



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 (8)
JUNE 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 June 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	11 June 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 proposal was submitted on 1st June 2012 including 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
Replacement of Team Leader / Mobilisation	Cleared by PSU /CSC, under ADB's Approval
First Draft Report regarding Revision and finalization of Sindh Drinking Water Policy by Water Supply Expert (International)	Under finalization, to be submitted in the next reporting period
RFP for Mapping Studies finalization and issuance to the top-ranked EOI Company	After comments of all concerned, RFP finalized and issued to M/s. NESPAK (Pvt.) Ltd. / SEC (JV)
RFP for Baseline Studies, draft document finalized for comments of all concerned	After comments of all concerned, RFP finalized and issued to M/s. Management & Development Center
Press advert prepared for the SWM Studies for publication in National Press	Advertisement finalized after obtaining comments of all concerned and published.
Finalization of RFPs for the SWM studies	TOR is finalized. Other parts of RFP to be

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	prepared in next reporting period
Field Visit of Punjab Urban Unit at Lahore by Regional, Economic & Urban Development Advisor and MIS / Mapping Specialist along with DG, Urban Unit and Public Finance Specialist, PSU	Field Visit carried out
Field Visit of Sukkur & Larkana by Regional, Economic & Urban Development Advisor and MIS / Mapping Specialist	Field Visit carried out
Mobilization of Legal Advisor and Senior Surveyor	Although mobilization of Senior Surveyor was approved but was kept in abeyance due to non-approval / mobilization of Water Supply Engineer (National) while Legal advisor will be mobilized after the mobilization of new Team Leader.
Approval/Mobilization of Water Supply Engineer (National), Junior Engineer # 2 & CAD Operator / Draftman	Comparative Statement Sheets for replacement candidates were submitted to PSU. Cleared by PSU / CSC, under ADB's Approval 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
Wastewater Engineer (National) & Field Engineer	CV's of Wastewater Engineer & Field Engineer 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 started mobilization arrangements on the basis of verbal approval.
Feasibility Studies for Water Supply Sector	FS for Mirpurkhas (WS) is almost complete, pending finalization due to non-availability of existing Maps / Plans etc.
Draft Communication Strategy Report	The submitted report stands withdrawn. BCE in process of searching replacement of C&COS. Report will be re-submitted later

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Submission of Field Visit Reports – Hydrogeology Sector (3 Nos)	Three Field Visits were carried out by BCE Hydrogeologist in April / May and reports were finalized and submitted
Submission of Ground Water Study Report – Hydrogeology Sector	Ground Water Study Report was finalized and submitted

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	20/06/12	90 days (Terminated)
Contract & Procurement Specialist (Home Input)	25/02/12		30 days – Intermittent
MIS & Mapping Specialist	28/05/12	Continuing	60 days

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. Upon mobilization of the Team Leader in the next reporting period, the work program and the personnel schedule will be reviewed and revised.

4.2.2 Consultant's Staffing Issues

The issue of adjustment of inputs of staff is still under discussion with the Client. Contract Amendment #2 was submitted to the Client which incorporates proposed adjustments to international staff. 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 previous Team Leader Mr. Peter Griffiths resigned from the project on March 17, 2012. Replacement candidate, Mr. Momir Vranes, is evaluated by PSU / CSC and is under ADB's approval.

Regional, Economic Planning and Urban Development Advisor

Mr. Requito Bellosillo joined and commenced work w.e.f May 02, 2012, will be de-mobilized w.e.f. July 02, 2012.

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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 has started preparations for his mobilization.

Safeguards Advisor (Resettlement)

Mobilization timing of Mr. Lopez has changed from originally planned timing. Mr. Lopez was not available for the originally planned timing. Upon mobilization of the Team Leader in the next reporting period, the staffing plan will be reviewed and revised. Accordingly, unavailability of Mr. Lopez will be reconfirmed. In the meantime, search for a suitable replacement is going on. .

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 Comparative statements for replacement candidates for Water Supply Engineer, Junior Engineer & CAD Operator / Draftsman in May, 2012. PSU / CSC forwarded the same for ADB's approval.

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

4.3 Field Trips

The Consultant Regional, Economic & Urban Development Advisor and MIS / Mapping Specialist carried out first field trip to Punjab Urban Unit, Lahore w.e.f May 30, to June 01, 2012, 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).

