



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

ADB Loan No. 2499-PAK

**MONTHLY PROGRESS REPORT
OCTOBER/NOVEMBER
2011**



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1. INTRODUCTION

1.1 Progress Report: October / November 2011

This progress report covers the period 26th October 2011 to 30th November 2011, the first period of the Consultant's second mobilisation - under Contract Amendment No.1.

For the Consultant's first mobilisation period under the main contract (5th July 2010 to 8th November 2010) the Consultant's activities are described in the (Draft) Inception Report of October 2010. They will also be covered in the Inception Report (Final) which is to be issued early in the next reporting period.

1.2 Project Background

Consulting services for SCIP-03 are being provided in accordance with the Consultancy Agreement of May 2010 between the Program Support Unit, Planning & Development Department, Government of Sindh and BCE, in association with SMEC International (SMEC) Pty Ltd (Australia) and Engineering General Consultants (EGC) Pvt. Ltd (Pakistan). Consultancy services commenced on 5th July 2010, and were planned to extend to 30th June 2012, the end of ADB Loan 2499-PAK, as agreed at the contract negotiation meeting in Karachi on 4th March 2010. No further work was carried out on the original contract by BCE after the demobilisation of the Team Leader after completion of his first input on 8th November 2010, pending the formation, agreement and signing of Amendment No. 1, and the re-mobilisation of staff in October 2011.

The Consultant's scope of work has four main areas of activity:

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.

A2: Identification and formation of Second Cluster in central Sindh including Incorporation, Formation and Legal Documentation of USC in Central Sindh.

A3: Mapping and Master Planning of Water Supply, Wastewater Management, 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.

A4: Support Urban Policy and Strategic Planning Unit on implementation initiatives and reforms.

1.3 Summary of Activities in Reporting Period

The Consultant's activities during this reporting period (26/10/11 to 30/11/11) included the following:

- Mobilisation of team leader and deputy team leader, and two specialist (national) staff
- Jonathan Powell, CEO, BCE, Brisbane, visited Karachi and spent two days on the project (2/11/11 & 3/11/11)
- Attended important meetings with PSU on 3/11/11 to discuss IPPMS and role of the M&E Monitoring Specialist; and the Consultant's work plan, staffing and proposed outsourced contract arrangements
- Effected substantial completion of the Inception Report (Final)
- Various activities by M&E Specialist

- Commencement of the drafting of adverts in the local press for EOIs for baseline surveys and mapping studies

2. Consultancy

2.1 Consultant's Staffing

2.1.1 General

The planned staffing of the Consultant for this second phase deployment following the signing in July 2011 of Contract Amendment No. 1 is shown in the Personnel Schedule in **Appendix A**.

2.1.2 Staff Present in Reporting Period

The Professional staff present during the reporting period are shown in the table below.

Professional Staff Present on Project in Reporting Period

| Name | Position | Start Date In Karachi | CA # 1 Input (PMs) | Expected Finish Date from Current Input | Present During Reporting Period |
|---------------------------------|------------------------------------------------------------------|-----------------------|--------------------|-----------------------------------------|---------------------------------|
| Peter Griffiths (International) | Team Leader/ Institutional Reform and Municipal Services Advisor | 26/10/11 | 9 | 21/12/11(1) | Full-time |
| Amjad Habib (National) | Deputy Team Leader/ MSE(WSS) | 15/11/11 | 12 | October 2012 | From 15/11/11 |
| Farhan Sami Khan (National) | Monitoring & Evaluation Specialist | 27/10/11 | 6 | 26/01/12 | Full-time |
| Saeed-uz Zafar (National) | MSD / Low Income Unit Advisor | 28/11/11 | 4 | 10/12/11 | From 28/11/11 |

Note: (1): Team Leader provided a first input in 2010 of 4.2 PMs; will return for second input in this phase in mid-January 2012

2.1.3 Staff Mobilisation Against Personnel Schedule

As can be seen from the Personnel Schedule in **Appendix A**, staff mobilisations in the reporting period are on schedule.

