



**PROJECT IMPLEMENTATION UNIT (PIU)  
PUNJAB URBAN LAND SYSTEM  
ENHANCEMENT (PULSE)  
Punjab Land Records Authority (PLRA)  
Government of the Punjab**



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**TERMS OF REFERENCE**

**PUNJAB URBAN LAND SYSTEM ENHANCEMENT (PULSE)**

**ISLAMIC REPUBLIC OF PAKISTAN  
PUNJAB PROVINCE**

**HIRING OF CONSULTANCY FIRM**

**FOR ENGAGING A CONSULTANT TO CONDUCT A RISK  
ASSESSMENT FOR GENDER BASED VIOLENCE (GBV), SEXUAL  
EXPLOITATION AND ABUSE (SEA), AND SEXUAL HARASSMENT  
(SH), PREPARATION OF A MITIGATION ACTION PLAN, AND  
PROVISION OF GBV/SEA/SH PREVENTION/AWARENESS  
TRAININGS UNDER PUNJAB URBAN LAND SYSTEMS  
ENHANCEMENT PROJECT (PULSE)**

**FEBRUARY 2023**

**PROJECT MANAGEMENT UNIT – BOARD OF REVENUE**  
**Punjab Urban Land Systems Enhancement (PULSE) Project (P172945)**  
**Credit Number 7041-PK**  
**Terms of Reference (ToR)**

**for Engaging a Consultant to Conduct a Risk Assessment for Gender Based Violence (GBV), Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH), Preparation of a Mitigation Action Plan, and Provision of GBV/SEA/SH Prevention/Awareness Trainings**

## **1. BACKGROUND**

The Government of Punjab (GoPunjab) is implementing a project titled the Punjab Urban Land Systems Enhancement Project (PULSE) with a credit in the amount of US\$150 million from the International Development Association (IDA/World Bank). The Project Development Objective (PDO) of PULSE is to support the GoPunjab with: (i) improved land records; and (ii) identification of land for development, including land for housing programs. PULSE aims to achieve: (i) the provision of digital land records linked to cadastral maps and DRM data; (ii) improved tenure security and access to land for housing; (iii) a unified modern land information system; and (iv) a strengthened capacity and regulatory framework. In this context, the public in Punjab, particularly women and vulnerable groups, will benefit significantly from increased security of land rights and property ownership. The Project comprises the following parts:

- a. Component 1: Digital Land Records and Cadastral Maps for the Land Records Management and Information System or LRMIS (US\$103 million) to develop a seamless and multipurpose cadastral map linked to the digital land records for Punjab Province;
- b. Component 2: Land for Housing (US\$3 million) to support the GoPunjab in the identification, evaluation, and mobilization of low disaster risk public/state lands, including resilient housing;
- c. Component 3: Integrated Land and Geospatial Information Systems and Services (US\$35.5 million) to establish a modern Land Information System, unifying and integrating rural and urban land records; and
- d. Component 4: Project Management and Institutional Strengthening (US\$8.5 million) to support the GoPunjab to manage, implement, and supervise project activities, and training and skill development.

For the implementation of PULSE and pursuant to the agreed terms under the financing, a Project Management Unit (PMU) was established in the Board of Revenue (BoR), together with the Project Implementation Units (PIU) in the Punjab Land Records Authority (PIU-PLRA), to coordinate, manage, implement, and supervise PULSE.

Incidents of Sexual Exploitation and Abuse (SEA)/ Sexual Harassment (SH) have occurred in projects financed by the World Bank. As a result, the Bank is taking concerted measures to strengthen its approach related to management and prevention of SEA/SH risks. Moreover,

there is a substantial risk of gender based violence (GBV) SEA/SH within families and communities, when women claim their inheritance rights. PULSE includes interventions on strengthening response on GBV/SEA/SH issues to mitigate project specific risks.

GBV in Pakistan is multi-faceted, interrelated and recurring; it includes physical, sexual, psychological, emotional and economic abuse and exploitation, occurring in both private and public spaces and is grounded in elements of situational and socio-cultural factors. Major categories of violence against women are murder, abduction/kidnapping, rape/gang rape, 'honor' killing, domestic disputes, dowry disputes, acid attacks, inheritance disputes, child and forced marriage. 28% of women (15-49 years) have experienced physical violence since age 15 in Pakistan. 34% of ever-married women have experienced spousal physical, sexual, or emotional violence<sup>1</sup>. In Punjab, 1 in 3 women between 15 and 64 years has faced some form of violence<sup>2</sup>. 76.7 % of women (15-49 years) in Punjab have experienced assault within their homes<sup>3</sup>. 56% of Pakistani women never sought help or disclosed GBV due to socio-cultural and other problems regarding accessibility to health care and psycho-social support services.