Second field trip took place w.e.f June 26 to June 27, 2012 for the cities of Sukkur & Larkana to ascertain the existing situation with reference to Spatial & Economic Planning etc.

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
06/06/2012	Video Conference	PSU & BCE	CEO, BCE Deputy CEO, BCE	Discussed project and staffing issues
07/06/2012	Meeting with Director Town Planning, SBCA	PSU, BCE & SBCA	Actg.TL, Regional Economic & Urban Development Advisor along with Public Finance Specialist, PSU	Regarding Spatial & Economic Planning (Urban Unit – Task A4)
08/06/2012	Meeting with Special Secretary Technical, Local Government Department, GoS	LG Department, GoS, PSU & BCE	Actg.TL, Regional Economic & Urban Development Advisor	Regarding Regional Economic, Spatial Planning & Urban Development in Secondary Cities in Sindh (Urban Unit – Task A4)
25/06/2012	Meeting with PD, PSU & concerned staff	PSU & BCE	Actg.TL, Regional Economic & Urban Development Advisor and MIS / Mapping Specialist	To review the present status and work done so far regarding Urban Unit (Task A4), overall tasks and other related issues were also discussed in detail especially formation / staffing of Urban Unit etc.
29/06/2012	Meeting with DG Urban Unit, PSU & concerned staff	Urban Unit, PSU & BCE	Actg.TL, Regional Economic & Urban Development Advisor and MIS / Mapping Specialist	Progress made during field visits
29/06/2012	Meeting with MSS (SWM), Water & Wastewater	PSU & BCE	Actg.TL and MIS / Mapping Specialist	Mapping Studies – Questionnaire of NESPAK / Extension in Proposal submission date

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	Ground Water Study Report	Hydrogeologist		04/06/2012
02	Field Visit Reports (3 Nos)	Hydrogeologist		04/06/2012
03	Monthly Progress Report	Actg. Team Leader / Deputy CEO, BCE	05/06/2012	11/06/2012
04	RFP for Mapping Studies	Contract & Procurement Specialist / Actg. Team Leader / Deputy CEO, BCE		11/06/2012
05	Draft Communication Strategy Report	Communication & Community Outreach Specialist		12/06/2012
06	Advertisement for SWM studies	DTL, MSE (SWM)		16/06/2012
07	RFP for Baseline Studies	Dy. CEO, BCE, DTL		29/06/2012

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 Deputy CEO, Mr. Volkan Coskun, continue to handle day-to-day project organisation. These are interim measures while the Consultant progresses ongoing team leadership options. Team Leader was proposed to the Client which was cleared by PSU / CSC and under ADB's approval.

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. Work will start after mobilization of new Team Leader.

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

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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.

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.

Draft strategy report was submitted on 12/06/2012 and was reported as copying of an old report from the internet by PSU, action was taken against Communication & Community Outreach Specialist. Work will recommence after the appointment of new Communication & Community Outreach Specialist.

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.

RFP for Mapping Studies was finalized and sent to PSU on 11/06/2012 and after seeking their clearance was issued to M/s. NESPAK (Pvt.) Ltd. / SEC (JV) on 18/06/2012 having submission date of 02/07/2012. M/s. NESPAK (Pvt.) Ltd. vide their e-mail dated 27/06/2012 requested for extension of time for submission upto 16/07/2012 which is notified by BCE after seeking approval of BCE.

RFP for Baseline Studies was finalized and sent to PSU on 26/06/2012 (soft version) and after their clearance will be issued to M/s. MDC, Hyderabad – Sindh (first ranked company by CSC) for the submission of Technical & Financial Proposal.

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.

RFP for Baseline Studies was finalized and sent to PSU on 26/06/2012 (soft version) and after their clearance will be issued to M/s. MDC, Hyderabad – Sindh (first ranked company by CSC) for the submission of Technical & Financial Proposal.

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 and further comments were received.

RFP for Mapping Studies was finalized and sent to PSU on 11/06/2012 and after seeking their clearance was issued to M/s. NESPAK (Pvt.) Ltd. / SEC (JV) on 18/06/2012 having submission date of 02/07/2012. M/s. NESPAK (Pvt.) Ltd. vide their e-mail dated 27/06/2012 requested for extension of time for submission upto 16/07/2012 which is notified by BCE after seeking approval of BCE.

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 and also during field visits held in April & May, 2012 by the Hydrogeologist which is incomplete and do not serve the purpose.

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.