2.1.4 Consultant's Staffing Issues

International Staff

Regional, Economic Planning and Urban Development Advisor

The Consultant advised the PSU during the reporting period that despite a possibility that the original advisor, Mr. Mal Horner, might now be available, this is no longer the case as he now has a continuing commitment on the firm's Tonga project. Consequently, at the end of the reporting period, the Consultant was close to finalising a CV for submission to PSU for a replacement candidate – Mr. Requito Bellosillo. This CV, together with the required comparative statement, will be submitted directly by BCE Brisbane within the first week of the next reporting period.

National Staff

MSE(WSS)/Deputy Team Leader

Following a CSC meeting of 3rd November 2011, and follow-up ADB approval, PSU officially approved Mr Amjad Habib for this position on 14th November 2011. Mr Habib mobilised on 15th November 2011.

Contracts & Procurement Specialist

The Consultant is aware of the urgency of mobilizing a Contracts & Procurement Specialist and in the reporting period made a concerted effort to identify suitable candidates. The Consultant expects to be in a position to submit the two mandatory CVs to the client early in the next reporting period.

MIS/Mapping Specialist

The Consultant was advised by PSU that before approval can be given for 'home' based working, proposals should be outlined in the Inception Report (Final), currently under preparation. In the absence of a replacement for Mr. Mairaj Uddin Siddiqui (who has found other employment), the Consultant had recommended to the client this short-term solution.

Municipal Services Engineer (SWM) (Saadat Ali)

At the meeting of 3rd November 2011, PSU advised the Consultant that they would like to see Saadat Ali provide early Master Plan inputs if field visits are delayed. The PSU explained that there are issues in the SWM sector in north Sindh relating to cost recovery which they would like assistance on. This support was agreed upon by the Consultant in the context of it being strategy work as part of the Master Planning process.

2.1.5 Consultant's Staffing in Next Reporting Period

Mr. Saeed-uz Zafar, MSD/Low Income Unit Advisor, is scheduled to demobilise from his first input on 10th December 2011.

Mr. P.M.Griffiths, Team Leader, will commence his Christmas break on 22nd December 2011 (returning in mid-January 2012).

2.2 The Consultant's Office and Logistics

2.2.1 New Office in Clifton

During the reporting period the Consultant agreed a lease agreement for a house rental in Clifton for use as a project office through to the end of the assignment. There is an item in the new contract to cover this cost. A copy of the lease agreement will be supplied to the client in the next reporting period.

The address of the house is: House No. F-3/3, Block No.2, KDA Scheme No.5, Clifton, Karachi

2.2.2 Furnishing of New Clifton Office

The Consultant made good progress in collecting quotations for furniture, air conditioners and other items, with a view to submitting to the client for approval in the next reporting period.

The costs of the house rental and utility costs are covered by Out of Pocket Expenses (PKR) in Appendix E of Contract Amendment No. 1.

PSU's accounting section advised the Consultant that the cost of furniture can be reclaimed under the 'Office Equipment' item in Out of Pocket Expenses.

2.2.3 Office Equipment

For the new office, equipment will be needed for the additional staff the Consultant plans to mobilise from January 2012. The additional items, for which PSU approval will be needed, will include:

- Desktop Computers & Monitors: 7 no.
- Laser Printers: 1 no.
- A3 Ink-Jet Colour Printer
- Scanners: 2 no.
- Fax Machine
- Binding Machine
- Digital Cameras: 2 no. :

2.2.4 Office Transport

For transport, the Consultant continued to operate one leased saloon car and driver. For 2012, further rented vehicles will be arranged, as necessary, to suit staff numbers. Short term rentals of 4WD vehicles will be arranged for staff field trips to the project towns.

2.3 Meetings

Two formal meetings between the Consultant and PSU were held during the reporting period. Mr. Jonathan Powell, BCE's CEO, attended both meetings. These are shown in the table below.

Formal Meetings: Consultant and PSU

| Date | Location | Topic |
|----------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 03/11/11 | PD's room, PSU office | Discussion on IPPMS and the tasks of the Consultant's newly mobilised M&E Specialist |
| 03/11/11 | Conference Room, PSU | Discussion on Consultant's Work Plan, staffing schedule, Inception Report and outsourced contracts under the (PKR) provisional sum. |

Meeting records are included in **Appendix B**.

