the Submission 1 papers –incomplete in many respect were submitted on 3rd April 2012 For sharing / seeking concurrence of ADB. Submission 1 was sent to ADB on 6th April 2012. ADB has approved and gave comments on 16th April 2012 which was sent to BCE on same day 16th April 2012 to resubmit on revised format. <u>RFP is still awaited from BCE on revised format in the reporting month.</u></p> <p><u>Contract and Procurement Specialist (C&PS)</u> PSU allowed mobilization of C&PS on dated 24th January 2012 to lead the procurement process, he was however mobilized on Feb 25, 2012. Despite the mobilization of C&PS, the procurement of Firms for Mapping Study and Baseline Survey is highly slow.</p>