Finalised reports (3 Nos) covering all the field visits and Ground Water Study Report submitted to PSU on 04/06/2012.

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).

Press Advert for EOI was prepared and sent to PSU on 30/05/2012 (soft version), sent for Press publication by PSU through Press & Information Department, GoS and appeared in National Press on 28/06/2012 having closing date of 09/07/2012.

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.

This task will commence after the approval / mobilization of new Communication & Community Outreach Specialist.

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.

Approval of WSE (National), Junior Engineer # 2 (Water) and CAD Operator / Draftsman was cleared by PSU / CSC and is under ADB's approval and after mobilization of these positions work will progress which is anticipated to be 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.

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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 was submitted to PSU on 04/06/2012.

5.2 Key Issues

The key issues identified are:

1. The feasibility studies and subprojects identification started 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 Wastewater Engineer and Field Engineer.
5. PSU to speed up the approval and mobilization process for Water Supply Engineer (Nat.), Junior Engineer, and CAD Operator/Draftsman.
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 July 2012 are planned to include the following:

- Progress Team Leader mobilisation
- Review of Work Plan and overall Staffing Schedule for the remainder of the project
- Commencement of Bidding Process / Award of work to 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
- To shortlist / rank companies 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
- Approval/Mobilization of Water Supply Engineer (National), Junior Engineer and CAD Operator/Draftsman
- Submission of CVs/Approval/Mobilization of Wastewater Engineer (National) & Field Engineer
- Submission of Deliverables by Regional, Economic Planning & Urban Development Advisor for Urban Unit (Task A4)
- To progress on the Feasibility Studies regarding Water Supply sector for the project cities

APPENDICES

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30th June, 2012**
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APPENDIX A

International & National Staff Inputs to 30th June, 2012

International Staff Inputs to 30th June 2012

No.	Name in Contract / Replacement	Position	Unit Assigned	CA No.1 (PMs)	Prop. Adjusted Inputs (PMs)	Date Started	Date Finished	Input in 2010 (PMs)	Prev. Input in 2011/ 2012 (PMs)	Input in June 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 V. Bellosillo	Regional, Economic Planning & Urban Development Advisor	UU	9.0	TBD	05/07/10 02/05/12	14/08/10 Continuing	1.40	1.0	1.0	3.40
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 30th June 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 June 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 -	- 6.47	1.00	8.11
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	-	2.32	Terminated	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	06/01/12 28/05/12	29/02/12 Continuing	-	0.32	1.00	1.32
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	31/03/12	-	0.43	-	0.43
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	-	1.50	-	1.50
20.	Muhammad Rashid	Electrical / Mechanical Engineer	PSU	2.0	TBD	-	-	-	-	-	-
21.	Ambreen Bibi	Junior Engineer #1	PSU	8.0	TBD	09/02/12	Continuing	-	3.7	1.0	4.7
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

Video Conference (PSU & BCE) on 06/06/2012

From: Coskun, Volkan [mailto:Volkan.Coskun@smec.com]
Sent: Friday, June 01, 2012 3:54 AM
To: Suhaib Qureshi
Cc: 'Rafique mustafa (DPD)'; saeedawan64@yahoo.com; Powell, Jonathan
Subject: RE: Video Conference between PSU & BCE

Dear Mr. Suhaib,

We acknowledge and confirm the timing for video conference.

Kind regards
Volkan

From: Suhaib Qureshi [mailto:suhaib@scip.gos.pk]
Sent: Tuesday, 29 May 2012 5:59 PM
To: Coskun, Volkan
Cc: 'Rafique mustafa (DPD)'; saeedawan64@yahoo.com; Powell, Jonathan
Subject: Video Conference between PSU & BCE

Dear Mr. Volkan

I hereby confirm the availability of our Program Director for video conference with BCE on Wednesday , 6th June 2012 (11:00 am Pakistan Time),Thanks.

Kind regards
Suhaib Qureshi

From: Coskun, Volkan [mailto:Volkan.Coskun@smec.com]
Sent: Monday, May 28, 2012 12:49 PM
To: Suhaib Qureshi; Powell, Jonathan
Cc: Rafique mustafa (DPD); saeedawan64@yahoo.com
Subject: RE: Video Conference between PSU & BCE

Dear Mr. Suhaib,

We are currently running a Study Tour for Afghanistan Water Supply and Sewerage Company which makes it a bit difficult to schedule for Monday.

May we propose to have the video conference on Wednesday 6th June 2012 at the same time (10:00 am Pakistan time)?

