

TERMS OF REFERENCE
CONSULTANCY SERVICES
FOR
ASSEST INVENTORY OF LOCAL COUNCIL

Consultancy Summary

Title;	Moveable and Immoveable Asset Inventory
Consultant	
Consultancy Type;	Consultant Qualification Selection
Duration	06 months
Duty Station	KMC, Seven DMCs and District Council Karachi

1. Background

Karachi is thickly populated metropolitan city of Pakistan, with a population of 16 million and counting. Karachi is listed among the five least liveable cities in the world, ranked 137 out of 140. The city contributes 15 percent of national GDP, largest share of industrial employment, manufacturing, national tax revenues and premier services. This vibrant city is beacon of hope and opportunity for people of Pakistan. This city is financial and economic hub of Pakistan. This makes Karachi ideal destination for business, entrepreneurship and employment. Burgeoning population of this city continue to overwhelm delivery of basic services to its citizenry. Which in turn affecting city's competitiveness, business environment and liveability.

Government of Sindh Local Government Department ((LGD GoS) is implementing the Competitive and Liveable City of Karachi (CLICK) project Pakistan financed by the World Bank (WB) to address structural and systemic needs, improve urban management, service delivery, business environment for private sector development, environment and natural resources management amid climate change in Karachi. LGS GoS has established an exclusive Project Implementation Unit (PIU) for effective implementation of the CLICK project. PIU LGD provides incentivized performance-based grants to Local Councils (LCs) for institutional strengthening, capacity building and enhancing operational efficiency to improve delivery of basic services to citizenry.

2. Objectives of Consultancy

The objective of this consultancy is to assist the Local Councils, Karachi viz, KMC, Seven DMCs and District Council (LCs) because the LCs are further going to be converted into 25 Towns Municipal Corporations (TMCs) . Currently, Local Councils don't have any proper asset management system. As the LCs are being dissolved into TMCs, PIU CLICK intends to develop database for asset inventory of the local councils to be used by the government in the future and it is envisioned by the PIU that this consultancy will help in distribution of assets to

the TMCs.. The purpose of assignment is as follow:

- i. Verification and valuation of the Assets of all LCs.
- ii. Asset registration and inventory.
- iii. Implementation of asset management system based on software.

The maintenance of a complete asset register for each LC is mandatory especially where the asset base forms the core element of the operation of the LCs as a whole and therefore relevant from two perspectives;

- (a) Financial perspective. The asset register is the basis used for asset accounting. The register stores all relevant information such as the cost of acquisition of each asset, net book value, depreciation cost, residual value and useful life.
- (b) Technical perspective. The asset base, likewise, shall further include technical information such as basic technical data, technical condition and asset location among others.

3. Deliverables and Timeline.

The firm must have a hands-on approach that will support the attainment of performance targets corresponding to asset inventory and revaluation of asset of the Local Councils. The assignment shall be split into three components:

- (1) Verification and valuation of assets of all Sub-Offices / Departments
- (2) Assets registration and inventory, and
- (3) Implementation of asset management system. Preliminary activities for each component are summarized in the table below but not limited to.

Activity	Deliverable	Tentative date	Payment
1. Verification and valuation of the assets of all Offices / Sub-Offices / Departments	Inception report	Within 2 weeks after signing the contract agreement.	10%
1.1 Preparation for inventory.			
1.1.1 The Firm should carry out an analysis of the existing documentation of fixed assets:		Two Months from inception	

A. Register of fixed assets and other accounting data; B. Technical documentation; C. Legal documentation.			
1.1.2 The Firm should provide consultations on the current accounting of fixed assets to the Chief Executive of LCs and and Finance Office			
1.1.3 Upon the result of conducted analysis the consultant should provide the presentation for the Chief Executive on current management of fixed asset management.			
2. Asset registration and inventory	Draft Asset Registration Report		20%
2.1 Development of the inventory plan and methodology.	Inventory plan and methodology		
2.1.1 Development of methodology, methodological provisions and format/tables for realization of general physical inventory.			
2.1.2 Development of plan for inventory of the categories fixed assets where it is required.			
2.1.3 For the purpose of inventory, as well as for further appropriate accounting and valuation of fixed assets to develop detailed shapes / patterns in the context of the following appropriate groups of fixed assets.			
2.1.4 Perform all fixed asset physical verification a. undertakes and coordinates asset inventory processes	1. complete fixed asset register 2. properly tagged all		

<p>b. Manages the completeness, accuracy and timely update of the Asset Register including supporting documentation, disposal records, security of Asset Register system.</p> <p>c. Coordinate, update, and maintain the fixed assets tracking system for all fixed assets (GPS based tracking for vehicles).</p> <p>d. Ensures all fixed assets re properly tagged/labelled and recorded in the fixed asset tracking system.</p>	<p>assets</p> <p>3. produce fix asset verification report and minute of verification signed by all Head of Offices / Sub-Offices / Departments</p>		
<p>2.1.6 Complete disposal of unused and damaged.</p>	<p>Report on disposal to Property</p>		
<p>3. Implementation of asset management system</p>			<p>20%</p>
<p>3.1 implementing the fixed assets management system</p> <p>a. Reconciliation of the fixed assets tracking database with related fixed assets general ledger and coordinates any variances with relevant finance staff.</p> <p>b. Assists with the update of asset registry written procedures.</p> <p>c. Quarterly and annual reporting of the asset portfolio.</p> <p>d. Monthly review of operating statements.</p> <p>e. Ensure system is running properly.</p>			
<p>3.2 Prepare training</p>	<p>Training</p>		

materials, templates and carry out trainings for staff. One of the trainings shall include the use of the Microsoft Dynamic fixed asset.	provides to relevant staff		
Plan for fix Asset physical verification, prepare all necessary documentation			10%
4. Verification of immovable assets and tagging as per procedure.			20%
Final report and handover note, short implementation manual on fix asset management and handover work to LCs staff for implementation.			20%

5) Main Deliverables and timelines:

Reports and activities to be completed based on the above table within 6 months starting from May 2023 to November 2023.

6) Working Arrangements:

The fixed Asset management Firm should report to Program Director PIU CLICK.

7) Qualification Requirements:

Qualification:

- a) Firm should have Minimum 5 years' experience in fixed asset management processes and protocols (experience with donor's funded program preferable)
- b) Experience with fixed asset tracking system and implementing inventory practices and standards.
- c) Demonstrated hand on experience and track record in asset management delivery to the highest standard
- d) The Team involved in this project must be, proactive and self-motivated
- e) The team assigned by the firm should have Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.

9) Data Rights

Intellectual property rights Information, data, database, Knowledge resources in the form of briefings, reports, proceedings, articles, essays, etc.: issued by and for the LCs will be

the LCs property. Any utility, announcement and disclosure that are without LCs highest level of authority permission is considered illegal and will be charged by relevant local and international legal procedures.

10) Selection Process.

The asset inventory management firm will be selected in accordance with the Consultant's Qualification Selection (CQS) method of the World Bank Procurement Regulations for IPF Borrowers November 2018 revised August 2020.