

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	Internal Audit	PIFA (Public Sector), SAS, MBA, CA, ACCA, ACMA, CFA or equivalent degree	Minimum 20 years' experience of Audit of Public/Government Sector. Working experience as Resident Auditor in the government sector will 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 **01-03-2023 till 11:30 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 "A". No TADA may be claimed by the applicants.

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

TERM OF REFERENCES (TORS)

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. The TORs of Internal Audit Consultant would include the following:

- To revamp a proper Internal Audit System, the services of a consultant, need to be hired which is well versed with Government financial rules, procurement rules, service rules and other Govt. regulations.
- The consultant shall have advance level skills to provide on job trainings to employees especially in the areas of internal audit, procurement rules, and financial rules applicable taxes.
- The Internal Audit Consultant shall be engaged for a short period of six months and the budget limit could be less than 2.0 million PKR (Payment milestones enclosed)
- The consultant will provide training sessions with relevant section of PSCA.
- The consultant will be responsible to improve the internal controls for proper recording of financial transactions occurring in the Authority and perform monthly Internal Audit of previous month payments made by PSCA.
- The consultant will provide consultative support to the authority employees to apply all requisite checks before any payment.
- The consultant will advise on Audit Paras, recovery/deduction of applicable taxes, government rules/ regulations, bidding/contract documents, legal and other official matters as and when required basis.
- The consultant will be responsible to perform post internal audit on required payments of the authority. In case of error/ omission/ miscalculation / discrepancy highlighted by the consultant, the relevant section will take corrective measures.

ELIGIBILITY CRITERIA

Qualification: PIFA (Public Sector), SAS, MBA, CA, ACCA, ACMA, CFA or equivalent degree.

Experience: Minimum 20 years' experience of Audit of Public/Government Sector. Working experience as Resident Auditor in the government sector will be preferred.

DELIVERABLES/ PAYMENT MILESTONES

Month	Deliverables	Estimated cost (inclusive all taxes)
March, 2023	Perform Internal Audit of payments of PSCA. Provide training/ capacity building session on pre-audit /internal control system in the PSCA. Provide advice/ consultancy support on audit related matters during the month. Liaison with the office of the government in the affairs of PSCA as and when required including SDAC/PAC, Audit Matters, Rules/Regulations etc.	
April, 2023	Perform Internal Audit of payments of PSCA. Provide training/ capacity building session on pre-audit /internal control system in the PSCA. Provide advice/ consultancy support on audit related matters during the month. Liaison with the office of the government in the affairs of PSCA as and when required including SDAC/PAC, Audit Matters, Rules/Regulations etc.	
May, 2023	Perform Internal Audit of payments of PSCA. Provide training/ capacity building session on pre-audit /internal control system in the PSCA.	

	<p>Provide advice/ consultancy support on audit related matters during the month.</p> <p>Liaison with the office of the government in the affairs of PSCA as an when required including SDAC/PAC, Audit Matters, Rules/Regulations etc.</p>	
June, 2023	<p>Perform Internal Audit of payments of PSCA.</p> <p>Prove training/ capacity building session on pre-audit /internal control system in the PSCA.</p> <p>Provide advice/ consultancy support on audit related matters during the month.</p> <p>Liaison with the office of the government in the affairs of PSCA as an when required including SDAC/PAC, Audit Matters, Rules/Regulations etc.</p>	