3. PROJECT PROGRESS AGAINST WORK PLAN

3.1 Work Plan

The Consultant's Work Plan (**Appendix C**) was presented to the client at the meeting of 3rd November 2011. Progress through November 2011 is described below.

3.1.1 *Item 1.2: Procurement of Logistics and Facilities Required for Consultant's Team*

See *Section 2.2* above.

3.1.2 *Item 1.6: Preparation of Inception Report (Final)*

Preparation of the final version of the Inception Report, following the submission of a draft report in October 2010, was commenced following the meeting with the PSU of 3rd November 2011. At that meeting the Consultant presented a draft report contents list, draft Work Plan, draft staffing schedule and draft provisional sum sub-contract proposals.

The report was substantially completed by the end of the reporting period.

3.1.3 *Item 3.2: Develop and Implement IPPMS for SCIP and Identify M&E Framework Against the Action Plan*

The Consultant's M&E Specialist, Mr. Farhan Sami Khan, made good progress on this task during the reporting period. His included:

- Review of key program documents, including the RRP, SCIP (01-06) TORs, SAMAs and DMF

- Review of NSUSC's Monitoring and Evaluation Framework
- At the 3rd November 2011 meeting with PSU, presented key discussion notes on M&E strategy to PSU including on preliminary baseline survey methodology and IPPMS
- Conceptualisation of the overall M&E framework and reporting mechanisms for the program
- Preparation of (draft) M&E Strategy, including baseline methodologies, sampling, identification and selection of KPIs for incorporation into the IPPMS. A presentation on M&E Strategy is planned for early in the next reporting period.
- Made good progress on the writing of the (draft) M&E Strategy Report
- Designed baseline survey questionnaires, and reviewed draft questionnaires by others, related to: quantitative baseline poverty assessments; scope and quality of municipal services; and institutional capacity and infrastructure support of TAs (draft)
- Assisted PSU in reviewing for shortlisting CVs for an M&E Specialist to be inducted into the PSU team
- Reviewed NSUSC's Manual on Corporate Governance and produced brief recommendations for the improvement of its functions

Work on the required baseline surveys studies questionnaires commenced on 28th November 2011 with the mobilisation of the Consultant's MSD/Low Income Unit Advisor.

3.1.4 *Item 4.1: Identification of Potential TMAs for Inclusion in Cluster*

This task was initially undertaken the Consultant in 2010, during the first mobilization period, 5th July to 8th November 2010. In conjunction with the PSU, six towns in central Sindh were identified as being suitable for consideration for inclusion in the second cluster. The towns all satisfied the ADB selection criteria, as described in the Consultant's draft Inception Report of October 2010. The towns selected were: Nawabshah (Benazirabad) [anchor town], Shahdadpur, Tando Adam, Sanghar, Moro and N. Feroze.

At the 3rd November 2011 meeting, the PSU confirmed that the Government of Sindh may decide to change the anchor town from Nawabshah to Mirpurkhas, introduce two new towns and eliminate the two northernmost towns from the 2010 cluster. This would leave three of the original towns in the cluster: Sanghar, Shahdadpur and Tando Adam, with Nawabshah, Moro and N. Feroze dropping out.

3.1.5 Preparation of Procurement Plan

The Consultant commenced work on a draft Procurement Plan; this will be shared with the client in the next reporting period.

The Consultant also commenced work on drafting adverts for national newspapers for establishing select lists of qualified firms (through EOIs) to conduct two important activities: mapping studies and baseline studies.

4. KEY ISSUES

4.1 Confirmation of Towns to be Included as Beneficiaries Second Cluster

The Consultant requests an early decision from GOS on the towns to be included in the second cluster. Whilst the decision is awaited, the Consultant has advised the PSU that they will assume the 2010 towns are valid for all work in progress, namely Inception Report, baseline surveys preparation and mapping studies preparation.(see also *Section 3.1.4*).

