

C. SCOPE OF WORK

The scope of work is:

- i. To provide analysis, research and advice upon request by the SSWMB in respect of existing legislation and regulations on the solid waste management and its associated components.
- ii. To provide assistance in drafting and/or legal opinion on the legal framework needed to be established in solid waste management sector.
- iii. To vet all legal contracts, agreements, treaties on or behalf of SSWMB and give its input
- iv. All legal assistance will be based on the work order issued by the SSWMB.

D. OUTPUTS, DELIVERABLES AND ADMINISTRATIVE ARRANGEMENTS

All advice and assistance shall be provided in writing and the output of each project shall be included in a report to the SSWMB. □ All relevant documentations shall be submitted in the English language, unless specified by the SSWMB.

The Law Consulting Firm shall be available for meeting and discussions with staff from the SSWMB as necessary, to ensure that all elements in the scope of work are fulfilled in line with the SSWMB expectations.

Invoices will be raised to the Law Consulting Firm, on a project basis, specifying the works completed and the amounts due, which will be paid within 14 working days upon submission to SSWMB.

A. BACKGROUND

Sindh Solid Waste Management Board has been established by an act of the Provincial Assembly for effective Integrated Solid Waste Management in Sindh and use the solid waste for power generation composting, recycling and providing proper disposal of the same in sanitary engineered landfill sites. SSWMB is embarking in garbage collection from door to door and construction of garbage transfer stations, material recovery facilities, construction of composting facilities and energy generation etc. SSWMB has arranged necessary funds from Govt. of Sindh to start the project.

Pursuing its vision to effectively and efficiently handle and manage the multifaceted solid waste related activities and establish state of the art infrastructure for the province, the SSWMB would engage in signing of new contracts, agreements, treaties and other legal documents for which their contents are required to be technically vetted in order to cover the legal aspects in entirety. The contracts conformity with relevant laws, rules, regulations would also be minutely examined and ensured In addition to above, the existing rules, regulations, laws, bye-laws pertaining to the activities of solid waste management and disposal would also be examined and requisite amendments where required would be proposed for incorporation. Legal matters, service rules and other statutory elements of the SSWMB would also be taken into account.

B. OBJECTIVE

The SSWMB wishes through this Expression of Interest to select and engage a suitably qualified and experienced law firm, in order to assist the SSWM in defining new rules and regulations concerning the solid waste management sector, notably the disposal of solid waste, transportation, establishment of landfill sites, garbage stations, reuse / recycling of solid waste in power generation as well as in work related to amendments to the existing laws and regulations, having regard to the specific circumstances.

SSWMB needs access to these consultancy services on an ongoing basis, whenever assistance is required. The Legal Consulting / Law Firm will assist SSWMB for a period of 1 (one) year, renewable with mutual consent and subject to satisfactory performance.

EOI SUBMISSION FORM

To

The Executive Director (Finance & Planning),
Sindh Solid Waste Management Board
D-47, Block 2, Clifton
Karachi, Pakistan

Sir

We, the undersigned, offer to provide "Legal Consultancy" services for legal, regulatory, statutory and associated matters for Sindh Solid Waste Management Board (SSWMB), Government of Sindh. We are submitting our interest before the deadline 20th September 2015 and which includes the experience of consulting firm, specific experience, technical capacity, operational capacity and financial capacity as required by EOI document.

We understand that SSWMB reserves the right to accept or reject any offer and to annul the EOI process and reject all the responses without assigning any reason or to owe any explanation whatsoever.

We acknowledge that the decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature (s):
Name and Title of Signatory:
Name of Firm (s):
Address:
COMPANY (ies) SEAL

GENERAL INSTRUCTIONS

The interested firms are requested to provide the complete information; firm's track record, information regarding similar projects/ work undertaken; descriptive details of experience Institutional arrangement performed during the last 05 years; key personnel details with technical qualifications and expertise; address of all permanent operational offices, Portfolio of services offered; registration details and other relevant details, if any. The firm(s) may also mention other experts and consultants, Joint Ventures if any with the local consulting services.

Interested eligible firms may obtain further information from the office of Secretary Sindh Solid Waste Management Board, Bungalow Number D-47, Block -02 Clifton, Karachi, Pakistan. Contact numbers are +92-21-35863026, +92-21-35863027. For further queries firms may contact at e-mail ed.finance@sswmb.gos.pk or visit www.pprasinhd.gov.pk

Sealed Expression of Interest must be delivered to the address provided above on or before the 22nd September, 2015 at 1:00 PM and the EOIs will be opened by the Consultants Selection Committee in the presence of applicants / representatives who intends to present on the same day at 2:00 PM. In case of any holiday the EOIs will be collected and opened on the next working day.

It is informed that the minimum qualifying marks are 70% accumulative, but it is mandatory to score 40% in each section. The firms scoring less than 70% shall not be considered for further process.

The procurement shall be done accordance with Quality and Cost Based Selection Method (QCBS) of SPPRA, Rules 2010

Consultants Selection Committee reserves the right to accept or reject any or all EOIs prior to award of contract as per SPPRA Rules, 2010.

Sr. No. 2.**FIRM (S) SPECIFIC EXPERIENCE IN DRAFTING AND / OR LEGAL OPINION ON THE LEGAL FRAMEWORK NEEDED TO BE ESTABLISHED IN SOLID WASTE MANAGEMENT SECTOR (MARKS: 25)****MARKING CRITERIA**

S.NO.	Experience in Drafting in Legal Framework in following Policies, Drafting of Legal Framework in any of the following rules, policies, Reports, etc. in last 15 years:	Marks
1.	<ul style="list-style-type: none"> • National Environment Quality Standards • Water Policy, 2009 • Reports and Recommendations of Asian Development Bank related to above agreements and agreements by Government of Sindh owned projects like Sindh Cities Improvement Program / Municipal Services Delivery Program, etc. • Agreement between defunct TMAs & NSUSC • Authorities involved in municipal, industrial and medical hazardous waste generation and disposal. • SPPRA Rules, 2013 • Sindh G F Rules • Government of Sindh Rules Of Business • Sindh Civil Servants (Efficiency & Disciplinary) Rules • National Sanitation Policy 2006 	07
	a. 3 jobs completed or in hand	02
	b. 3 jobs completed and 1 in hand	04
	c. 3 jobs completed and 2 in hand	07
2.	Drafting of Legal Framework in any of the following Acts, Laws, Bye-laws, Statutes etc. in last 20 years: <ul style="list-style-type: none"> • Sindh Local Government Act, 2013 • (ii) Pakistan Environmental Protection Act, 1997 • (iii) Cantonment Board Act, 1924 • (iv) KWSB Act, 1996 • (v) Defence Housing Authority Act, 2013 • (vi) Laws, Acts & Bye-laws of relevant agencies like Karachi Port Trust, Civil Aviation Authority, FPPCI, KCCI, etc. • (vii) Experience & Expertise in Architectural Urban Planning Bye-Laws 	10
	a. 3 jobs completed or in hand	03
	b. 3 jobs completed and 1 in hand	05
	c. 3 jobs completed and 2 in hand	10
3.	Legal Opinion in any of the above mentioned Acts, Statutes, Laws, Rules, Bye-laws, Agreements, Reports, Recommendations, etc. in the last 15 years	08
	a. 3 jobs completed in last 5 years	03
	b. 3 jobs completed in last 10 years	05
	c. 3 jobs completed in last 15 years	08

(To be filled in by the interested firms as part of their EOI response)

Sr. No.1

FIRM (S) EXPERIENCE IN RESEARCH AND ANALYSIS IN RESPECT OF ENACTED LEGISLATION AND REGULATIONS RELATING TO SOLID WASTE MANAGEMENT FRAMEWORK SUCH AS DISPOSAL OF SOLID WASTE, ESTABLISHMENT OF SANITARY ENGINEERED LANDFILL SITES, GARBAGE TRANSFER STATIONS, RE-USE/RECYCLING OF SOLID WASTE FOR POWER GENERATION, ETC.
(MAXIMUM MARKS: 20)

MARKING CRITERIA

S.NO.	Experience in Research & Analysis of legislation & regulations relating to SWM Framework	Upto 5 years	Upto 10 years Marks	Upto 15 years
1.	Garbage Transfer Stations	02	03	05
2.	Landfill Sites	02	03	05
3.	Power Generation	02	03	05
4.	Recycling	02	03	05

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity was legally contracted for the last 10 years. Additional sheets may be attached for a detailed narration in individual project / assignment which shall also include Review Report

S.No.	Client (Name, Address, Contact Details, etc.)	Problem Definition / Assignment	Scope of Work	Legal Study / Deliverable Produced	Cost of Study
1.					
2.					
3.					

