

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	PIPFA (Public Sector) / SAS, or 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 **02-04-2024 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@pscagop.pk Contact: (+92) (42) (99051605-7) Website: www.pscagop.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 AUDITOR)”

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

The selected Individual Consultants will provide services pertaining to Internal Audit functions of Punjab Safe Cities Authority (PSCA).

3. SCOPE OF SERVICE

To provide guidelines on budgeting, particularly, with reference to SNEs and its Utilization in letter and spirit;

- To Devise E-Procurement Procedures alongwith training;
- To frame policy for incurrence of petty expenditure;
- To frame policy on account of Fueling of Vehicles, entries in Logbooks and preparation of Monthly Fuel Account;
- To prepare a checklist regarding application of taxes under the law;
- To provide guiding principles on execution of works, documentation and procedures for development schemes;
- To provide quality procedure of file work process amongst concerned branches;

- To provide training to the Resident Audit Staff on account of pre-audit;
- 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 and provide training to the concerned staff;
- 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 review and improve the internal controls for proper recording of financial transactions occurring in the Authority;
- 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 including liaison with Govt. offices, as and when required.
- Technical and professional Assistance in development of Financial Accounting Software.

4. PROFILE OF CONSULTANT

The Consultants will be assigned from the list of shortlisted consultants fulfilling the minimum qualifications i.e. PIPFA (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.

5. NUMBER OF CONSULTANTS

There will be one (01) consultant to manage the Internal Audit Functions.

6. EXPECTED DELIVERABLES

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

7. TIME PERIOD

The Consultant will be engaged for a period as decided by Competent Authority

8. 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.