

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
01	Internal Audit	As Per TORs

Interested individuals may submit their application along with the copy of CV, educational documents, experience certificates, CNIC and passport size photograph latest by 09-04-2025 till 14:00 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@pscagop.pk Contact: (+92) (42) (99051605-7) Website: www.pscagop.pk

Mention the Name of the Consultancy in subject line/on outer Envelope. The CV/application will not be considered otherwise.

**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:

- a) 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
- b) 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
- c) The Internal Audit Consultant shall be engaged for a short period of three months, extendable for further three months (if required) within the cost of Rs. 2.0 million
- d) The consultant will provide training sessions with relevant section of PSCA
- e) 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
- f) The consultant will provide consultative support to the authority employees to apply all requisite checks before any payment
- g) 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.
- h) 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.

4. PROFILE OF CONSULTANT

The Consultant will be assigned from the list of shortlisted consultants fulfilling the minimum qualifications and experience requirements. 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.

5. NUMBER OF CONSULTANTS

There will be one (01) consultant.

6. EXPECTED DELIVERABLES

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

- a) Perform Internal Audit of payments of PSCA of FY 2024-25
- b) Review overall record/payments/registers of FY 2024-25 before external audit to ensure compliance with rules and regulations.
- c) Review pre-audit mechanism and suggest measures for improvement
- d) Draft procedures/functions of each unit regarding procurement and payment process within the organization.
- e) Draft standard templates of works bills, goods bills, services bills, satisfactory notes / goods delivery notes etc. considering the specific requirement of PSCA.
- f) Provide training / capacity building session on pre-audit/internal control/ taxes / template of bills / rules and regulations as and when required basis. Training session may include full/half day/on desk training of employees/individuals.
- g) Provide advice/consultative support on tax and audit related matters during the period.
- h) Liaison with the office of the government in the affairs of PSCA as and when required including SDAC/PAC, Audit Matters, Rules/Regulations etc.
- i) Provide consultative support in drafting the replies of audit paras/working papers/SDAC meeting regarding audit of FY 2024-25.

7. TIME PERIOD

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

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.