Firm's Name: _____

The firm shall be awarded 20 marks if in case it has relevant experience above 10 years as mentioned in Sr. No. 1 above.

Sr. No. 3.

FIRM (S) EXPERIENCE IN VETTING OF LEGAL CONTRACTS, AGREEMENTS, TREATIES AND SUBMISSION OF THEIR LEGAL OPINION IN THE DRAFT AGREEMENTS (MARKS: 15)

MARKING CRITERIA

S.No.	Criteria	Marks
	Experience of Vetting of contracts/agreements/treaties in last 15 years	08
1.	a. 3 jobs completed or in hand	03
	b. 3 jobs completed and 1 in hand	05
	c. 3 jobs completed and 2 in hand	08
2.	Experience of vetting of contracts / agreements / treaties with reference to monetary value of the contracts awarded in last 15 years	07
	Contracts awarded with monetary value between Rs. 2.0 to 3.0 Million	02
	Contracts awarded with monetary value between Rs. 3.1 to 5.0 Million	04
	Contracts awarded with monetary value above Rs. 5.0 Million	07

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the companies within an association, was legally contracted.

Please provide details of assignments / projects completed in the last 5 years.

S.No.	Year	Client (Name, Address, Contact Details, etc.)	Type / Nature of Agreement / Contract Vetted	Input Proposed	Cost of Study
1.					
2.					
3.					

Firm's Name: _____

Please provide information on each reference assignment for which your firm/entity, either individually as a corporate entity was legally contracted. Assignments completed in the above mentioned statutes / areas would be given preference and relevant details of the project/assignment so executed may be provided

Please provide details of assignments / projects taken in the following format:

S.No.	Year	Client (Name, Address, Contact Details, etc.)	Type / Nature of Agreement / Contract Vetted	Input Proposed	Cost of Study
1.					
2.					
3.					

Firm's Name: _____

Sr. No. 4.

FIRM (S) EXPERIENCE IN FRAMING OF RULES RELATING TO SERVICE, RECRUITMENT OR AMENDMENTS IN THE EXISTING RELEVANT RULES OF GOVERNMENT OF SINDH (MARKS: 10)

MARKING CRITERIA

S. No.	Criteria	Marks
1.	Experience in Framing of Rules relating to Service, Recruitment, Financial or other relevant rules as mentioned below: <ul style="list-style-type: none">• The Sindh Civil Servants (Efficiency & Discipline) Rules, 1973• The Sindh Civil Servants (Appointment, Promotion & Transfer) Rules, 1974• Government of Sindh Rules of Business, 1986• General Financial Rules• SPPRA Rules 2010 (Amended 2013)• Rules relating to Government of Sindh established projects/Boards/Authorities	07
a.	3 jobs completed or in hand	03
b.	3 jobs completed and 1 in hand	05
c.	3 jobs completed and 2 in hand	07
2.	Experience of amendments proposed in above mentioned Rules in last 10 years	03

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity was legally contracted.

Please provide details of assignments / projects taken for the last 5 years.

S.No.	Year	Client (Name, Address, Contact Details, etc.)	Type / Nature of Rules Framed / Amendments Proposed	Cost of Study
1.				
2.				
3.				

Firm's Name: _____

Sr. No.5.

TECHNICAL CAPACITY OF THE FIRM
(MARKS: 25)

Eligible consulting firms are required to have:

- Valid registration with Sindh Bar Council;
- Knowledge and expertise in drafting legislation and regulations;
- Minimum five (5) years of relevant professional experience with laws of Pakistan and sound knowledge of laws, policies, procedures, and functions of the legal system of Pakistan
- Available pool of experts with knowledge on legal acts, legal matters and skills for drafting the comprehensive draft laws, agreements, and contracts to fulfill the scope of work defined. The firm shall include law experts headed by a professional Barrister at Law as under:

Sr. No	Technical experts	Maximum marks
1	Legal expert (s) holding LLM degree for drafting conventions	09
2	Experienced Corporate Lawyer (s) for contract procurement and vetting purposes	06
3	Legal expert (s) holding LLB degree in service matters	03
4	Legal expert (s) in Environmental, industrial, medical hazardous and other specific laws	04
5	Practicing lawyer in High Court with at least 10 years' experience	03

The firm(s) shall be awarded 25 marks in case it has all the technical experts mentioned above.

Sr. No. 6.

FINANCIAL CAPACITY OF THE FIRM - AUDIT REPORTS
(MAXIMUM MARKS: 05)

Sr. No	Assignment/Projects taken	Maximum marks
1	Audit report for the last financial year	02 marks
2	Audit report for the previous two years	03 marks
3	Audit report for the previous three years	05 marks

The firm(s) shall be awarded 10 marks in case it provides audit report for the last three years



GOVERNMENT OF SINDH



Solid Waste Management
Board

EXPRESSION OF INTEREST (EOI) RESPONSE DOCUMENT

**“HIRING OF CONSULTING FIRM /
CONSULTANCY SERVICES FOR COMMUNITY
AWARENESS AND SOCIAL MOBILIZATION”**

(NATIONAL COMPETITIVE BIDDING)

Client:

Sindh Solid Waste Management Board
D-47, Block-2 Clifton, Karachi
Ph. # +92 213 5863026 / 5372982-4
Fax # +92 213 5863029
E-mail: info@sswmb.gos.pk

To be filled by interested firm:

Name(s) of Firm _____

Complete Address _____

Contact Number _____

A. BACKGROUND

Sindh Solid Waste Management Board has been established by an act of the Provincial Assembly for effective Integrated Solid Waste Management in Sindh and use the solid waste for power generation composting, recycling and providing proper disposal of the same in sanitary engineered landfill sites. SSWMB is embarking in garbage collection from door to door and construction of garbage transfer stations, material recovery facilities, construction of composting facilities and energy generation etc. SSWMB has arranged necessary funds from Govt. of Sindh to start the project.

Pursuing its vision to effectively and efficiently handle and manage the multifaceted solid waste related activities and establish state of the art infrastructure for the province, the SSWMB would setup garbage transfer stations, improve the existing landfill sites besides setting up new sites. Similarly, composting plants and other waste to energy plants would also be established. In addition to it, all efforts will be made to help safeguard public health and the environment, support community and private sector participation in waste management and sanitation, and increase public awareness of responsible environmental management practices, besides policy improvement, capacity building, and investment in physical facilities. It would be a collective responsibility of the government and the communities/societies and other stakeholders to work together for putting in place an appropriate work plan aimed at ensuring cleanliness and hygiene across the province.

B. OBJECTIVE

The SSWMB wishes through this Expression of Interest to select and engage a suitably qualified, PEC registered and experienced "Consulting Firm in Community Awareness and Social Mobilization", in order to assist the SSWMB in devising strategies and work plans for mobilizing public support and raising awareness in the implementation of the modern solid waste management policies, programs and practices aimed at improving the health, hygiene and waste disposal matters. Salient objectives for the said purpose are as under:

- I. To promote the Waste Hierarchy – reduce, reuse, recycle.
- II. To establish effective institutional arrangements for waste management at the metropolitan level.

- III. To introduce appropriate methods and procedures that help enhance awareness for efficient waste management to meet the needs of the entire population.
- IV. To build the capacities of municipal institutions and their staff so that they will be able to provide the requisite waste management services.
- V. To establish procedures for competition and increased efficiency into solid waste management through the involvement of private sector (formal and informal) enterprises and other participations.
- VI. To establish procedures for improving the effectiveness of waste management through the participation of communities and service users in local waste management.