4.2 Access to Flood Affected Second Cluster Towns

Once the second cluster towns have been identified, BCE will want to quickly finalise the terms of reference for outsourcing the mapping studies to sub-consultants. Similarly with the baseline studies sub-consultancy contracts. In addition, BCE will want to make preliminary visits to the new towns in the cluster, should a move from Nawabshah be confirmed by the Chief Minister, GOS.

4.3 Urban Unit Establishment and PC-II

The Consultant notes that a draft revised PC-II document was produced in September 2011, this being an update of the March/April 2010 PC-II.

The delay to the formation of the P&DD Urban Unit means that the three BCE staff allocated to the unit will not be needed until 2012. The staff members are: Regional, Economic Planning & Urban Development Advisor, MIS/Mapping Specialist and Urban Statistician.

Both the national staff involved are required also for the mapping studies, master plans, etc., the former being required early (the next reporting period), the latter in February 2012.

5. PROGRAMME OF ACTIVITIES FOR DECEMBER 2011

5.1 Consultant's New Office in Clifton

In the next reporting period the Consultant plans to submit to the client for approval quotations for furniture, air conditioners, blinds and other items.

Because the majority of the furniture must be made locally, the Consultant is not expecting to be in a position to move from the PSU office until January 2012.

5.2 Reports Submissions

- Submission of Inception Report (Final)
- Submission of M&E Strategy Report (Draft)

5.3 BCE Presentations to Client

The Consultant has made arrangements to present the draft M&E Strategy Report to the client at the start of the next reporting period.

**SINDH CITIES IMPROVEMENT PROGRAM
SCIP-3**

MEETING RECORD

Date & Time: November 3, 2011, 11:00 AM

Location: Program Director's Office, PSU, SCIP

Purpose: Meeting to discuss the Consultant's tasks of the Monitoring and Evaluation (M&E) Specialist, including the IPPMS (Investment Program Performance Monitoring System)

Present:

| | |
|----------------------------|-----------------------------------------------------------|
| Mr. Rafique Mustafa Shaikh | - Deputy Program Director, PSU |
| Mr Mumtaz Ali Halepoto | - Urban Development Specialist (UDS), PSU |
| Mr Muhammad Khalid | - Municipal Services Specialist (MSS), PSU |
| Ms Moomal Shahab | - Engineering Assistant, PSU |
| Mr Jonathan Powell | - CEO, BCE |
| Mr Peter Griffiths | - Consultant's Team Leader (TL) |
| Mr Farhan Sami Khan | - Consultant's Monitoring and Evaluation (M&E) Specialist |

Prepared by:

Farhan Sami Khan

Minutes Distribution:

All present, PSU Program Director, Consultant's DTL, EGC Lahore, and ADB

Discussion Points:

1. General

- 1.1 The Consultant's TL handed out a discussion note prepared by the M&E Specialist. The note has three main headings: (a) Baseline Surveys; (b) IPPMS, and (c) Periodic Monitoring and Reporting Mechanisms. A 3 month activities schedule was included in the note.
- 1.2 The Consultant's CEO made three points:
 - The revised DMF from the ADB is expected today (confirmed during the meeting);
 - He asked the PSU about the time frame for filling the position of the PSU M&E Specialist and M&E Officer; and
 - He suggested that it would be productive if Mr Asghar Memon (previously M&E Officer for the PSU) was able to provide any reports or outcomes produced during his time in the role.
- 1.3 The Consultant's TL said that the M&E Specialist was due to input 3 months initially, followed by another 3 months intermittently through 2012. The TL also said that the MSD/Low Income Unit Specialist would be mobilised in December so as to overlap with the M&E Specialist.
- 1.4 The Consultant's CEO expressed an interest in the M&E Specialist reviewing the CVs submitted for the PSU M&E Officer role and contributing, where possible, to the selection process.
- 1.5 The Consultant's M&E Specialist then proceeded to lead the meeting through his prepared discussion notes, as below.

