

TERMS OF REFERENCE (TOR)
MTBF EXPERT (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 MTBF Expert are also to be engaged who will;

Main Responsibilities:

- Assist and provide support to the PFM Specialist in disposing off his day to day functions and report to him on all official matters.
- Responsible to formulate sound policies and medium-term financial management strategy with objectives of improving realism and sustainability of the budget,

strengthening PFM functions (forecasting, financial analysis and public financial management).

- Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Lead development of a medium-term fiscal framework and budget strategy paper in collaboration with other stakeholders in a timely manner;
- Coordinate within Finance Department to issue budget ceilings to line departments;
- Liaise with LGF Wing in Finance Department to intimate share of local governments for next financial year in a timely manner;
- Assist in holding meetings of Priority Committee of Punjab Government to discuss budgetary proposals submitted by line departments;

Qualification & Experience:

- Minimum 16-years education in Finance / Economics/ Accounting/ Banking, Economics, or any other related fields from a reputed foreign University or HEC recognized institution.
- Minimum 8 years of post-qualification relevant experience in public financial planning & budgeting, revenue management and budget allocation in the public or private sector will be preferred.
- Demonstrated knowledge of financial forecasting, financial analysis and public financial management.
- A strong understanding of the current Public Financial Management landscape in Pakistan, including donor funded programs.
- Excellent written and oral communications skills required.