

EXPRESSION OF INTEREST

HIRING OF INDIVIDUAL SHORT TERM CONSULTANT

Punjab Safe Cities Authority (PSCA) invites applications from qualified and experienced professionals as individual consultant for the following area on short-term consultancy basis:

Sr. No.	Name of Individual Consultancy	Qualification	Experience
01	Consultant- Internal Audit	MBA, CA, ACCA, ACMA, CFA or equivalent degree of 16 years and possessing professional qualification of SAS or PIPFA (Public Sector) APFA/FPFA.	Minimum 20 years' experience of Audit of Public Sector Organizations/ Government Departments. Experience of pre-audit in Autonomous / Local Bodies, affairs of Accounts Committees and training experience in public sectors shall be preferred.

Interested individuals may submit their applications along with the copy of CV, educational documents, experience certificates, CNIC and passport size photograph latest by 12-08-2022 till 11:00 hours, through email, courier or by hand. Only shortlisted candidates will be called for an interview. The Remuneration will be offered on the basis of qualification and experience. The said Consultant will be selected in accordance with the provisions of Punjab Procurement Rules 2014 for short term consultancy. The detailed ToRs are attached as Annexure. No TADA may be claimed by the applicants.

For submission of applications or obtaining any information, please feel free to contact at cons.services@pscagov.pk Contact: (+92) (42) (99051605-7) Website: www.pscagov.pk

Mention the Name of the Consultancy in subject line/on outer Envelope.

**CHIEF LAW & PROCUREMENT OFFICER,
 PUNJAB SAFE CITIES AUTHORITY,
 PPIC3 Center, Qurban Police Lines,
 Lahore**

Annex-A

**TERMS OF REFERENCE
INDIVIDUAL CONSULTANT
INTERNAL AUDIT**

1. BACKGROUND

The Punjab Safe Cities Authority (PSCA), established under Punjab Safe Cities Act 2016, ensures establishment, development and maintenance of an integrated Command, Control, and Communication system (PPIC3) for Police in major cities of the province for public safety. The Safe City is a concept for returning security and quality of life to today's complex cities through the use of technology, infrastructure, personnel and processes. In order to realize the vision of developing safe cities in the province, PPIC3 Centre has been developed for Punjab Police in the city of Lahore and other centers are being established in other larger cities of the province.

2. OBJECTIVE/PURPOSE OF THE ASSIGNMENT

Punjab Safe Cities Authority is required to have an Internal Audit system to ensure transparency and compliance with rules/ regulations of the Authority and Government of Punjab. In order to introduce a proper Internal Audit System, the services of a consultant, need to be hired who is well versed with Government financial rules, procurement rules, service rules and Government laws

3. SCOPE OF SERVICE

The Consultant shall render the services of Internal Audit system to ensure transparency and compliance with rules/ regulations of the Authority and Government of Punjab:

- The consultant shall have advance level skills to provide on job trainings (OJT) to employees especially in the areas of internal audit, procurement rules, and financial rules and application of taxes.
- The Internal Audit Consultant shall be responsible to:
 - ❖ provide 6 trainings pertaining to areas of Audit, Procurement rules, Public Finance Management, Taxation and Office Management practices;
 - ❖ evaluate implementation of internal financial controls regarding proper recording of financial transactions occurring in the Authority;
 - ❖ perform monthly Internal Audit of previous month payments made by PSCA;
 - ❖ train the authority employees to apply all requisite checks before any

payment;

- ❖ advise on Audit Paras, recovery/deduction of applicable taxes as per government rules/ regulations, bidding/contract documents, legal and other official matters as and when required basis;
- ❖ perform post internal audit on all payments of the authority within stipulated time. In case of error/ omission/ miscalculation / discrepancy highlighted by the consultant, the adjustment will be made in the next payment of the consultant/ contractor or vendor.

4. PROFILE OF CONSULTANT

The Consultant will be assigned from the list of shortlisted consultants fulfilling the minimum qualifications and experience requirements. MBA, CA, ACCA, ACMA, CFA or equivalent degree of 16 years and possessing professional qualification of SAS or PIPFA (Public Sector) APFA/FPFA. With Minimum 20 years' experience of Audit of Public Sector Organizations/ Government Departments. Experience of pre-audit in Autonomous / Local Bodies, affairs of Accounts Committees and training experience in public sectors shall be preferred.

5. EXPECTED DELIVERABLES

A monthly progress report on Consultants work would be prepared and submitted, including tasks listed hereunder and Scope of Services here above.

Month	Deliverables
August, 2022	<ul style="list-style-type: none"> a) Perform Internal Audit of July 2022 payments of PSCA. b) Detailed Training/ Capacity Building session on pre-audit /internal control system in the PSCA. c) Provide advice/ consultancy support on audit related matters during the month.
September, 2022	<ul style="list-style-type: none"> a) Perform Internal Audit of August 2022 payments of PSCA. b) Detailed Training/ Capacity Building session on financial rules/ procurement rules/regulation and Government instructions. c) Provide advice/ consultancy support on audit related issues during the month.
October, 2022	<ul style="list-style-type: none"> a) Perform Internal Audit of September 2022 payments of PSCA. b) Detailed Training/ Capacity Building session on processing vendor invoices, contractors' bills, consultants' bills, TA/DA, POL and petty purchases. c) Provide advice/ consultancy support on audit related issues during the month.
November, 2022	<ul style="list-style-type: none"> a) Perform Internal Audit of October 2022 payments of PSCA.

	<ul style="list-style-type: none"> b) Detailed Training/ Capacity Building session on withholding tax regime including Income Tax, Punjab Sale Tax, General Sale Tax etc. c) Provide advice/ consultancy support on audit related issues during the month.
December, 2022	<ul style="list-style-type: none"> a) Perform Internal Audit of November 2022 payments of PSCA. b) Detailed Training/ Capacity Building session to PSCA staff on proper preparation of Auditable Documents. c) Provide advice/ consultancy support on audit related issues during the month.
January, 2022	<ul style="list-style-type: none"> a) Perform Internal Audit of Dec 2022 payments of PSCA. b) Detailed Training/ Capacity Building session to PSCA staff on preparation of bidding documents/ contract agreements. c) Provide advice/ consultancy support on audit related issues during the month.

6. TIME PERIOD

The Consultant will be engaged for a period as decided by Competent Authority in accordance with Provisions of PP-Rules-14

7. PAYMENT TO THE CONSULTANT

The payment to the Consultant will be made on a monthly basis upon submission of claim based on the services/ deliverables by the end of each month.