C. TERMS OF REFERENCES

I. Needs regarding Social Management

One of the components of the project specifically deals with communication and social management. The major issues and activities related to this component are to prepare and implement the social management plan and ensure that the communities are duly informed, engaged and covered by the plan.

The specific needs of Social Management activities are:

- a. Prepare and implement the social management plan.
- b. Advisory proposals for local collection systems by active participation of the communities concerned.
- c. Develop procedures and implementation programs for community awareness regarding the hazardous nature of hazardous waste material and infectious waste and its effects on human health.

- d. User participation should be supported through documentation, practical guidance and tools to assist governments for enhanced cooperation of community-managed collection services.
- e. Technical development includes guidelines, methods and tools for improvement in selection of SWM facilities.
- f. To raise awareness on patterns of waste generation and handling of households amongst stakeholders, communities, private institutions, government entities, etc.
- g. Promote multi-disciplinary ways of increasing education and awareness within the community on solid waste management.
- h. Consistent relay of messages and creating linkages with regional and national campaigns
- i. People attitudes towards waste may be positively influenced by awareness-building campaigns and educational measures.
- j. Facilitate organizing stakeholder consultations, workshops/seminars and prepare the proceedings of the same
- k. To promote through general awareness-building programs as well as focused solid waste management information campaigns.
- l. To arrange an educational awareness program for waste workers for both working in the government and private sector who live and work under socially precarious conditions and are subject to serious health risks with a view to improve their working conditions, earnings, and access to social services.
- n. Facilitate training of stakeholders (if and where required) as per need expressed by the communities and as indicated in the social management plan.
- o. Act as an interface between the communities and government Maintain contact with all stakeholders and respond to all queries related to the project.

- p. Facilitate the implementation of grievance redressal mechanism and encourage stakeholders to use the same .

II. **Needs regarding Communications**

In order to execute the social management plan, it is necessary that proper awareness should be created amongst stakeholders about various details of the project and about how the project may affect their lives.

The specific needs of communication are:

- a. To create awareness amongst the communities about the study, its key findings deduced in the area, various effects of the contaminants (on health, environment etc.) on the community at large and the specific establishments from where samples were drawn;
- b. To inform the communities about the need for remediation, the process that need to be adopted for remediation and its related effects and impacts on communities, residents, existing enterprises and business in their regular functioning which could be of permanent or temporary nature.
- c. To inform the stakeholders about the benefits of the study after remediation and that they will enjoy improved living conditions, better environment for their children to grow up in healthy environment.
- d. To engage the stakeholders with a view to enhance their responsiveness to comply with pollution regulations and remediation processes.

III. **Implementation Arrangements**

- a. The social management and awareness program will be implemented by a qualified and experienced firm having at least 10 years' experience of working in similar project area/s.
- b. The firm will have to provide in their bids, detailed profile of their organization, past and ongoing experiences and type of work done in the particular project area/s.

- c. The firm will have to submit a write-up stating their understanding of the work, responsibilities entailed and their assessment about the need and points for awareness generation.
- d. The firm will facilitate coordinating and mobilizing of resources in a multi-sectoral response to cater to the specific needs of the assignment in the area/s. Also, the awareness programs will have to be implemented in close consultation with Board and other relevant consultants and consulting firms appointed by the Board and any other stakeholders as deemed necessary. Firm will have to operate in complete coordination with schedules and work plan provided by the above-mentioned authorities.
- e. The firm may suggest design for any communication tools that might have to be developed. However, the contents of the communication material will have to be approved by Board before administering in the fields.
- f. All activities / program / scope of work will have to be approved and finalized by Board before implementation.
- g. The program is scheduled to be implemented for the period from the engagement of the works consultant and ending with the completion of the remediation work. However, the firm may be engaged before the engagement of the works consultant.
- h. Firm will start advocacy activities after their engagement and continue to do so as per requirement of the assignment. The time between their engagement and actual field work will be utilized in various trainings, familiarization with the project site, studying of the IEC materials, stakeholder workshops and such other project related activities.
- i. The firm is expected to mobilize its field team well in time before commencement of the physical work at the site/s.
- j. After engagement of works consultant, firm will coordinate with them regarding specific requirement of communication and social mobilization planned and act accordingly as per timelines provided by implementing agency (works consultant).
- k. The firm will prepare and submit:
 - i. Overall management and detailed implementation plan of social management and awareness generation activities.

- ii. In case of training and capacity building of communities (if required), detailed need-based plan has to be developed.
- iii. Financial implications of the above activities, with detailed cost breakup.
- iv. Monthly reports as per format developed and submit the same to social and communication experts.

D. Scope of Work

The scope of work and activities to be carried by the Firm will consist of the following.

I. Advocacy

Organize workshops and meetings on purpose of the assignment, involving relevant information on benefits, positive role of SSWMB and other government agencies and ensure full commitment of the stakeholders involved in the implementation of the remediation works.

II. Implementation of Social Management plan

- a. Implementation of Social Management Plan for integrated solid waste management projects and/ or demonstration projects at the municipal level. This would generally require medium and long-term cooperation and support schemes with a substantial input of experts, including appropriate monitoring and evaluation activities.
- b. Process-oriented advisory services at the provincial level with focus on policy formulation, legislation, strategic planning, and institutional development. These projects would require continuous consultancies over the medium-term.
- c. Cooperation in this field may range from long-term professional programs to theoretical and practical courses and on-the-job training, and could include strengthening of local professional associations and educational programs.

III. Promoting implementation of Social Management Plan

Social Management Plans so prepared by the consulting firm will have to be implemented by the relevant stakeholders. The firm will ensure that there is full acceptance of the same and cooperation at the community level. Moreover, they will also handle any unrealistic demands that might be posed by the community. In such situation, they will keep the Social and Communication experts updated about such possibilities well in advance to ensure that no unjustified expectation and grievance persists at the community level.

IV. Awareness generating activities

- a. Design program to mitigate any negative feelings and reactions in project area. Target population may include local residents, small business and commercial establishments, Government stakeholders, elected representatives of the area, migrant workers, truck drivers and construction workers. Promote key messages on aim, importance and need of the project, cooperation, benefits.
- b. Raise awareness on environmental issues, un-hygiene factors and need for remediation, contaminations found and related health hazards, amongst target communities, school children and migrant labors including agricultural workers through communication campaigns with focus on project area.
- c. To inform the communities about the process that need to be adopted for remediation and its related effects and impacts on communities, residents, existing enterprises and business in their regular functioning which could be of permanent or temporary nature.
- d. To inform the stakeholders about the inconveniences they might face during the remediation process.
- e. To inform the stakeholders about the benefits of the project after remediation and that they will enjoy improved living conditions, better environment for their family to sustain in.
- f. To engage the stakeholders with a view to enhance their responsiveness to comply with relevant rules, regulations and remediation processes.

V. Information Education Communication (IEC) Materials and Communication Campaigns

- a. Distribute appropriate IEC materials such as poster, leaflet, banners, brochures, case study documents to local communities; IEC materials and community events will focus on delivering key messages on the awareness raising requirements as mentioned above.
- b. The firm, from their experience in similar projects, may also suggest other appropriate IEC tools and materials and help in developing the same. However, all material will have to be approved by Board before implementing in the field.
- c. Set up information and reporting systems regarding ongoing activities.
- d. Identify any specific support that may be in demand at the community level (trainings, capacity building, skill development etc.) and inform Board of the same.
- e. Identify and involve key opinion leaders in local community and provide them with necessary awareness and education materials.
- f. Promote health awareness campaigns with special emphasis on solid waste management infrastructure and facilitate in distributing promotional materials for the same.

E. Documentation

The firm will maintain detail documentation of all activities specifying date, time, stakeholder details etc. These are to be supported by relevant photographs. Audio and video recordings of special and relevant activities may also be done in a professional way, so that the same may be used later for similar purposes. The activities need to be documented at every step following the progress of the campaign. This documentation may help further in the policy making process at the provincial level.

F. Monitoring

- i. Based on a monitoring framework (Table1), the firm will develop the final monitoring framework to be attached to the proposal submitted. The monitoring indicators will be refined in consultation with Board and relevant consultants during the inception of remediation phase.
- ii. The firm will monitor the communication program progress and outputs and based on the feedbacks from the target groups the program activities may be readjusted in consultation with Board.
- iii. The firm will develop a simple questionnaire format that may be used for monitoring the efficacy of the campaign. This questionnaire may be developed in consultation with social and communication experts of the assignment.
- iv. The questionnaire may be administered at regular intervals during the project implementation period, so as to monitor the efficacy of the programme and make any amendments if required.

