

## Terms of Reference

**Name of the Activity:** Study to review physical infrastructure needs of FBR and field formations  
**Type of procurement:** Services (Study)

### Background:

Federal Board of Revenue is implementing Project Preparation Facility for Revenue Mobilization Project funded by the World Bank. Deliverables of the project requires engagement of services of individual consultant/ consultants to technically review the physical infrastructure needs of FBR and field formations.

### Scope of services

The consulting firm will be required to work with the Admin Wing of FBR on the following;

- i. Review of existing physical infrastructure of FBR and its field formation; including office buildings, residential building, open land and other facilities.
- ii. Mapping of the entire infrastructure, preferably on GIS; incorporating therein the physical conditions besides geographical locations.
- iii. Analysis of physical infrastructure with regard to organizational structure and working strength of FBR and its field formations.
- iv. Identification of gap in the existing infrastructure and suggesting changes necessary to be made.
- v. Devising a mechanism for proper maintenance and financial sustainability of the infrastructure in view of deployable resources.

### Methodology and Activities

The consulting firm shall keep close liaison with Admin Wing of FBR The firm shall be required to conduct physical visits on case to case basis. Interim analysis shall be shared with Admin Wing FBR, continually. Admin Wing of FBR shall provide relevant documentation to the consulting firm in this respect.

### Period of service

Period of service shall be 3 months (subject to adjustment by PMU of RMP).

### Required capacity of the firm

The consulting firm should have completed at least 03 assignment of similar nature in the last 03 years. The firms should be registered with relevant government authority/PEC in Pakistan for undertaking such activities and shall be employing qualified engineers for the purpose.

### Inception Reports

- i. Interim Report  
Within 70 days of issuance of work order
- ii. Draft Final Report  
Within 15 days of presentation of interim report
- iii. Final Report  
Within 5 days of approval of draft report