# Terms of Reference

***[Sample outline:***

***1. Background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***2. Objective(s) of the Assignment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***3. Scope of Services, Tasks (Components) and Expected Deliverables***

*3.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*3.2 [indicate if downstream work is required]*

*3.3 [indicate if training is a specific component of the assignment]*

***4. Team Composition &Qualification Requirements for the Key Experts & Resources required as well as inputs from key experts in man-months/man-days (and any other requirements which will be used for evaluating the Key Experts under Data Sheet 21.1 of the ITC)***

***5. Consultancy Duration***

***6. Consultants Responsibility regarding Personnel***

*Consultant will make his own arrangements for all the activities it has to perform in meeting the scope of services of ToR such as arrangements for office equipments and other essentials like computer, telephone, email connection, photocopying, Stationery, fax etc. This will also include all travel, logistic arrangements and staff's living and subsistence required for this consultancy.*

***7. Suggested Approach and Methodology: [If any]***

***8. Reporting Requirements and Time Schedule for Deliverables as well as Terms of Payment***

*At a minimum, list the following:*

*(a) format, frequency, and contents of reports;*

*(b) number of copies, and requirements to electronic submission (or on CD ROM). Final reports shall be delivered in CD ROM in addition to the specified number of hard copies;*

*(c) dates of submission;*

*(d) persons (indicate names, titles, submission address) to receive them;*

*(e) Terms of payment;etc.*

*If no reports are to be submitted, state here “Not applicable.”]*

*If the Services consist of or include the supervision of civil works, the following action that require prior approval by the Client shall be added: “Taking any action under a civil works contract designating the Consultant as “Engineer”, for which action, pursuant to such civil works contract, the written approval of the Client as “Employer” is required.”]*

***9. Client’s Input and Counterpart Personnel***

*(a) Services, facilities and property to be made available to the Consultant by the Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [list/specify]*

*(b) Professional and support counterpart personnel to be assigned by the Client to the Consultant’s team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [list/specify]*

***10. Selection Criteria for evaluating the proposal***

***11. Ownership:*** *The consultancy is funded by Government of Punjab and therefore DWSS is the owner of the consultancy output. The consultant will have no right or claim to the consultancy after its completion. The Consultant shall not use the outputs of consultancy without prior consent of DWSS.****]***