Kind regards

Volkan Coskun | Deputy CEO
Brisbane City Enterprises Pty. Ltd.
Level 1, 154 Melbourne St, South Brisbane, QLD 4101 Australia
(PO Box 5949 West End QLD 4101)
T +61 7 3029 6692 | F +61 7 3029 6699 | M +61 401 345 410
volkan.coskun@smec.com | www.bce.com.au

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Working in partnership with Brisbane City Council

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From: Suhaib Qureshi [mailto:suhaib@scip.gos.pk]
Sent: Monday, 28 May 2012 5:16 PM
To: Powell, Jonathan; Coskun, Volkan
Cc: Rafique mustafa (DPD); saeedawan64@yahoo.com
Subject: Video Conference between PSU & BCE

Dear Mr. Volkan

Please note our Program Director-PSU like to have video conference with BCE on Monday , 4th June 2012 between 10: 00 am - 11:00 am (Pakistan Time). Kindly confirm the availability and timings in order to finalize accordingly.

Waiting for your confirmation, Thanks.

Kind regards
Suhaib Qureshi

Human Resource & Comm Specialist

Meeting with Director Town Planning, SBCA on 07/06/2012

From: m.amir.ansari@scip.gos.pk
To: ten_bellosillo@yahoo.co.uk
CC: drsap7@yahoo.com; saeedawan64@yahoo.com; rafique.mustafa@gmail.com; ahpmem@hotmail.com; Volkan.Coskun@smec.com; mairajsd@yahoo.com
Subject: RE: Meeeting with SBCA
Date: Wed, 6 Jun 2012 16:48:47 +0500

Dear Ten Bellosillo,

I confirm my availability for the said meeting. I will be available in my office (PSU-SCIP) at around 10.30 am to accompany you for the meeting.

Best Regards,

Muhammad Amir Ansari
Public Finance Specialist

From: Requito Bellosillo [mailto:ten_bellosillo@yahoo.co.uk]
Sent: 06 June, 2012 2:15 PM
To: Muhammad Amir Ansari
Cc: Captain Sikandar Ali Panhwar; 'Saeed Ahmed Awan'; Rafique Mustafa; amjad habib; Volkan Coskun; Mairaj Siddiqui
Subject: Meeeting with SBCA

Dear Amir,

Please be informed that Amjad has facilitated a meeting with Mr. Khawaja Badiuzzaman, Director Town Planning, of the Sindh Building Control Authority (SBCA) tomorrow, 07 June, at 11:00am. This will be held at Mr, Badiuzzaman's office (2nd floor).

Kindly confirm your availability to attend the said meeting.

Best regards,

Ten Bellosillo
Regional Economic & Urban Development Advisor
SCIP 03

Meeting with Special Secretary Technical, Local Government Department, GoS on 08/06/2012

Date: Thu, 7 Jun 2012 09:41:03 +0100

From: ten_bellosillo@yahoo.co.uk

Subject: RE: Meeeting with LGD

To: m.amir.ansari@scip.gos.pk

CC: drsap7@yahoo.com; saeedawan64@yahoo.com; rafique.mustafa@gmail.com; ahpmem@hotmail.com; Volkan.Coskun@smec.com; mairajsd@yahoo.com

Dear Amir,

Please be informed that Amjad has facilitated a meeting with Mr. Suleman Chandio, Special Secretary Technical - LGD, tomorrow, 08 June, at 11:00am.

Kindly confirm your availability to attend the said meeting. We can pick you up from your office and we'll go together to Mr. Suleman's office.

Best regards,

Ten Bellosillo

Regional Economic & Urban Development Advisor

SCIP 03

Meeting with DG Urban Unit, PSU & concerned staff on 29/06/2012

From: m.amir.ansari@scip.gos.pk
To: ten_bellosillo@yahoo.co.uk; mairajsd@yahoo.com
CC: saeedawan64@yahoo.com; drsap7@yahoo.com; rafique.mustafa@gmail.com;
ahpmem@hotmail.com; Volkan.Coskun@smec.com
Subject: FW: Meeting with Mr. Ten Bellosillor (SCIP-03 Consultant).
Date: Thu, 28 Jun 2012 16:05:51 +0500

Dear Ten Bellosillo and Mairajuddin,

It is to inform you that Mr. Sikandar Ali Panhwar has graciously scheduled the subject meeting at 3.30 pm tomorrow.

