

# Terms of Reference for Consultant PEPCO ASSETS MANAGEMENT SYSTEM

## 1. Background

Nine Distribution companies(DISCOs) under the overall control/management of PEPCO comprising of 925 sub-divisions and 192 divisions, has a vast network of HT(132KV, 66 KV, 33 KV & 11 KV) and LT(0.4 KV involving 262674 Km HT lines and 197514 Km LT lines and 493696 transformers. The distribution system is supplied through 220 KV and 500 KV grid stations and network lines installed and maintained by National Transmission and Dispatch Company (NTDC). The restructuring and corporatization of Pakistan's power sector demand a cost effective and efficient use of available assets in generation, transmission and distribution segments of the electricity industry

Pakistan Electric Power Company owns a vast distribution net work including the distribution system supplied and 500 KV grid stations and network installed and maintained by NTDC. The restructuring and corporatization of Pakistan have increased the requirement for.

Asset management is the process of acquisition, utilization and disposal of assets to maximize their future economic benefit and has manage the related risks and costs over their entire life cycle. PEPCO intends to hire services of a well qualified and experienced consultant or a consulting firm to develop and implement strategy for GIS based Assets management system in PEPCO on short term, mid-term and long-term time scales

## 2. Reporting Requirements

The selected consultant or consulting firm would be responsible to Director General(IS), PEPCO and required to work in close co-ordination with Project Manager(GIS). The consultant/consulting firm will also require to consult DISCO's and public and private agencies having GIS facilities and working in the field of assets management

## 3. Responsibilities

The consultant will develop a comprehensive road map for development of Assets Management system in DISCOs & NTDC. The Consultant/Consulting firm will prepare project framework/methodology that clearly identifies the goals and objectives of the proposed project, required inputs, targets or benchmarks, monitoring mechanisms, potential risks and assumptions. The Consultant/Consulting firm will identify key public and private agencies/organization having GIS facilities and using GIS as tool for documenting assets. The detailed description of tasks is gives below:

### **3.1 Description of Tasks**

- The consultant/Consulting firm will outline project components, methodology, phasing and implementation plan.
- Hold discussion with the stakeholders(DISCO staff) and where necessary organize consultation workshop for requirement analysis and incorporate their views in project document
- Prepare and document Hardware, Software, Capacity building and HR needs
- Identify the datasets to be brought into assets management system.
- Prepare detailed specifications, lists of materials, equipment, and field survey necessary for the project
- Prepare component wise cost estimates into foreign and local currency
- Identify procurement arrangements, including contract packaging
- Identify project performance management system (PPMS) with adequate and quantifiable time-bound indicators and relevant baseline data for monitoring and evaluation (M&E).
- Will suggest mechanism for the sustainability and continuity of Assets Management system.
- Prepare terms of reference for consulting services required for project implementation.

### **4. Deliverables**

- The consultants will prepare and submit an inception report focusing on the work program not later than 2 weeks after starting services.
- A draft final report will be submitted after 12 weeks of the start of consultancy.
- Hard copy(5 No.) and a soft copy of document for GIS implementation(covering all requirements mentioned in description of tasks)
- RFP document for individual DISCO
- Monthly progress Report
- A final report and presentation to PEPCO management

### **5. Remunerations**

The Consultant Assets Management System shall be paid a lump sum amount in the range of One million besides out of package expenses as per actual. PEPCO to provide office accommodation and secretarial services support.

### **6. Mode of Payment**

- 30 % of Consultancy after submission of the inception report
- 20 % Acceptance of the inception report
- 20% of consultancy after submission of the draft final report
- 30% of the consulting services after approval of the final report.

The Consultant will submit a bill to the client at the achievement of the each mile stone mile stone as mentioned above.

## **7. Duration**

The total duration of the consultancy will be three months, while the time frame for the assignment is to be mutually agreed between the consultant and the PEPCO.

## **8. Qualification and Experience**

The consultant to have:

- At least master Degree in GIS or Electrical Engineering with experience of GIS implementation
- 15 years of professional experience in the field of GIS for facility Management ;
- Comprehensive knowledge of Pakistan's Electrical Distribution System
- Knowledge of web based GIS design and development;
- Experience of establishing GIS system for facility management
- Proven track record of working with the multi-stakeholders, including federal and provincial government authorities,
- Proven ability to work under pressure and time constraints.

## **9. Other Requirements**

- Excellent communication (spoken and written) skills and ability to coordinate the work tight deadlines and handle multiple concurrent projects/activities.
- Excellent interpersonal skills, including ability to operate effectively across organizational boundaries.