## **2. OBJECTIVE OF ASSIGNMENT**

The objective of the consultancy is to assess, manage and prevent the risks of GBV and SEA/SH potentially arising from project activities. The SEA/SH Risk Assessment and Mitigation Action Plan developed under this consultancy shall be consistent with World Bank Environment and Social Framework standard 4, and guidance documents (noted below). This activity shall take place before the start of the Pilot Phase and will need to include an Accountability and Response Framework, as well as an assessment of the capabilities of the available GBV service providers in and around the project location to provide quality survivor centered services, including case management and referral services.

The Consultant shall work closely with the Project Director and Gender Specialist at PMU-BOR, and relevant staff at the PIUs in Punjab Land Records Agency (PLRA) and Department of Land Records (DLR).

## **3. SCOPE OF SERVICES**

The consultant is expected to perform the following specified tasks related to a Gender SEA/SH Risk Assessment and developing a SEA/SH Risk Mitigation Action Plan:

### **1) Risk Assessment for GBV, SEA/SH**

- Conduct a needs assessment to ascertain level of awareness of PMU-BOR, PIU-PLRA, and Directorate of Katchi Abadis (DGKA) on SEA/SH risks, through Focus Group Discussions (FGDs), Questionnaires and other means deemed appropriate by the Consultant,

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<sup>1</sup> Pakistan Demographic Health Survey, 2017-18

<sup>2</sup> Women's Economic and Social Wellbeing Survey (2017-18), Punjab Commission on the Status of Women

<sup>3</sup> Multiple Indicator Cluster Survey, Punjab, 2017-18

- Conduct a literature review to understand harmful and discriminatory social norms, practices, attitudes and behaviors around GBV and prevalence rates,
- Conduct a review of existing monitoring protocols and document existing measures available/adopted by PMU/PIUs and DGKA to ensure compliance with the World Bank Good Practice Note on Addressing Gender Based Violence in Investment Project Financing involving Major Civil Works (2<sup>nd</sup> Edition, 2020) and Procurement Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) Prevention and Response Measures,
- Identification of relevant organizations and community actors to provide information and support for GBV-related initiatives;

## **2) Preparation of SEA/SH Risk Mitigation Action Plan**

- Based on the outcome of the needs assessment and existing protocols, propose additional measures needed to prevent SEA/SH in project activities involving land titling and regularization which would include community awareness building initiatives, development of Codes of Conduct/behavior standards,
- Propose an effective SEA/SH Grievance Redress Mechanism (GRM) model (as part of the main GRM) for the project with multiple access options, trained staff and a specific protocol handling SEA/SH complaint so the right action is triggered.

## **3) Provision of GBV/SEA/SH Prevention/Awareness Trainings and development of required protocols**

- Preparation of a Training/Awareness Sessions Calendar
- Training of implementing partners on GBV/SEA/SH
- Supporting PMU/PIUs in developing misconduct response procedures and Standard Operating Procedures (SoPs) upon receiving or being notified of an allegation of SEA/SH connected to the Project. These procedures and protocols should enable provision of services for survivors that are timely, confidential and survivor-centered and protect survivors from stigma and retaliation and linked to the SEA/SH GRM.
- Conducting awareness and sensitization for communities where land titling will take place (as part of the stakeholder engagement activities) to hear from them on potential project risks and inform them about SEA/SH prevention and reporting options.
- Prepare notes of all consultations and key informant interviews along with transcripts

## **4. DELIVERABLES**

Once the consultant is engaged and deployed, he/she shall provide:

- A. Inception Report** detailing methodology, work plan, relevant questionnaires to be deployed, outline of Risk Assessment & Mitigation Action Plan duly approved by PMU– BOR within 2 weeks of contract signing;