You are requested to please prepare your briefs on the progress made during your field visits.

Best Regards,

Muhammad Amir Ansari
Public Finance Specialist

APPENDIX C

Project Workplan – June 2012

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

Tasks in Terms of Reference	Consultant's Personnel with Main Task Responsibility	Monthly Progress - May	2010				2011					2012								
			Jul i	Aug ii	Sep iii	Oct iv	Oct 1	Nov 2	Dec 3	Jan 4	Feb 5	Mar 6	Apr 7	May 8	Jun 9	Jul 10	Aug 11	Sep 12	Oct 13	Nov 14
1.0 Mobilisation																				
1.1 Mobilisation of Consultant's Team		COMPLETED - Replacement staffing ongoing as required																		
1.2 Procurement of Logistics and Facilities required by Consultant's Team	TL, DTL	BCE, DTL																		
1.3 Organisation and Management of Consultant's Team	TL, DTL	BCE, DTL																		
1.4 Establish Consultation and Coordination Links	TL	BCE, DTL																		
1.5 Obtain Project Data	TL + Team																			
1.6 Preparation of Project Inception Report (PIR)	TL	COMPLETED																		
2.0 Program Management																				
2.1 Project Management and Control System (PMCS)		BCE																		
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	MFTR Adv ?																		
3.2 (ii) Develop and implement IPPMS for SCIP and develop M&E Framework against the Action Plan	M&E Spec.	M&E Spec																		
3.2 A BCE prepares EOI adverts, EOI evaluation with PSU, preparation of RFP, evaluation of bids, appointment of firm	DTL, M&E Spec,	DTL																		
3.2 B Appointed firm carries out baseline studies in central Sindh towns	Outsourced to sub-contractor	Procurement still in progress																		
3.3 (iii) Advise provincial authorities on their roles and responsibilities as a part of USC Board of Directors	TL, DTL, MFTR Adv	BCE, MFTR Adv																		
3.4 (iv) Develop and implement PSU capacity development and training plan	MFTR Adv, TL, DTL	MFTR Adv, BCE																		
3.5 (v) Revise and finalise draft Sindh drinking water policy	WS Expert (Int), WS Eng (Nat)	WS Expert (Int)																		
3.6 (vi) Advise on implementation guidelines for drinking water and sanitation and SWM policies	WS Exp (Int), WS Eng (Nat), WW Eng (Nat), MSE (SWM) (Nat)	WS Expert (Int), MSE (SWM) (Nat)																		
3.7 (vii) Conduct study of water supply and wastewater management regulatory needs	WS Exp (Int), WS Eng (Nat), WW Eng (Nat)	WS Expert (Int), MFTR Adv																		
3.8 (viii) Develop and assist PSU in executing communications strategy and outreach to raise public awareness of urban service provision reforms	Commun. Spec.	Commun. Spec.																		
3.9 (ix) Advise on municipal service provision to low-income communities	MSD/Low Inc Unit Adv, M&E Spec, MFTR Adv	M&E Spec, MFTR Adv																		
3.10 (x) Prepare Second Financing Report - PFR - for second cluster, based on Punjab Cities Implementation Program experiences.	MFTR Adv, TL, DTL	MFTR Adv & ???																		
3.11 (xi) Provide technical advice to the PSU as needed	BCE Team (Technical)	BCE Team (Technical)																		
4.0 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	COMPLETED																		
4.2 (ii) Prepare legal documentation of new USC	Legal Adv, TL, DTL	DTL meeting with Legal Advisor 19/3																		
4.3 (iii) Prepare management contract for second Sindh cluster	Legal Adv, TL, DTL	DTL meeting with Legal Advisor 19/3																		
5.0 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	DTL																		
5.1.1.1 (i) Gather existing network maps and update information as needed about the water supply system	Outsourced to sub-consultant	Procurement still in progress																		
5.1.1.2 (ii) Map the water supply network using AutoCAD® or similar software approved by the Client	Outsourced to sub-consultant																			
5.1.1.3 (iii) Conduct study on available sources of water for each Town based on current and future needs	WS Exp (Int), WS Eng (Nat)	WS Exp (Int)																		