G. Budget

Firm will be required to provide a detailed cost break up for conducting all of the above mentioned activities which will include manpower, mobility, cost for organizing workshop/seminar, stationery, resources for awareness campaigns, photography for documentation, conducting trainings and other capacity building activities. Production of IEC materials, cost relating to social management plan etc. shall also be included

H. Reporting

The firm will prepare and submit a reporting format in line with the activities planned as per specific time lines as decided by SSWMB, technical works consultant appointed by the project for the remediation work, social and communications experts for the project.

A monthly report is to be submitted tracing the activities planned and as per table format. The report should provide information and data on the program progress, its achievements, highlighting implementation issues and recommending remedial measures.

Post-project program report on overall achievement in reaching out to people by type and number, efficacy of the campaign (measured through the questionnaire on various issues), efficacy of the communication tools, with special reference to noteworthy point / issue that needs to be addressed through the project and any other relevant information.

Sample Format of Questionnaire for monitoring
(Will be finalized before commencement of work)

Date:

Place:

Table 1
Tentative Program Monitoring Framework

Activity	Monitoring Indicators Type of stakeholders connected with	No of stakeholders No. of people contacted
Engage the community to enhance its responsiveness to comply with solid waste management regulations and remediation processes.		
Interact with families / people directly impacted by project (s)		
Interact with people / families whose income has been affected by the project (s)		
Raise awareness on environmental issues, health and hygiene issues related to disposal of solid waste in the area and need for remediation of contaminations and related health hazards,		
Inform communities about the process that need to be adopted for remediation and its related impacts on communities, in their regular functioning which could be of permanent or temporary nature.		
Inform the stakeholders about the inconveniences they might face during the remediation process		
Inform the stakeholders about the benefits of the project after remediation - enjoy improved living conditions and better environment		
Enhance responsiveness of stakeholders to comply with solid waste management regulations and remediation processes		

GENERAL INSTRUCTIONS

The interested firms with valid and intact Pakistan Engineering Council registration in respective Profile Code {1233 (i-iv)} are requested to provide the complete information; firm's track record, information regarding similar projects/ work undertaken: descriptive details of experience Institutional arrangement performed during the last 05 years; key personnel details with technical qualifications and expertise; address of all permanent operational offices, Portfolio of services offered; registration details and other relevant details, if any. The firm(s) may also mention other experts and consultants, Joint Ventures if any with the local consulting services.

Interested eligible firms may obtain further information from the office of Executive Director (Finance & Planning) Sindh Solid Waste Management Board, Bungalow Number D-47, Block-2 Clifton, Karachi, Pakistan. Contact numbers are +92-21-35863026, +92-21-35863027. For further queries firms may contact at e-mail ed.finance@sswmb.gos.pk or visit www.pprasindh.gos.pk

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EOI SUBMISSION FORM

To

The Executive Director (Finance & Planning),
Sindh Solid Waste Management Board
D-47, Block 2, Clifton
Karachi, Pakistan

Sir

We, the undersigned, offer to provide **"Consultancy services for Community Awareness and Social Mobilization"** for Sindh Solid Waste Management Board (SSWMB), Government of Sindh. We are submitting our interest before the deadline 22nd September, 2015 and which includes the experience of consulting firm, specific experience, technical capacity, operational capacity and financial capacity as required by EOI document.

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We acknowledge that the decision of Consultants Selection Committee shall be final and cannot be challenged on any ground at any forum and the Committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature (s):
Name and Title of Signatory:
Name of Firm (s):
Address:
COMPANY (ies) SEAL

(To be filled in by the interested firms as part of their EOI response)

Sr. No.1

FIRM (S) EXPERIENCE IN SOCIAL MOBILIZATION AND HANDLING SOCIAL ISSUES, HANDLING AND IMPLEMENTING AWARENESS CAMPAIGNS USING DIFFERENT TYPES OF TOOLS AND MATERIALS, ETC. EXPERIENCE OF SIMULTANEOUS COORDINATION WITH DIFFERENT LEVELS OF AUTHORITIES AND STAKEHOLDERS INCLUDING GOVERNMENT DEPARTMENTS, ELECTED REPRESENTATIVES, RESIDENTS OF THE AREA, OTHER COMMERCIAL HOUSES IN THE AREA (MAXIMUM MARKS: 25)

S. No.	Evaluation Criteria		Marks
	Experience in social mobilization and handling social issues in last 10 years		
1.	a.	3 jobs completed or in hand	03
	b.	3 jobs completed and 1 in hand	05
	c.	3 jobs completed and 2 in hand	07
	Experience in handling and implementing awareness campaigns using different types of tools and materials in last 10 years		
2.	a.	3 jobs completed or in hand	03
	b.	3 jobs completed and 1 in hand	05
	c.	3 jobs completed and 2 in hand	07
	Experience of coordination with government and private entities, authorities, stakeholders including elected representatives, residents, etc. using different types of tools and materials in last 10 years		
3.	a.	3 jobs completed or in hand	02
	b.	3 jobs completed and 1 in hand	04
	c.	3 jobs completed and 2 in hand	06
	Experience with reference to monetary value of contracts awarded in last 15 years		
4.	a.	Contracts awarded with monetary value between Rs. 3.0 to 5.0 Million	02
	b.	Contracts awarded with monetary value between Rs. 5.1 to 8.0 Million	03
	c.	Contracts awarded with monetary value above Rs. 8.0 Million	05

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity was legally contracted for the last 10 years. Additional sheets may be attached for a detailed narration in individual project / assignment which shall also include Review Report.

S.No.	Client (Name, Address, Contact Details, etc.)	Needs	Scope of Work	Deliverable Produced	Cost of Study
1.					
2.					
3.					

Firm's Name: _____

The firm shall be awarded 25 marks if in case it has relevant experience above 10 years as mentioned in Sr. No. 1 above.

Attach sheets where required to explain the needs of the previous client, scope and output/deliverables produced thereof.

Sr. No. 2.

**FIRM (S) SPECIFIC PROJECT EXPERIENCE OR SIMILAR ASSIGNMENTS
IN COMMUNITY AWARENESS AND SOCIAL MOBILIZATION FOR THE
PAST 5 YEARS**
(MAXIMUM MARKS: 30)

S.No.	Criteria	Marks
1.	Experience of preparation and implementation of Social Management Plan in last 5 years	06
	(i) 2 jobs completed or in hand	02
	(ii) 3 jobs completed and 1 in hand	04
	(iii) 5 jobs completed and 1 in hand	06
2.	Awareness Campaign on waste generation and solid waste management	03
3.	Have organized stakeholders sessions, seminars, meetings, forums and workshops with reference to solid waste management	03
4.	Interaction with communities, residents, elected representatives for solid waste management interventions and improvements	03
5.	Experience of remediation proceedings and processes aimed at improving living condition and healthy environment.	03
6.	Experience in design of information tools, Information Education Communication (IEC) materials, information dissemination techniques	03
7.	Experience in devising monitoring & evaluation strategy, plan and implementation mechanism	03
8.	Experience of documentation and report writing	03
9.	Experience of coordination with media houses	03

Please provide information on each above mentioned criteria for which your firm/entity, either individually as a corporate entity was legally contracted.

Please provide details of assignments / projects taken for the last 10 years.

S.No.	Year	Client (Name, Address, Contact Details, etc.)	Project Name & Location	Activities Contracted	Objectives	Duration of Project*	Expert Months**	Cost of Study
1.								
2.								
3.								

- *- Please mention the dates when the project was started and completed. Duration in terms of months shall also be mentioned.
- ** - Please mention the expert months if they differ from the duration of the project.

Attach sheets where required to explain the needs of the previous client, scope and output/deliverables produced thereof

Firm's Name: _____

Sr. No.3.

