

**TERMS OF REFERENCE (TOR)**  
**LEGAL AFFAIRS SPECIALIST (PFMU)**

**Background:**

A Public Financial Management Unit (PFMU) has been established in the Finance Department, to implement Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program. It is a five-year program funded by International Bank for Reconstruction and Development (IBRD) – World Bank Group, with objectives to strengthen Public Financial Management (PFM) Systems and revenue mobilization in the province as well as to promote coherent PFM systems. The PFMU is responsible for day to day Program management in collaboration with other implementing agencies including BOR, E&T Department, PRA. PFMU will work as coordination and implementation Unit and facilitate the FD and Tax Collecting Agencies in implementing the reforms envisaged under PRIDE Program, as it is a multi-sectoral program which is complex in nature and requires a strong coordination and backstopping mechanism for execution of Program activities.

Key project management functions assigned to PFMU include:

1. Act as the main agency responsible for implementation of the project, as well as for delegated tasks on behalf of F.D.
2. All aspects of financial management and disbursement for the Project.
3. Liaising with the Bank;
4. Liaise and coordinate with provincial departments;
5. Monitoring implementation progress towards achievement of the DLIs;
6. Track the DLIs;
7. Maintain project related baseline information;
8. Provide progress reports to the Steering Committee, GoPunjab and the World Bank
9. Formulation of TOR/ RFP, in consultation with implementing agencies for hiring of consultants under the project.
10. Procuring independent consultancies for program interventions and ensuring quality of deliverables.
11. Development and Implementation of Program Communication Strategy
12. Arrange for Third Party Validation of Program Interventions and achievements.

**Objectives:**

The unit (PFMU) will be staffed with individual consultants/ sector specialists, and headed by a Unit Head, having expertise in the area of PFM. Among other consultants, services of a Legal Affairs Specialist are also to be engaged who will;

**Main Responsibilities:**

- i) Responsible for drafting of legal documents and for doing legal research.
- ii) Acumen legal concepts to assist in improving the efficiency and effectiveness of the budget process.
- iii) To work in conjunction with the Legal department and internal stakeholders for approval.

- iv) Interpretation and application of applicable legal frameworks and Financial Regulations of the Federal and Provincial Government
- v) Act as a resource to the field for legal process and training questions.
- vi) Consistently provide status updates on project timelines and milestone.
- vii) Work with Head PFMU to coordinate implementation of enhancements with project team including legal and implementation team.
- viii) Perform legal research using provided resources, conduct fact gathering interviews, and document research.
- ix) Prepare legal documents in order to support the Finance Department.
- x) Consistent exercise of independent judgment and discretion in matters of significance
- xi) Other duties and responsibilities as assigned by the Head PFMU.

**Qualification & Experience:**

- Minimum 16 years education in Law/LLM / JD from a reputed Foreign University or HEC recognized institutions.
- Post qualification relevant professional experience of 10 years in the practice of law with a reputable law firm, financial institution, government and/or an international organization is required. Legal experience as a practicing lawyer in the legal department of a development finance institution or multilateral development bank, with proven technical competence and experience in lending and finance operations would be preferred.
- Good understanding of private debt, private equity, fixed income and/or project finance transaction structuring solutions as well as experience in executing innovative investment product solutions within multilateral institutions from a legal perspective would be preferred.
- Practical experience of legal side of fund formation, investment management and/or structured finance would be preferred.
- Demonstrated ability for interpretation and application of legal frameworks and Financial Regulations of the Federal and Provincial Government.
- Candidate must possess effective communication skills.