



**(Individual Consultant)**  
**GOVERNMENT OF SINDH**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
**PROJECT COORDINATION & MONITORING UNIT (PCMU)**  
**Sindh Water and Agriculture Transformation (SWAT) Project**  
**Assignment Title:**  
**Data Archiving and Record Keeping Services**

### **1. Introduction**

The Government of Sindh, through the Planning & Development Department, is implementing the Sindh Water and Agriculture Transformation (SWAT) Project. The Project Coordination & Monitoring Unit (PCMU) is responsible for overall coordination, monitoring, and implementation support.

PCMU intends to hire the services of an Individual Consultant for Data Archiving and Record Keeping Services.

### **2. Objective of the Assignment**

The objective of the assignment is to establish a structured and efficient system for organizing, digitizing, and archiving project records to improve accessibility, transparency, and audit readiness.

### **3. Scope of Services**

The detailed Terms of Reference (TORs) for the assignment are attached.

### **4. Qualification & Experience Requirements**

Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience, including:

- Master's degree in Information Management, Library Science, Records Management, Business Administration, Computer Science, or a related field from an HEC-recognized university
- Proven experience in data archiving, record management, or digitization
- Experience with public sector projects will be preferred
- Knowledge of document management and digital archiving systems
- Ability to deliver within a short timeframe
- Affidavit of not being blacklisted



## 5. Selection Method

The consultant will be selected in accordance with Selection of Individual Consultant method under SPPRA Rules.

## 6. Submission of Expression of Interest

Interested candidates must submit:

- Updated CV
- Copies of relevant experience/assignments
- CNIC
- Affidavit of not being blacklisted

EOIs must be delivered in written form to the **e-Pak Acquisition and Disposal System** within 15 days of publication of this notice.

## Project Coordinator

### Project Coordination & Monitoring Unit (PCMU), SWAT Project

Directorate Sindh Water Sector & Barrages Improvement,

2nd Floor, Sindh Bureau of Statistics Building,

13, Block 8, Chaudhry Khaliqzaman Road, Clifton, Karachi

Phone No. 021-99205862-3

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## Terms of Reference (TORs)

### Introduction

The Project Coordination & Monitoring Unit (PCMU), under the Sindh Water and Agriculture Transformation (SWAT) Project, Planning & Development Department, Government of Sindh, is responsible for coordination, monitoring, and implementation of project activities.

Over time, a significant volume of project-related documentation including financial records, procurement files, correspondence, contracts, reports, and technical documents has accumulated. These records require proper organization, classification, digitization, and archiving to improve:

- Document retrieval and accessibility
- Transparency and accountability
- Audit readiness and compliance
- Efficient record management practices

Therefore, PCMU intends to hire an individual consultant for Data Archiving and Record Keeping Services to establish a structured and organized record management system.

### 2. Objective of the Assignment

The primary objective of this assignment is to establish a structured data archiving and record management system through:

- Organizing physical records
- Digitizing key documents
- Developing classification and indexing system
- Establishing digital archiving structure
- Improving document retrieval and record management practices

### 3. Scope of Work

The Service Provider shall undertake, but not limited to, the following tasks:

#### 3.1 Record Assessment and Inventory

- Review existing physical and digital records
- Identify key categories of records (Finance, Procurement, HR, Technical, Administrative, etc.)
- Prepare record inventory list
- Assess record condition and storage requirements



- Identify priority documents for digitization

### **3.2 Record Classification and Organization**

- Develop file classification structure
- Organize records according to categories
- Label and index physical files
- Arrange files in systematic order
- Remove duplicate or redundant records (where applicable)

### **3.3 Digitization of Records**

- Scan selected documents and records
- Convert records into digital format (PDF or agreed format)
- Ensure clear and readable scanning quality
- Apply file naming conventions
- Ensure proper folder structure

### **3.4 Digital Archiving Framework**

- Develop structured digital folder hierarchy
- Create indexing system for quick retrieval
- Develop simple document control numbering system
- Organize digital records in designated storage (external drive/server/cloud as instructed)

### **3.5 Record Retrieval System**

- Develop simple record retrieval procedures
- Prepare indexing sheet/database (Excel or similar format)
- Provide search-based document retrieval structure
- Develop document tracking mechanism (if required)

### **3.6 Training and Handover**

- Conduct brief orientation session for staff
- Explain archiving structure and retrieval system
- Provide guidance on maintaining records
- Submit final organized records and documentation

## **4. Key Deliverables**

The Service Provider shall submit the following deliverables:



1. Record Inventory and Assessment Report
2. Classified and Organized Physical Records
3. Digitized Records (Soft Copies)
4. Digital Archiving Structure
5. Record Indexing Database
6. Record Retrieval Procedures
7. Training/Orientation Session
8. Final Handover Report

## 5. Timeline and Milestones (3 Weeks)

Week	Activities
Week 1	Record assessment, inventory, and classification
Week 2	Digitization and indexing of records
Week 3	Digital archiving setup, training, and handover

## 6. Reporting and Coordination

- The Service Provider will report to Project Director, PCMU SWAT
- Close coordination will be maintained with administrative, finance, and procurement staff
- Deliverables shall be submitted for review and approval

## 7. Qualification Requirements

The Service Provider should demonstrate:

- Master's degree in Information Management, Library Science, Records Management, Business Administration, Computer Science, or a related field from an HEC-recognized University
- Proven experience in data archiving, record management, or digitization
- Experience with public sector projects will be preferred
- Knowledge of document management and digital archiving systems
- Ability to deliver within a short timeframe
- Affidavit of not being blacklisted

## 8. Duration of Assignment

The assignment shall be completed within **three (03) weeks** from the date of contract signing.

## 9. Payment Schedule



Payments shall be made on lump sum basis linked with deliverables:

- 40% upon completion of record classification and digitization (Week 2)
- 60% upon completion of digital archiving setup and final handover

## **10. Confidentiality**

All documents, records, and data handled during this assignment shall remain confidential and shall not be shared with any third party without prior approval of PCMU.

### **Procurement Details**

Assignment: Data Archiving and Record Keeping Services

Estimated Cost: PKR 2,000,000

Procurement Method: Individual Consultant (SPPRA)

Duration: 3 Weeks