TECHNICAL CAPACITY OF THE FIRM
(MAXIMUM MARKS: 35)

The Consulting firm should ensure that the appropriately qualified experts are available, as required, for each of the different requisite tasks. It is expected that the Assignment will be led by the following experts:

Sr. No	Technical experts	Maximum marks
1	Project Manager/Team Leader with a university degree preferably Masters in Sociology/Social Sciences or equivalent with a minimum of 10 years professional experience, with comprehensive experience of similar assignments. Capable of managing adverse situations and challenging tasks in field.	05
2	Technical specialists such as Policy Development & Community Development Specialist and with academic qualification preferably Masters degree in Mass Communication or Journalism and 20 years of relevant experience	10
3	Individuals with Masters in Information Technology, Public Relations and experience of similar assignments.	05
4	Environmental Expert, Social Safeguard, Socio-Economic Experts, Professionals in Medicine and individuals having experience in social work, counselling, marketing.	10
5	Social Mobilizers and Assistants who would perform all tasks related to collection of data, preparation of information materials, interaction with communities, etc. with minimum 5 years experience	05

CVs of key experts who could carry out the assignment detailing qualifications, experience in similar assignments, particularly assignments undertaken in the previous ten years, including information on contracting entity/client, project location/country, duration, expert months provided, assignment budget, main activities, objectives shall be attached. Documentary evidence and photographs are mandatory to be attached.

The firm(s) shall be awarded 35 marks in case it has all the technical experts mentioned above.

Sr. No. 4.

FINANCIAL CAPACITY OF THE FIRM - AUDIT REPORTS
(MAXIMUM MARKS: 10)

<u>Sr. No</u>	<u>Assignment/Projects taken</u>	<u>Marks</u>
1	Audit report for the last financial year	03 marks
2	Audit report for the previous two years	06 marks
3	Audit report for the previous three years	10 marks

The firm(s) shall be awarded 10 marks in case it provides audit report for the last three years



GOVERNMENT OF SINDH



Solid Waste Management
Board

EXPRESSION OF INTEREST (EOI) RESPONSE DOCUMENT

**"HIRING OF LEGAL CONSULTING / LAW FIRM
(NATIONAL COMPETITIVE BIDDING)**

Client:

Sindh Solid Waste Management Board
D-47, Block-2 Clifton, Karachi
Ph. # +92 213 5863026 / 5372982-4
Fax # +92 213 5863029
E-mail: info@sswmb.gos.pk

To be filled by interested firm:

Name(s) of Firm _____

Complete Address _____

Contact Number _____

A. BACKGROUND

Sindh Solid Waste Management Board has been established by an act of the Provincial Assembly for effective Integrated Solid Waste Management in Sindh and use the solid waste for power generation composting, recycling and providing proper disposal of the same in sanitary engineered landfill sites. SSWMB is embarking in garbage collection from door to door and construction of garbage transfer stations, material recovery facilities, construction of composting facilities and energy generation etc. SSWMB has arranged necessary funds from Govt. of Sindh to start the project.

Pursuing its vision to effectively and efficiently handle and manage the multifaceted solid waste related activities and establish state of the art infrastructure for the province, the SSWMB would engage in signing of new contracts, agreements, treaties and other legal documents for which their contents are required to be technically vetted in order to cover the legal aspects in entirety. The contracts conformity with relevant laws, rules, regulations would also be minutely examined and ensured In addition to above, the existing rules, regulations, laws, bye-laws pertaining to the activities of solid waste management and disposal would also be examined and requisite amendments where required would be proposed for incorporation. Legal matters, service rules and other statutory elements of the SSWMB would also be taken into account.

B. OBJECTIVE

The SSWMB wishes through this Expression of Interest to select and engage a suitably qualified and experienced law firm, in order to assist the SSWM in defining new rules and regulations concerning the solid waste management sector, notably the disposal of solid waste, transportation, establishment of landfill sites, garbage stations, reuse / recycling of solid waste in power generation as well as in work related to amendments to the existing laws and regulations, having regard to the specific circumstances.

SSWMB needs access to these consultancy services on an ongoing basis, whenever assistance is required. The Legal Consulting / Law Firm will assist SSWMB for a period of 1 (one) year, renewable with mutual consent and subject to satisfactory performance.

C. SCOPE OF WORK

The scope of work is:

- i. To provide analysis, research and advice upon request by the SSWMB in respect of existing legislation and regulations on the solid waste management and its associated components.
- ii. To provide assistance in drafting and/or legal opinion on the legal framework needed to be established in solid waste management sector.
- iii. To vet all legal contracts, agreements, treaties on or behalf of SSWMB and give its input
- iv. All legal assistance will be based on the work order issued by the SSWMB.

D. OUTPUTS, DELIVERABLES AND ADMINISTRATIVE ARRANGEMENTS

All advice and assistance shall be provided in writing and the output of each project shall be included in a report to the SSWMB. □ All relevant documentations shall be submitted in the English language, unless specified by the SSWMB.

The Law Consulting Firm shall be available for meeting and discussions with staff from the SSWMB as necessary, to ensure that all elements in the scope of work are fulfilled in line with the SSWMB expectations.

Invoices will be raised to the Law Consulting Firm, on a project basis, specifying the works completed and the amounts due, which will be paid within 14 working days upon submission to SSWMB.

GENERAL INSTRUCTIONS

The interested firms are requested to provide the complete information; firm's track record, information regarding similar projects/ work undertaken; descriptive details of experience Institutional arrangement performed during the last 05 years; key personnel details with technical qualifications and expertise; address of all permanent operational offices, Portfolio of services offered; registration details and other relevant details, if any. The firm(s) may also mention other experts and consultants, Joint Ventures if any with the local consulting services.

Interested eligible firms may obtain further information from the office of Secretary Sindh Solid Waste Management Board, Bungalow Number D-47, Block -02 Clifton, Karachi, Pakistan. Contact numbers are +92-21-35863026, +92-21-35863027. For further queries firms may contact at e-mail ed.finance@sswmb.gos.pk or visit www.pprasindh.gov.pk

Sealed Expression of Interest must be delivered to the address provided above on or before the 22nd September, 2015 at 1:00 PM and the EOIs will be opened by the Consultants Selection Committee in the presence of applicants / representatives who intends to present on the same day at 2:00 PM. In case of any holiday the EOIs will be collected and opened on the next working day.

It is informed that the minimum qualifying marks are 70% accumulative, but it is mandatory to score 40% in each section. The firms scoring less than 70% shall not be considered for further process.

The procurement shall be done accordance with Quality and Cost Based Selection Method (QCBS) of SPPRA, Rules 2010

Consultants Selection Committee reserves the right to accept or reject any or all EOIs prior to award of contract as per SPPRA Rules, 2010.

EOI SUBMISSION FORM

To

The Executive Director (Finance & Planning),
Sindh Solid Waste Management Board
D-47, Block 2, Clifton
Karachi, Pakistan

Sir

We, the undersigned, offer to provide "Legal Consultancy" services for legal, regulatory, statutory and associated matters for Sindh Solid Waste Management Board (SSWMB), Government of Sindh. We are submitting our interest before the deadline 20th September 2015 and which includes the experience of consulting firm, specific experience, technical capacity, operational capacity and financial capacity as required by EOI document.

We understand that SSWMB reserves the right to accept or reject any offer and to annul the EOI process and reject all the responses without assigning any reason or to owe any explanation whatsoever.

We acknowledge that the decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature (s):
Name and Title of Signatory:
Name of Firm (s):
Address:
COMPANY (ies) SEAL

(To be filled in by the interested firms as part of their EOI response)

Sr. No.1

FIRM (S) EXPERIENCE IN RESEARCH AND ANALYSIS IN RESPECT OF ENACTED LEGISLATION AND REGULATIONS RELATING TO SOLID WASTE MANAGEMENT FRAMEWORK SUCH AS DISPOSAL OF SOLID WASTE, ESTABLISHMENT OF SANITARY ENGINEERED LANDFILL SITES, GARBAGE TRANSFER STATIONS, RE-USE/RECYCLING OF SOLID WASTE FOR POWER GENERATION, ETC.
(MAXIMUM MARKS: 20)

MARKING CRITERIA

S.NO.	Experience in Research & Analysis of legislation & regulations relating to SWM Framework	Upto 5 years	Upto 10 years	Upto 15 years
		Marks		
1.	Garbage Transfer Stations	02	03	05
2.	Landfill Sites	02	03	05
3.	Power Generation	02	03	05
4.	Recycling	02	03	05

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity was legally contracted for the last 10 years. Additional sheets may be attached for a detailed narration in individual project / assignment which shall also include Review Report

S.No.	Client (Name, Address, Contact Details, etc.)	Problem Definition / Assignment	Scope of Work	Legal Study / Deliverable Produced	Cost of Study
1.					
2.					
3.					