2. Baseline Surveys

- 2.1 The M&E Specialist explained the need for conducting baselines on a priority basis. This includes poverty assessment baselines and the present scope and quality of services which are being provided. The sample size of these baselines must be representative, not confined, but having sufficient representation of low-income communities in all surveyed areas.
- 2.2 The PSU UDS said that baselines should include coverage of the TMA current institutional capacity and status of infrastructure support.

- 2.3 The Consultant's CEO said that BCE will make use of experience on other similar current projects, such as one in Bangladesh (i.e. *M&E Consultant for Emergency 2007 Cyclone Recovery and Restoration Project* – see www.eccrpbd.info).
- 2.4 The PSU MSS warned about the limitations of district level data in designing the methodology and sampling of the baseline surveys. He suggests that poverty baseline assessment surveys should have a statistically sufficient sample size. He added that baseline studies can also serve as a rich database in addition to SCIP baselines.
- 2.5 The PSU DPD said that baseline studies for population determination have been conducted recently by GOS in the 2011 flood affected areas and this data could be utilised on SCIP-03.
- 2.6 The Consultant's CEO said that TOR Amendment No. 1 has a provisional sum to cover baseline surveys, including those required for the study of low income residents. The work is to be outsourced, and the Consultant will start immediately to put together sub-contract documents in the form required by the ADB.
- 2.7 The M&E Specialist said that detailed TORs will be prepared for hiring the sub-contracting firm/organisation in meeting the selection requirements.
- 2.8 PSU's UDS proposed that the consulting firm should advise on the most suitable and time efficient method for hiring the sub-contracting firm, including the possibility of Single Source Selection (SSS).
- 2.9 The M&E Specialist said that training will be provided by the Consultant to inform the selected consultant firms on the specific data requirements of SCIP poverty assessment baselines.
- 2.10 The M&E Specialist drew the meeting's attention to the work plan, which shows that the conducting of the baseline studies requires approximately 6 weeks. This includes activities ranging from inception and design to data collection, data entry and cleaning, data coding, data analysis, and preparation of first draft of baseline reports. In addition, all activities will be subject to approval by the ADB and PSU.

3. Investment Program Performance Monitoring System (IPPMS)

- 3.1 The PSU's MSS handed out copies of ADB's modified DMF (with final DMF received from ADB on 4 November).
- 3.2 PSU's MSS suggested that IPPMS should be user friendly and easy to operate in generating data and monitoring reports. PSU's UDS added that the IPPMS should incorporate an integrated approach of compiling multiple kinds of diverse data and its management.
- 3.3 It was agreed that as poverty assessment and other baselines are a high-priority, on completion of the pilot phase of the surveys, work on designing the IPPMS will be initiated from identification and selection of performance indicators. These indicators will incorporate the four components of the program namely: (i) Service delivery; (ii) Institutional reform; (iii) Physical implementation; and (iv) Capacity development.
- 3.4 The M&E Specialist advised the PSU that the IPPMS system formulated will be easily accessible on-line.

4. Periodic Monitoring and Reporting Mechanisms

- 4.1 The M&E Specialist said that the Periodic Reporting System will be prepared in parallel to the designing of the IPPMS.

Meeting Closed at 12.30PM

SINDH CITIES IMPROVEMENT PROGRAM SCIP-3

MEETING RECORD

Date & Time: Thursday 3rd November 2011, 4.00PM

Location: Conference Room, PSU Office

Purpose: Meeting to Discuss Work Plan, Staffing Schedule, Inception Report and Provisional Sums

Present:

| | |
|------------------------|-----------------------------------------------------|
| Mr Mumtaz Ali Halepoto | - Urban Development Specialist & PSU TL for SCIP-03 |
| Mr Muhammad Khalid | - Municipal Services Specialist |
| Ms.Moomal Shahab | - Engineering Assistant |
| Mr Jonathan Powell | - CEO, BCE |
| Mr Peter Griffiths | - Consultant's Team Leader |
| Mr Amjad Habib | - Consultant's Deputy Team Leader (Designate) |
| Mr Farhan Sami | - Consultant's Monitoring and Evaluation Specialist |

Prepared by:

Peter Griffiths

Minutes Distribution: All attendees, Project Director, Deputy Project Director, EGC Lahore, and ADB