5.1.1.4 (iv) Investigate existing house connections and assess whether they need to be replaced to ensure effective 24/7 operation	WS Eng (Nat) + TMA	WS Exp (Int)																		
5.1.2 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)	WS Exp (Int)																		
5.1.2.2 (ii) Identify potential sources of water and assess their yield, using existing information where possible and conduct hydro-geological investigation where required	WS Exp (Int), WS Eng (Nat), Hydrogeologist	WS Exp (Int), Hydrogeologist																		
5.1.2.3 (iii) Conduct surveys of existing system and the level of service that it provides	WS Exp (Int), WS Eng (Nat), Sen Surveyor, Field Eng																			
5.1.2.4 (iv) Prepare report on current and future demand for water, based on population and demand projections	WS Expert (Int), WS Eng (Nat), Urban Statistician	WS Expert (Int), Urban Statistician																		
5.1.2.5 (v) Assess needs for investment in water production 2012-2037	WS Expert (Int), WS Eng (Nat)	WS Exp (Int)																		
5.1.2.6 (vi) Develop proposals based on work already done on zoning the water supply system to move to 24/7 water supply	WS Expert (Int), WS Eng (Nat)	WS Exp (Int)																		
5.1.2.7 (vii) Prepare Water Supply Master Plan Report	WS Expert (Int), WS Eng (Nat)	WS Exp (Int)																		
5.1.3 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	DTL																		
5.1.3.1 (i) Gather existing network maps and information about the sewerage and drainage system and update if information is inadequate	Outsourced to sub-contractor	Procurement still in progress																		
5.1.3.2 (ii) Map existing system using AutoCAD or similar software	Outsourced to sub-contractor																			
5.1.3.3 (iii) Investigate and report the condition of existing pumping stations	WW Eng (Nat), Elect / Mech Eng., Struct. Eng.	WW Eng (Nat), Elect / Mech Eng., Struct. Eng.																		
5.1.3.4 (iv) Develop proposals following evaluation of alternative solutions	WW Eng (Nat)	???																		
5.1.3.5 (v) Prepare Wastewater Master Plans	WW Eng (Nat)	???																		
5.1.4 4. SWM Master Plans for the selected Tranche 2 towns																				
5.1.4 A BCE prepares EOI adverts, EOI evaluation with PSU, preparation of RFP, evaluation of bids, appointment of firm	DTL, Contracts & Proc Spec, MSE (SWM) (Nat)	DTL, Contracts & Proc Spec, MSE (SWM) (Nat)																		
5.1.4.1 (i) Undertake in-depth field assessment of physical infrastructure and systems	Outsourced to sub-consultant																			
5.1.4.2 (ii) Investigate and report the quantity and composition of waste through field surveys, and prepare projections over 10 years	Outsourced to sub-consultant																			
5.1.4.3 (iii) Review current and planned private sector interventions, including the activities of the informal private sector	MSE (SWM) (Int), MSE(SWM) (Nat)	Awaiting Sta.Ana NOL, MSE(SWM) (Nat)																		
5.1.4.4 (iv) Carry out technical analysis and identify institutional, regulatory and physical improvement options	MSE (SWM) (Int), MSE(SWM) (Nat)	Awaiting Sta.Ana NOL, MSE(SWM) (Nat)																		
5.1.4.5 (v) Identify sanitary landfill sites based on World Bank and ADB guidelines	MSE (SWM) (Int), MSE(SWM) (Nat)	Awaiting Sta.Ana NOL, MSE(SWM) (Nat)																		
5.1.4.6 (vi) Prepare a framework of guidelines for obtaining Clean Development Mechanism (CDM) benefits	MSE (SWM) (Int), MSE(SWM) (Nat)	Awaiting Sta.Ana NOL, MSE(SWM) (Nat)																		
5.1.4.7 (vii) Prepare monitoring and verification plan as per approved CDM methodology	MSE (SWM) (Int), MSE(SWM) (Nat)	Awaiting Sta.Ana NOL, MSE(SWM) (Nat)																		
5.1.4.8 (viii) Conduct wide ranging stakeholder consultations	Commun Spec, MSE (WSE) (Nat)	Commun. Spec., MSE (WSE) (Nat)																		
5.1.4.9 (ix) Prepare SWM Master Plans Report	MSE (SWM) (Int), MSE (SWM) (Nat)	Awaiting Sta.Ana NOL, MSE(SWM) (Nat)																		