- B. Risk Assessment**, within 4 weeks of Inception Report finalization, containing;
- i. An executive summary, highlighting the main results of the analysis and recommendations
  - ii. Findings and analysis of SEA/SH risks arising as a result of project activities, based on results/analysis of data received from consultations and key informant interviews
  - iii. Findings and analysis of the training needs assessment of PMU-BOR and implementing institutions, leading to a training calendar with contacts of potential trainers
  - iv. Propose recommended components for the SEA/SH risk mitigation plan.
- C. SEA/SH risk Mitigation Action Plan**, within 2 weeks of finalization of Inception Report, responding to risk analysis which shall include the following:
- i. SEA/SH Communications Guide, with specific Guidelines for Consultations with Gender Minorities
  - ii. Code of Conduct for Project staff on dealing with SEA/SH grievances
  - iii. SOPs/Misconduct Response Procedures to activate upon receiving or being notified of an allegation of SEA/SH connected to the Project
  - iv. Procedures and protocols to enable provision of services for survivors that are timely, confidential and survivor-centered and protect survivors from stigma and retaliation
  - v. Accountability and Response Framework
  - vi. GBV service providers directory
  - vii. Training and Awareness Sessions Calendar and Resource Persons List
- D. Conduct Training and Awareness Sessions (as per the approved training calendar)**, Based on the findings of the Risk Assessment and Mitigation Plan, a Training and Awareness Sessions Calendar will be proposed by the Consultant and approved by the BOR-PMU. It is expected that at least 12 training/awareness sessions will be held for different stakeholders as a part of this Contract, over the course of 6 months following the finalization of the Risk Assessment and Mitigation Action Plan. Additional trainings/sessions can be added upon the mutual consent of the Consultant and BOR-PMU.
- i. Training of implementing partners, surveyors and all beneficiary-facing personnel of implementing partners on GBV/SEA/SH misconduct response procedures and Standard Operating Procedures (SoPs) to be followed upon receiving or being notified of an allegation of SEA/SH connected to the Project.
  - ii. Conduct awareness and sensitization for communities where land titling will take place (as part of the stakeholder engagement activities) to hear from them on potential project risks and inform them about SEA/SH prevention and reporting options.

## **5. TIMING AND LEVEL OF EFFORT**

The Consultant (Firm or NGO) will be engaged on Lump-Sum basis. The engagement is initially expected for six (06) months as per the GoPunjab's notified schedule, and extendable based on needs and results of performance evaluation. The assignment is expected to start in February 2023.

## 6. QUALIFICATIONS

The Consultant shall have the following minimum qualifications and experience:

- i. The Firm must have expertise of working in the area of Risk Assessment for Gender-Based Violence (GBV), Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH), Preparation of a Mitigation Action Plan, and Provision of GBV/SEA/SH Prevention/Awareness/Trainings, with at least 10 years of experience.
- ii. Demonstrable Knowledge of the Institutional Scope against GBV/SEA/SH and Laws prevailing in the Constitution of Pakistan.

### **Human Resource**

At least three (03) professional consultants working in the firm with the following qualification:

#### **a. Qualification and Skills**

- Masters degree or higher educational degree in Social Sciences (Anthropology / Sociology / Political Economy / Social Development / Gender Studies) or equivalent from HEC recognized university / institute
- Excellent analytical ability in conducting qualitative assessments and monitoring and evaluation
- Proficient English and excellent technical writing skills, with advanced computer skills in MS office programs
- Proven ability to: (i) handle multiple tasks under pressure with short deadlines; (ii) ability to work independently, seeking guidance on complex issues; and (iii) excellent interpersonal skills, proven team orientation and the ability to work across unit boundaries

#### **b. Professional Experience**

- At least 8 years of experience working in the field of gender and protection, with experience in SEA/SH and/or GBV prevention, risk mitigation and response programming, and training.
- Professional experience leading SEA/SH or GBV risk mitigation for the MDBs, UN system, or NGOs (for example, conducting assessments, training or investigations, developing complaints mechanisms, and leading SEA projects)
- Experience in monitoring, evaluation, or research, and practical knowledge of quantitative and qualitative research and/or monitoring methodologies.
- Demonstrated experience of quality control, quality assurance, analysis and reporting of SEA/SH and/or GBV data in related projects, leading to the writing of monitoring and learning reports in a variety of different reporting formats.
- Knowledge and experience in Development projects or public sector organizations (e.g., government-funded projects or World Bank/international agencies/other multilateral agencies funded projects) considered as an advantage

## 7. PAYMENT METHODS

Payments will be made as follows:

- i. First payment of 10% against the submission of Inception Report, including Work Plan and detailed Methodology.

- ii. Second Payment 30% with the delivery of Risk Assessment findings, analysis and recommendations.
- iii. Third Payment of 30% with the delivery of SEA/SH Risk Mitigation / Action Plan.
- iv. Final Payment of 30% with completion of all deliverable including conduct of training and awareness sessions.

## **8. REPORTING ARRANGEMENTS**

The Consultant will report to the PD of PMU-BOR who will be assisted by the PMU Gender Specialist.