Discussion Points:

The Consultant's team leader started the meeting by explaining that there would be four parts to the presentation related to the new Terms of Reference for Contract Amendment No. 1 which are as follows:

- Revised Inception Report – list of contents
- Work Plan
- Staffing Schedule
- Provisional Sums – suggested contractual arrangements

1. Revised Inception Report Table of Contents

1.1 The Consultant showed the meeting their proposed 'Table of Contents' as an overhead projection. The Team Leader explained that whilst there would be routine changes throughout the report to match the revised TOR in Contract Amendment No. 1, some new sub-sections will be needed, viz: Section 2.2.2: Contract Amendment No. 1. Section 4 will have major modifications to cover the first three sections of the new TOR: A1, A2 & A3. Section 5 will be reviewed and possibly shortened to reflect the reduction in the scope of work required on Urban Planning Initiatives and Reforms.

1.2 In addition, there has been some discussion between the Consultant and PSU on Consultant's proposal for incorporating a hybrid type of approach with respect to payments, as is the case for the consultants on SCIP-04. The usual time-based payment system will be combined with a deliverables payment system. It was agreed that the Consultant will discuss this in the Inception Report in a new section, Section 2.4

1.3 The Consultant assured the PSU that all PSU comments on the first Inception Report have been noted and will be taken into account in the revised version.

The PSU asked the Consultant to review and provide quality input on organizational structure of PSU and advise on any possible amendments to make PSU work more efficiently and professionally.

1.4 Section 8 of the existing Inception Report discusses the field visits to six towns in September, where the anchor town is Nawabshah and the other towns are Shahdadpur, Tando Adam, Sanghar, Moro and N. Feroze. The PSU said that a decision by the Chief Minister is expected in the next two weeks on which towns are to be included in the new programme. The anchor town could be changed to Mirpur Khas, in which case Nawabshah, Moro and N. Feroze would drop out of the cluster, and two other towns would come in. The Consultant welcomed an early decision.

1.5 The Consultant said that they expect to have the revised Inception Report ready for submission in two weeks.

2. Work Plan

2.1 The Consultant's new Work Plan was shown as an overhead projection, and copies were also distributed.

2.2 The Work Plan shows the mapping process (outsourced) substantially completed by the end of January 2012, master plans completed by the end of April 2012 and feasibility reports and PFR completed by the end of July 2012. Urban unit activities are shown on the Work Plan extending through to October 2012. The final SCIP-03 assignment report will be submitted in October 2012. The PSU said that they were generally happy with these dates.

2.3 The Consultants proposed a formal completion date of assignment of October 31, 2012. i. PSU team was of the opinion that only a few activities extended beyond July 2012 and an effort should be made to bring forward their completion dates.

3. Staffing Schedule

3.1 The Consultant's staffing schedule, revised to match the new Work Plan, was shown as an overhead projection, and copies also distributed. The schedule depicts the same staff as included in Contract Amendment No.1, with changes only to input dates, not to person man-months.

3.2 The PSU said they were generally happy with the staffing inputs, but warned the Consultant that they could not guarantee access to the project towns for field visits and surveys by the end of November (as the staff schedule assumes) as the floods may not have receded by then. The PSU explained that the floods this year (July/August) are as a result of severe intensity rainfall, rather than, as in 2010, from the breaching of the embankments of the river. A much larger area of land is affected this time and it may take longer for the flood waters to dissipate. This potentially affects the positions of MSE (SWM), water supply engineer, wastewater engineer, senior surveyor and field engineer

3.3 The PSU said that they would like to see Saadat Ali providing early master plan inputs if field visits are delayed. The PSU explained that there are issues in the SWM sector in North Sindh relating to cost recovery which they would like assistance on. This support was agreed to by the Consultant in the context of it being strategy work as part of the master planning process.

3.4 The Consultant suggested that MSE (SWM) may provide intermittent inputs from his Islamabad base. The PSU said that in its present form the Contract agreement is based on field based man-month inputs, however, this arrangement could be proposed by the Consultant in the revised Inception Report as part of hybrid contracting arrangements, providing for some Consultant staff inputs (both national and international) from 'home' rather than 'in field'; as some activities did not necessarily require field mobilization of the staff. Activities regarding review and finalization of water, wastewater and SWM policies under TOR A1 were cited as examples.