Firm's Name: _____

The firm shall be awarded 20 marks if in case it has relevant experience above 10 years as mentioned in Sr. No. 1 above.

Sr. No. 2.**FIRM (S) SPECIFIC EXPERIENCE IN DRAFTING AND / OR LEGAL OPINION ON THE LEGAL FRAMEWORK NEEDED TO BE ESTABLISHED IN SOLID WASTE MANAGEMENT SECTOR (MARKS: 25)****MARKING CRITERIA**

S.NO.	Experience in Drafting in Legal Framework in following Policies,	Marks
1.	Drafting of Legal Framework in any of the following rules, policies, Reports, etc. in last 15 years: <ul style="list-style-type: none"> • National Environment Quality Standards • Water Policy, 2009 • Reports and Recommendations of Asian Development Bank related to above agreements and agreements by Government of Sindh owned projects like Sindh Cities Improvement Program / Municipal Services Delivery Program, etc. • Agreement between defunct TMAs & NSUSC • Authorities involved in municipal, industrial and medical hazardous waste generation and disposal. • SPPRA Rules, 2013 • Sindh G F Rules • Government of Sindh Rules Of Business • Sindh Civil Servants (Efficiency & Disciplinary) Rules • National Sanitation Policy 2006 	07
	a. 3 jobs completed or in hand	02
	b. 3 jobs completed and 1 in hand	04
	c. 3 jobs completed and 2 in hand	07
2.	Drafting of Legal Framework in any of the following Acts, Laws, Bye-laws, Statutes etc. in last 20 years: <ul style="list-style-type: none"> • Sindh Local Government Act, 2013 • (ii) Pakistan Environmental Protection Act, 1997 • (iii) Cantonment Board Act, 1924 • (iv) KWSB Act, 1996 • (v) Defence Housing Authority Act, 2013 • (vi) Laws, Acts & Bye-laws of relevant agencies like Karachi Port Trust, Civil Aviation Authority, FPPCI, KCCI, etc. • (vii) Experience & Expertise in Architectural Urban Planning Bye-Laws 	10
	a. 3 jobs completed or in hand	03
	b. 3 jobs completed and 1 in hand	05
	c. 3 jobs completed and 2 in hand	10
3.	Legal Opinion in any of the above mentioned Acts, Statutes, Laws, Rules, Bye-laws, Agreements, Reports, Recommendations, etc. in the last 15 years	08
	a. 3 jobs completed in last 5 years	03
	b. 3 jobs completed in last 10 years	05
	c. 3 jobs completed in last 15 years	08

Please provide information on each reference assignment for which your firm/entity, either individually as a corporate entity was legally contracted. Assignments completed in the above mentioned statutes / areas would be given preference and relevant details of the project/assignment so executed may be provided

Please provide details of assignments / projects taken in the following format:

S.No.	Year	Client (Name, Address, Contact Details, etc.)	Type / Nature of Agreement / Contract Vetted	Input Proposed	Cost of Study
1.					
2.					
3.					

Firm's Name: _____

Sr. No. 3.

FIRM (S) EXPERIENCE IN VETTING OF LEGAL CONTRACTS, AGREEMENTS, TREATIES AND SUBMISSION OF THEIR LEGAL OPINION IN THE DRAFT AGREEMENTS (MARKS: 15)

MARKING CRITERIA

S.No.	Criteria	Marks
1.	Experience of Vetting of contracts/agreements/treaties in last 15 years	08
	a. 3 jobs completed or in hand	03
	b. 3 jobs completed and 1 in hand	05
	c. 3 jobs completed and 2 in hand	08
2.	Experience of vetting of contracts / agreements / treaties with reference to monetary value of the contracts awarded in last 15 years	07
	Contracts awarded with monetary value between Rs. 2.0 to 3.0 Million	02
	Contracts awarded with monetary value between Rs. 3.1 to 5.0 Million	04
	Contracts awarded with monetary value above Rs. 5.0 Million	07

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the companies within an association, was legally contracted.

Please provide details of assignments / projects completed in the last 5 years.

S.No.	Year	Client (Name, Address, Contact Details, etc.)	Type / Nature of Agreement / Contract Vetted	Input Proposed	Cost of Study
1.					
2.					
3.					

Firm's Name: _____

Sr. No. 4.

FIRM (S) EXPERIENCE IN FRAMING OF RULES RELATING TO SERVICE, RECRUITMENT OR AMENDMENTS IN THE EXISTING RELEVANT RULES OF GOVERNMENT OF SINDH (MARKS: 10)

MARKING CRITERIA

S. No.	Criteria	Marks	
1.	Experience in Framing of Rules relating to Service, Recruitment, Financial or other relevant rules as mentioned below: <ul style="list-style-type: none">• The Sindh Civil Servants (Efficiency & Discipline) Rules, 1973• The Sindh Civil Servants (Appointment, Promotion & Transfer) Rules, 1974• Government of Sindh Rules of Business, 1986• General Financial Rules• SPPRA Rules 2010 (Amended 2013)• Rules relating to Government of Sindh established projects/Boards/Authorities	07	
	a. 3 jobs completed or in hand		03
	b. 3 jobs completed and 1 in hand		05
	c. 3 jobs completed and 2 in hand		07
2.	Experience of amendments proposed in above mentioned Rules in last 10 years	03	

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity was legally contracted.

Please provide details of assignments / projects taken for the last 5 years.

S.No.	Year	Client (Name, Address, Contact Details, etc.)	Type / Nature of Rules Framed / Amendments Proposed	Cost of Study
1.				
2.				
3.				

Firm's Name: _____

Sr. No.5.

TECHNICAL CAPACITY OF THE FIRM
(MARKS: 25)

Eligible consulting firms are required to have:

- Valid registration with Sindh Bar Council;
- Knowledge and expertise in drafting legislation and regulations;
- Minimum five (5) years of relevant professional experience with laws of Pakistan and sound knowledge of laws, policies, procedures, and functions of the legal system of Pakistan
- Available pool of experts with knowledge on legal acts, legal matters and skills for drafting the comprehensive draft laws, agreements, and contracts to fulfill the scope of work defined. The firm shall include law experts headed by a professional Barrister at Law as under:

Sr. No	Technical experts	Maximum marks
1	Legal expert (s) holding LLM degree for drafting conventions	09
2	Experienced Corporate Lawyer (s) for contract procurement and vetting purposes	06
3	Legal expert (s) holding LLB degree in service matters	03
4	Legal expert (s) in Environmental, industrial, medical hazardous and other specific laws	04
5	Practicing lawyer in High Court with at least 10 years' experience	03

The firm(s) shall be awarded 25 marks in case it has all the technical experts mentioned above.

Sr. No. 6.