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

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

APPENDIX D

Correspondence

CORRESPONDENCE FROM CONSULTANT TO PSU: JUNE 2012

Nr.	Date	Letter Reference	Subject
1.	01/06/2012	5065038/BCE/KPO/SCIP3/PSU/103	Mobilization of Mr. Mairaj Uddin Siddiqui: MIS & Mapping Specialist
2.	04/06/2012	5065038/BCE/KPO/SCIP3/PSU/104	Submission of Groundwater Study Report
3.	04/06/2012	5065038/BCE/KPO/SCIP3/PSU/105	Submission of Field Visit Reports – Hydrogeology Sector (3 Nos.)
4.	09/06/2012	5065038/BCE/KPO/SCIP3/PSU/106	Submittal of Comparative Statement Sheets for CSC Meeting Dated 11 th June, 2012
5.	11/06/2012	5065038/BCE/KPO/SCIP3/PSU/107	Recruiting Consulting Firm for Mapping Studies – Submission 1 to ADB
6.	11/06/2012	5065038/BCE/KPO/SCIP3/PSU/108	Monthly Progress Report for May 2012
7.	12/06/2012	5065038/BCE/KPO/SCIP3/PSU/109	Submission of Draft Communication Strategy Report – Communication & Community Outreach Specialist
8.	29/06/2012	5065038/BCE/KPO/SCIP3/PSU/110	Submission of Draft Report (4 Nos) – Regional Economic & Urban Development Advisor
9.	30/06/2012	5065038/BCE/KPO/SCIP3/PSU/111	RFP for Baseline Studies

CORRESPONDENCE FROM PSU to CONSULTANT: JUNE 2012

Nr.	Date	Letter Reference	Subject
1.	15/06/2012	P&D/PSU/(SCIP)/M&E/SCIP-03/89-09/2451	SCIP 03 – Submission of Draft Communication Strategy Report by BCE
2.	22/06/2012	P&D/PSU/SCIP/Advertisement/SMEC/2011-12/2472	Request to Publish Advertisement regarding Expression of Interest (EOI)
3.	29/06/2012	P&D/PSU(SCIP)/CSUSC/2488	Technical Data Handover to SCIP-03 Consultants

PSU Comments on SCIP 03 MPR (JUNE 2012)

Page	Reference	PSU Comment
Pg 4 4.1 Progress against previous month's planned activities	<p>Mobilization of Legal Advisor & Senior Surveyor. <i>Although mobilization of Senior surveyor was approved but was kept in abeyance due to non-approval/mobilization of water supply engineer.</i></p>	<p>Struggling to understand link between mobilization of senior surveyor and National Water Supply Engineer. Had there been any link, BCE would not have requested mobilization of Senior Surveyor.</p> <p>Fact Sheet The request for mobilization of Senior surveyor was shared with PSU on dated 21st may 2012 and approval was given on dated 24th May 2012. Whereas, CVs of Water supply Engineer were shared on 29th May 2012. BCE should closely review its staff mobilization plan to catch up with timelines.</p>
	<p>Approval of International Municipal Services Engineer (SWM). <i>It is verbally confirmed that Jose Sta Ana is approved as replacement specialist BCE started mobilization arrangements on the basis of verbal approval.</i></p>	<p>BCE has to justify mobilization of Mr. Jose Sta. BCE assured during recent video conference that they would share his mobilization plan focusing on how national and international (SWM) Specialist will bank on each other's work.</p>
Pg 4 4.1	<p>Feasibility Studies for Water Supply Sector. <i>FS for Mirpurkhas (WS) is almost complete, pending finalization due to non-availability of existing Maps/plan</i></p>	<p>Had it been prepared (80% complete) main features of feasibility might have been highlighted in the MPR focusing on obstructions and ways to address them. Client might have had then better understanding of what BCE has done so far and how PSU team could help BCE in completing the task in a befitting manner.</p>
Pg 5 4.2	<p>MIS & Mapping Specialist Start 28/05/12-continuing 60 days.</p>	<p>Mobilization approval was given till 30th June 2012 so that he could work closely with Mr. Ten, Regional Economic and Urban Development Advisor on A-4 of ToRs. Since Mr. Ten is to be demobilized on July 02, 2012, we do not see any justification of extended mobilization of Mr. Mairaj beyond June 30, 2012. If BCE understands that he should continue beyond June 30, BCE should justify his role / share his work plan.</p>
Pg 8 5-1 table	Draft communication Strategy Report	<p>PSU disregarded the report as per letter received from BCE dated 21st June 2012. This report should not be listed as deliverable. BCE should also share plan how the lost time and money would be compensated because PSU is not liable to pay for input of no value. Communication and Outreach Specialist provided over the period of approximately two and half month.</p>
Pg 9 Item 3.7	<p>Conduct study of water supply and wastewater management regulatory needs. MFTRA will work with WSE and Communications Specialist to progress this task.</p>	<p>We repeat that "Justify the role of Communication and Outreach Specialist in carrying out study of water and waste water regulatory needs." We are struggling to understand why BCE does not justify specialist's role in accomplishing the said task.</p>
Pg 11	Carry out analysis of existing water	We appreciate that BCE has candidly shared that the