3.5 In respect of the position of Regional Economic Planning and Urban Development Advisor, the Consultant advised the PSU that they would soon be providing them with a new CV to review. The Consultant's CEO also advised that discussions were ongoing with the original candidate, who is due to complete his current assignment in Tonga in December.

3.6 It was noted by the PSU that the CSC meeting earlier in the day had gone well in respect of approving Mr Amjad Habib for the (new) position of Deputy Team Leader. They now await ADB agreement.

3.7 The PSU advised the Consultant that they have some applications for the position of M&E Specialist for the PSU team – which they would like the Consultant's M&E specialist (Farhan Sami) to assist on evaluating. The Consultant agreed to this.

3.8 The Consultant put forward a proposal to permit a rebalancing of national staff man-months so as to provide expertise in the right areas, given that the staff list was drawn up at a time when there was more emphasis on design. The Consultant gave an example of the 4 man-months in Contract Amendment No.1 for a quantity surveyor, needed in detailed design, but much less so in feasibility study work. The aim would be to strengthen the junior engineer staff (only two at present) and field

engineer staff (only one at present, to cover six project towns). It was agreed that the Consultant would make suggestions in the revised Inception Report.

4. Provisional Sums: Suggested Contract Arrangements

4.1 The Consultant showed a draft list of provisional sum items as an overhead. The list includes water supply and wastewater system mapping (outsourced), field assessment of solid waste physical infrastructure, satellite imagery procurement, laboratory testing, insertion meters and baseline /socio-economic survey, etc. The sum allocated in Amendment No. 1 is PKR 31 million.

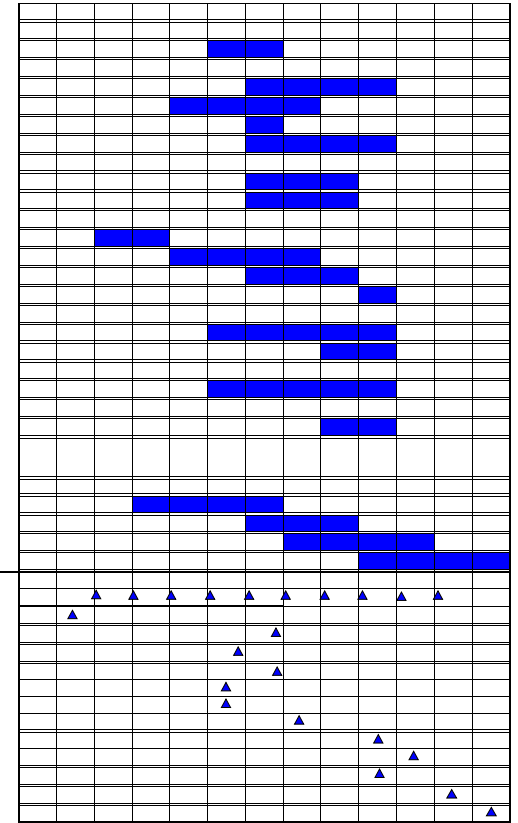
4.2 UDS, PSU suggested that an Asset Inventory Survey may also be carried out from the provisional sums.

4.3 The PSU clarified that ADB conditions take priority over Sindh Public Procurement Rules

4.4 The Consultant agreed to discuss further and produce a draft procurement plan.

Meeting closed at 5:45pm.