FINANCIAL CAPACITY OF THE FIRM - AUDIT REPORTS
(MAXIMUM MARKS: 05)

Sr. No	Assignment/Projects taken	Maximum marks
1	Audit report for the last financial year	02 marks
2	Audit report for the previous two years	03 marks
3	Audit report for the previous three years	05 marks

The firm(s) shall be awarded 10 marks in case it provides audit report for the last three years



LANDFILL SITES CONSULTANT

Job Responsibilities

- Conduct/review studies related to landfill sites including their geo-technical investigation, environmental impact assessment and design;
- Develop / generate a report of findings / feasibility study and formulate Project Design Document(s);
- Advise and support the SSWMB on all matters of landfill sites related to their design, construction, operations and supervision in accordance with national and international environmental safety and regulations;
- Develop concept papers, prepare draft detailed engineering designs (DED) including design drawings, as well as bid documents including Terms of Reference and Bills of Quantities for landfill sites. He will also be responsible for review of draft concepts and detailed technical planning submissions. He will also assist in preparation of contract variations if any;
- Prepare and administer relevant contracts and facilitate in carrying out procurement/bidding proceedings in liaison with SSWMB and other individuals/consultants working on behalf of SSWMB. He will actively participate in tendering; including technical and financial bid evaluation process, review recommendations for contract award;
- Monitor performance of the Construction Contractors (CC) against TORs, BOQ, agreed work plans / schedules, Quality Assurance (QA) plans, safety management plans, environmental control plans and conditions of contract;
- Produce landfill Operation & Maintenance Manuals (O&M);
- Carry out SSWMB staff training on operation of landfills;
- Submit a report on the construction and construction supervision teams quality and progress;
- Submit a progress update for each site;

- Conduct regular site inspections for all active construction and operational sites;
- Participate in Site Meetings including preparation of meeting minutes);
- QA testing and general implementation of QA plans;
- Prepare monthly site reports;
- Perform any other related task(s) as assigned by the MD SSWM Board.

Experience & Qualification

- B.E/M.E/Ph.D. (Civil Engineering / Mechanical / Environment), Public Health Engineering, Town Planning from HEC recognized university or foreign university.
- Individual shall be registered with PEC.
- In case of (a) B.E, minimum 15 years, (b) for M.E, minimum 10 years and (c) for Ph.D., minimum 5 years' experience of successful, verifiable and relevant experience in designing and operation and maintenance of landfill sites and related plants and machinery.
- Relevant experience pertaining to solid waste management coverage/research/ projects with specific hands on expertise of at least 6 years in different Landfill Sites Engineering intervention.
- Must possess excellent written and verbal communication skills
- Must be computer literate.



CONSULTANT FOR 'WASTE TO ENERGY'

Job responsibilities shall include but not limited to:

- Conduct new and review existing MSW collection system and waste characterization reports;
- Advise new and review the available WTE technologies currently being used;
- Advising the best suitable option of WTE technology keeping in view available quantity, waste characteristics, economic feasibility, social and environmental acceptance etc.;
- Develop concept papers, prepare draft detailed engineering designs (DED) including design drawings, as well as bid documents including Terms of Reference and Bills of Quantities for WTE plants. He will also be responsible for review of draft concepts and detailed technical planning submissions. He will also assist in preparation of contract variations if any;
- Prepare and administer relevant contracts and facilitate in carrying out procurement/bidding proceedings in liaison with SSWMB and other individuals/consultants working on behalf of SSWMB. He will actively participate in tendering; including technical and financial bid evaluation process, review recommendations for contract award;
- Design waste to energy plants and prepare plans for Installation, Construction, Operation and maintenance of waste to energy plants;
- Prepare estimations regarding capital investment and O & M costs required for various sizes of plants;
- Prepare estimations of the net energy output and other byproducts with expected revenue potential;
- Assist in the construction and maintenance of waste to energy plants;

- Suggest best suitable and feasible procurement and financial model for the execution of WTE project;
- Preparation of bidding documents including RFP, technical specifications etc.;
- Prepare technically and economically feasible suitable options;
- Shortlisting and review of the potential companies from the submitted EOI;
- Review and validation of the shortlisted companies;
- Review and evaluation of the technical as well as financial bids;
- Advise the Board on the project structuring if required;
- Perform any other related task(s) assigned by the MD SSWM Board.

Experience and Qualification:

- B.E/M.E/Ph.D. (Electrical / Mechanical), from HEC recognized university or foreign university.
- Individual shall be registered with PEC.
- In case of (a) B.E, minimum 15 years, (b) for M.E, minimum 10 years and (c) for Ph.D., minimum 5 years' experience of successful, verifiable and relevant experience in designing and operation and maintenance of waste to energy plants/sites and related machinery/interventions.
- Preference will be given to candidates having international experience of WTE projects.
- Must possess excellent written and verbal communication skills
- Must be computer literate.



GARBAGE TRANSFER STATIONS CONSULTANT

Job responsibilities

- Conduct new and review existing studies relating to different types of waste commonly handled at Garbage Transfer Stations (GTSs), segregation and management of specific materials, etc.;
- Identify suitable sites for GTSs or conduct feasibility of the proposed GTS sites based on scientific methodologies/criteria while taking into account technical, environmental and community related aspects and to prepare layout and maps;
- Develop concept papers, prepare draft detailed engineering designs (DED) including design drawings, as well as bid documents including Terms of Reference and Bills of Quantities for GTS sites. He will also be responsible for review of draft concepts and detailed technical planning submissions. He will also assist in preparation of contract variations if any;
- Advise the senior management of SSWMB on the feasibility studies required in order to demonstrate project viability;
- Prepare and administer relevant contracts and facilitate in carrying out procurement/bidding proceedings in liaison with SSWMB and other individuals/consultants working on behalf of SSWMB. He will actively participate in tendering; including technical and financial bid evaluation process, review recommendations for contract award;
- Advise SSWMB in planning, designing, construction and use of state of the art technology for operating GTSs;
- Devise operation manuals, Standard Operating Procedures, supervision schedules, Cost Estimation & Revenue generation models, maintenance modus operandi and other field practices documents with a view to minimize facilities' impact on community;
- Develop Training Need Analysis and promote the capacity building activities;

- Identify possible problems which may come across and suggest remedial measures/solutions for resolving the same;
- Assist in negotiations with private individuals and firms where required;
- Liaise with transaction advisors and Board on the project structuring if required;
- Perform any other related task (s) as assigned by MD SSWM Board.

Experience & Qualification

- B.E/M.E (Civil Engineering / Mechanical / Environment), Public Health Engineering, Town Planning from HEC recognized university.
- Individual shall be registered with PEC.
- In case of (a) B.E, minimum 15 years and (b) M.E, minimum 10 years experience of successful, verifiable and relevant experience in designing and operation and maintenance of GTS and related plants and machinery.
- Experience pertaining to solid waste management coverage/research/ projects will be an added advantage.
- Must possess excellent written and verbal communication skills
- Must be computer literate.

CONTRACT MANAGEMENT CONSULTANT

Job Description

- Assist SSWMB in all legal issues and contract related matters;
- Prepare/Draft Customer contract and vendor document management;
- Administration and organization of department compliance;
- Regulatory filings and regulatory compliance research;
- Manage and coordinate contractual requirements and ensure compliance;
- Assist SSWMB Wings in disbursement/collection of contractual information;
- Manage contract filing database and physical records;
- Work with department management to review overall company contract management process and make modifications/improvements as necessary;
- Coordinate, vet and analyze all contracts / contract agreements;
- Assist in management of contract/vendor renewal and termination processes;
- Prepare and manage variety of compliance and statistical reports;
- Ensure that contracts and related documents are communicated to all relevant parties to provide visibility and awareness, interpretation when needed;
- Assist in coordination, planning, development and management of variety of projects and processes;
- Prepare operational reports and schedules to ensure accuracy and efficiency;

- Assist in coordination and planning to ensure Board's policies and procedures are in compliance;
- Evaluate and monitor contract/vendor requirements to ensure compliance with contractual obligations;
- Plan, direct or coordinate one or more administrative services of an organization, such as records and information management;
- Transition of assets held by KMC/DMCs and other agencies;
- Performs other job duties/responsibilities as assigned by the MD SSWM Board.

Experience And Qualifications

- LL.M or Bar at Law or LL.B or equivalent qualification from a reputed HEC recognized University / Institution.
- Must have 15 years of contract management/negotiation of contract agreements.
- Sound and detailed knowledge of commercial contracts terms.
- Considerable experience in vetting and drafting of international agreements, MoUs, contracts, and sovereign guarantee, etc.
- Well conversant with relevant laws, rules, regulations and statutory provisions.
- Must possess excellent written and verbal communication skills
- Must be computer literate.