Page	Reference	PSU Comment
Item 5.1.2.1	<p>supply system in terms of coverage and water availability using maps developed.</p> <p>Preliminary information was gathered by Hydro geologist during his field visit but information is incomplete and do not serve the purpose</p>	information gathered so far is incomplete and does not serve the purpose. BCE has however not shared its plan how BCE will address the problem of incomplete data in order to accomplish the task. BCE is advised to review and suggest way forward how we could move forward.
Pg 12 Item 5.1.4.1	<p>Undertake in-depth field assessment of physical infrastructure and systems</p> <p>MSE (SWM) undertook the filed visits and prepared field visit report.</p>	PSU reviewed and commented upon the contents of report month ago. The final version of report has not yet been shared with PSU. BCE is advised to share the final version of report
Pg 12 Item 5.1.4.5	<p>Identify the sanitary landfill sites based on world bank and ADB guidelines.</p> <p>Guidelines for selection of sites for sanitary landfill in TMA were prepared and PSU have shared with municipalities who are in process of identifying sites.</p>	We repeat that Municipalities are not supposed to identify the sites.
Pg 12 Item 5.2.1.1	<p>Identify subprojects & advise PSU on the capital investments to be considered for tranche 2.</p> <p>The identification of subprojects is carried out by Consultant’s municipal engineers in close coordination with PSU-MSS and staff. Initial target set by PSU MSS is to draft list of subprojects by 15th April.</p>	We acknowledge that PSU set deadline i.e. April 15, 2012 to identify subprojects Report does not however put light on what happened thereafter. BCE is advised to go beyond what was reported in the MPR of May 2012. It seems that we still sit in April 2012 on this particular task
Pg 13	5.2Key Issues (1)	<p>It is quite surprising to see such comments despite our repeated comments on MPRs of previous months. It seems as if no one in the office of BCE even bothers to go through PSU comments. Let me reproduce who did what</p> <p><u>Mapping Study</u></p> <p>EOI invited on 31st December 2011 Last date for submission for EOIs was dated 1th Jan 2012.</p> <p>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 in Feb 2012.</p> <p>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</p>

Page	Reference	PSU Comment
		<p>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. . BCE Submitted Final RFP on 11th June 2012 (Soft Copy) and on 13th June PSU sent approval for issuance of RFP with recommended changes. On 18th June BCE issued RFP to NESPAK</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. Final RFP (Soft Copy) for Baseline received on 27th June 2012 and PSU has approved the RFP-Baseline with recommended changes for issuance on dated 29th June 2012.BCE issued the RFP to MDC on 29th June 2012.</p>
Pg 13 Item 5.2	<p><u>Key Issue (5)</u> PSU to speed up the approval and mobilization process of Water Supply Engineer (National) and Junior Engineer # 2 and CAD Operator.</p>	<p>ADB has approved the selection of individuals. However the selection of WSE (National) has been approved subject to his medical report. However, the mobilization of remaining staff at this point of time has not been justified adequately by BCE. No sooner does BCE justify their role, PSU will allow their mobilization.</p>
Pg. 13 Item 5.2	<p><u>Key Issue (6)</u> At this critical stage of project, speed up teaming, PSU and CSC to consider waiving the requirement for two CVs for each replacement.</p>	<p>PSU also expects that the teaming process should be completed without delay, therefore it is required that BCE may submit the required details of each replacement early keeping in view of time for PSU & CSC. Submission of two CVs are the basis of transparency and competitive recruitment process and if Committee suggests the proposed consultant is not the job fit candidate then alternate candidate may be considered for the position therefore this recruitment process save time and decision is taken right away and waiting time for alternate CV from BCE can be avoided.</p>
Appendix C	<p>Project Work plan – June 2012</p>	<p>Contract ends on October 25, 2012 , BCE is therefore advised to show period outside contract end beyond October 25, 2012</p>