| | | | | | |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--|--|--|
| 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 | TL, DTL, Contr & Proc. Spec. | | | |
| 5.2.2 | 2. Feasibility Studies and Preliminary Design | | | | |
| 5.2.2.1 | (i) Prepare feasibility studies for Tranche 2 subprojects identified | TL, DTL, MSE (SWM) Int, MSE(SWM) Nat., W.S Exp., WS Eng., WW Eng., etc..... | | | |
| 5.2.2.2 | (ii) Conduct assessment of groundwater and/or surface water supplies, including water quality analysis as necessary | DTL, WS Exp., WS Eng. | | | |
| 5.2.2.3 | (iii) Determine the technical viability of proposed subproject solutions, including benefits from Clean Development Mechanism (CDM) | DTL, MSE(SWM) Int., MSE(SWM) Nat., WS Exp., WS Eng., WW Eng. | | | |
| 5.2.2.4 | (iv) Develop and define preliminary engineering designs, outline costs and estimates of time required to complete preferred options | DTL, MSE(SWM) Int., MSE(SWM) Nat., WS Exp., WS Eng., WW Eng., Contr & Proc. Sp., Elect/Mech Eng., QS | | | |
| 5.2.3 | 3. Subproject Costs, Economic and Financial Analysis | | | | |
| 5.2.3.1 | (i) Estimate subproject costs and summarize for ADB presentation | MF&T, Fin. & Econ. Spec., QS | | | |
| 5.2.3.2 | (ii) Prepare financial and economic analysis for the Tranche 2 subprojects in accordance with ADB standards | MF&T, Fin. & Econ. Spec. | | | |
| 5.2.4 | 4. Land Acquisition, Resettlement and Social Assessment | | | | |
| 5.2.4.1 | (i) Prepare the Involuntary Resettlement Categorization Checklist. | DTL, Safeguards Spec. (Res), Safeguards Adv (Res) | | | |
| 5.2.4.2 | (ii) Prepare Land Acquisition and Resettlement Plans for projects involving land acquisition and resettlement. | DTL, Safeguards Spec (Res), Safeguards Adv.(Res) | | | |
| 5.2.4.3 | (iii) Supervise resettlement plans formulation and implementation | DTL, Safeguards Spec. (Res), Safeguards Adv.(Res) | | | |
| 5.2.4.4 | (iv) Prepare progress reports on resettlement actions | DTL, Safeguards Spec., Safeguards Adv. | | | |
| 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) | DTL, Safeguards Spec (Env), Safeguards Adv (Env) | | | |
| 5.2.5.2 | (ii) Ensure construction requirements for EMP are included in tender documents | DTL, Safeguards Spec (Env), Safeguards Adv (Env) | | | |
| | 6. Social Safeguards | | | | |
| 5.2.6.1 | (i) Prepare Resettlement Plans (RP) or Due Diligence Reports (DDR) as needed | Safeguards Adv (Res) | | | |
| | 7. Prepare Implementation Schedule | | | | |
| 5.2.7.1 | (i) Prepare a detailed implementation schedule | TL, DTL | | | |
| 6.0 | 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 | REP&UD Advisor | | | |
| 6.1.2 | Sindh urban management information system and GIS databases | REP&UD Advisor | | | |
| 6.1.3 | Spatial planning capacity | REP&UD Advisor | | | |
| 6.1.4 | Introduction of a simplified zoning system | REP&UD Advisor | | | |
| | Reports | | | | |
| 1 | Monthly Progress Reports | TL, DTL | | | |
| 2 | Project Inception Reports | TL, DTL | | | |
| 3 | Water Supply Master Plans Report | TL, DTL | | | |
| 4 | Wastewater Master Plans Report | TL, DTL | | | |
| 5 | SWM Master Plans Report | TL, DTL | | | |
| 6 | Central Sindh USC Incorporation documents | TL, DTL, LA | | | |
| 7 | SAMAs, Shareholders agreements and Tripartite Agreements | TL, DTL, LA | | | |
| 8 | Management Contract for Central Sindh Towns | TL, DTL, LA | | | |
| 9 | Draft Sub-Project Feasibility Reports (Tranche 2) | TL, DTL | | | |
| 10 | Final Sub-Project Feasibility Reports (Tranche 2) | TL, DTL | | | |
| 11 | Periodic Finance Report (PFR) | TL, DTL | | | |
| 12 | Draft Final Report | TL, DTL | | | |
| 13 | Final Report | TL, DTL | | | |



Legend:

- Continuous Activity
- Intermittent Activity
- Staged Delivery (i.e. For multiple towns)
- Milestones