LEGAL CONSULTANT

Job Description

- High quality legal expertise and professional approach;
- Supervision / management of advisory wing;
- Management / conduct of government /private litigation, including examination, drafting and vetting of legal documents related to litigation;
- Drafting of Board's service, recruitment rules, regulations and other legal instruments;
- Interpretation of Constitution, legislation and legal instruments;
- Provision of legal advice/opinion on assorted legal issues, including service matters;
- Scrutinization of judicial decisions for purposes of appeal, revision or review;
- Proficiency and Legal research about different legal rules that the Board has to follow;
- Preparation of legal documents which the SSWMB requires to carry out the operations smoothly;
- Preparation / drafting of concept papers, summaries and other correspondences and administrative matters pertaining to legal issues.

Qualification & Experience

- Ph.D. (Law) or LL.M or Bar at Law or LL.B or equivalent qualification from a reputed HEC recognized University / Institution
- In case of LL.B and Bar at Law, 15 years; in case of LL.M, 13 years and in case of PH.D, 10 years (i) active experience as Advocate High Court or (ii) experience as Judicial Officer or (iii) experience of Law Officer in public or private sector of repute or (iv) experience of legal research or (v) the aggregate of experiences at (i) to (iv) or (vi) six years' experience in BS-19 or above in Law Department
- Must possess excellent written and verbal communication skills
- Must be computer literate.



INDUSTRIAL HAZARDOUS-WASTE MANAGEMENT SPECIALIST

Job Description

- Conduct studies on industrial hazardous waste management projects and provide information on treatment and containment of industrial hazardous waste;
- Participate in developing hazardous waste rules and regulations to protect people and environment;
- Survey industries to determine type and magnitude of waste disposal problem;
- Assess available hazardous waste treatment and disposal alternatives, and costs involved, to compare economic impact of alternative methods;
- Identify industrial waste of area under consideration and identify person/industry responsible for handling, storing or transportation of hazardous materials;
- Making inventory statements and procedures after discussion with responsible industrialist for handling, storing, transporting and removal of hazardous industrial material;
- Approval of procedures for cleanups and disposal at industry level if required;
- Monitor industrial waste management as per standards available;
- Advice in developing comprehensive spill prevention programs and reviews facility plans for spill prevention;
- Participate in developing spill-reporting regulations and environmental damage assessment programs;
- Prepare reports of findings concerning spills and prepare material for use in legal actions;
- Conduct inquiries and prepares informational literature to provide technical assistance to representatives of industry, government

agencies, and to general public;

- Provide technical assistance in event of hazardous chemical spill and identify pollutant, determine hazardous impact, and recommend corrective action;
- Manage multi-stakeholders consultation processes.

Qualification & Experience

- B.E / MS / Ph.D. in Chemical Engineering or MBA in Industrial Management from HEC recognized University or foreign university.
- In case of (a) B.E, minimum 15 years, (b) M.S, minimum 10 years and (c) for PH.D, minimum 5 years' experience of successful, verifiable and relevant experience in experience of handling at least 5 projects of industrial hazardous waste disposal and handling matters.
- A research in field of hazardous waste management at institutional level will be an extra qualification, which will be considered during selection.
- Must possess excellent written and verbal communication skills
- Must be computer literate.



MEDICAL HAZARDOUS-WASTE MANAGEMENT SPECIALIST

Job Description

- Conduct studies on medical hazardous waste management projects and provides information on treatment and containment of medical hazardous waste;
- Participate in developing medical hazardous waste rules and regulations to protect people and environment;
- Survey hospital industry to determine type and magnitude of disposal problem;
- Assess available medical hazardous waste treatment and disposal alternatives, and costs involved, to compare economic impact of alternative methods;
- Monitor and study the procedure adopted by Hospital Medical Centre, laboratories, health institutions for hospital hazardous waste disposal;
- Guide Hospital Management where required for hazardous medical waste disposal;
- Ensure health and safety for person responsible for managing waste at hospital / health institutions;
- Must have good experience of issues, which can arise during waste management;
- Working Knowledge of using Environmental Regulations such as PEPA (Pakistan EPA Guidelines and Procedures (2000)), NEQS and others.

Qualification & Experience

- B.E/B.Sc. /M.Sc. /Ph.D. in Bio Chemistry or MBA in Hospital & Health Management from HEC recognized University or foreign university.

- In case of (a) B.E, minimum 15 years, (b) M.S, minimum 10 years and (c) for PH.D, minimum 5 years' experience of successful, verifiable and relevant experience in experience of handling at least 5 projects of medical hazardous waste disposal and handling matters.
- A research in field of medical hazardous waste management at institutional level will be an extra qualification, which will be considered during selection.
- Must possess excellent written and verbal communication skills
- Must be computer literate.



GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT

NOTIFICATION

NO.SO(C-IV)SGA&CD/4-21/10: In supersession of Notification No.(MD)/SSWMB/2015/16 dated 30-01-2015, issued by Sindh Solid Waste Management Board, the Government of Sindh is pleased to re-constitute the following Committees of Sindh Solid Waste Management Board, with the following composition:-

1. RULES MAKING COMMITTEE

1.	Executive Director (Operation), Karachi	Chairman
2.	Secretary, SSWMB	Member
3.	Deputy Director (Legal), SSWMB	Member
4.	Deputy Director (Finance), SSWMB	Member
5.	Deputy Director (Admn), SSWMB	Member/Secretary
6.	Assistant Director (M&E), SSWMB	Member
7.	Any co-opted member (up-to three)	

2. PROCUREMENT COMMITTEE-I (Operation/Project Purpose)

1.	Concerned Executive Director (Ops), SSWMB	Chairman
2.	Deputy Director (Finance), SSWMB	Member
3.	Representative of G.A Wing, SGA&CD	Member
4.	Representative of Environment Department	Member
5.	Director/Deputy Director (Procurement), SSWMB	Member/Secretary

3. PROCUREMENT COMMITTEE-II (Procurement of +1 Million for Head Office, SSWMB)

1.	Secretary, SSWMB	Chairman
2.	Deputy Director (Finance), SSWMB	Member
3.	Representative of SGA&CD	Member
4.	Representative of Environment Department	Member
5.	Director/Deputy Director (Procurement), SSWMB	Member/Secretary

4. PROCUREMENT COMMITTEE-III (Procurement of less than 1 Million for Head Office, SSWMB)

1.	Secretary, SSWMB	Chairman
2.	Deputy Director (Finance) / Deputy Director (Procurement), SSWMB	Member
3.	Representative of SGA&CD, Government of Sindh	Member

5. CONSULTANT SELECTION COMMITTEE

1.	Executive Director (F&P), SSWMB	Chairman
2.	Executive Director (Ops), Karachi, SSWMB	Tech. Member
3.	Representative of P&D Department, Government of Sindh	Member
4.	Representative of Finance Department, Government of Sindh	Member
5.	Director/Deputy Director (Procurement)/Deputy Director (Finance), SSWMB	Member/Secretary
6.	Two Co-opted Members	Member

Contd...P/2...

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5. RECRUITMENT COMMITTEE

1.	Secretary, SSWMB	Chairman
2.	Additional Secretary (S-I), SGA&CD	Member
3.	Executive Director (F&P)	Member
4.	Deputy Director (Procurement & Contract Management)	Member
5.	Deputy Director (Admin)	Member/Secretary

2. The above Committees shall function as per Sindh Public Procurement Rules, 2010 (Amended 2013).

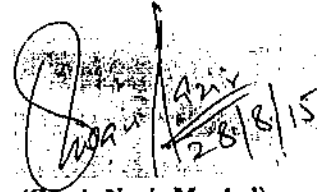
CHIEF SECRETARY SINDH

NO.SO(C-IV)SGA&CD/4-21/10:

Karachi, dated the 28th August, 2015.

A copy is forwarded for information and necessary action to:-

- The Additional Chief Secretary (Dev.), P&E. Department, Govt. of Sindh.
- The Secretary to Governor Sindh.
- The Secretary to Chief Minister Sindh.
- The Administrative Secretaries (All), Government of Sindh.
- The Managing Director, Sindh Solid Waste Management Board.
- The Chairman/Members (all) of the Committee.
- The Secretary, Sindh Solid Waste Management Board.
- The Deputy Secretary (Staff) to Chief Secretary Sindh.
- P.S. to Chief Secretary Sindh.
- P.S. to Secretary (I&C), SGA&CD.
- Master file.



(Owais Nazir Mughal)
SECTION OFFICER (C-IV)