

TERMS OF REFERENCE (TOR)
TAX 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 Tax Expert are also to be engaged who will;

Main Responsibilities:

- i) Assist and provide support to the Taxation Specialist in disposing off his day to day functions and report to him on all official matters.
- ii) Develop expertise of in-house research and analysis of issues relating to tax policy and administration;

- iii) Work with revenue collecting departments to evaluate revenue mobilization proposals using the criteria of good taxation before submission to RMC;
- iv) Assist RMC in making recommendations for tax policy changes to Government on the basis of analytical research;
- v) Estimate, on annual basis, tax expenditure by the Government;
- vi) Undertake tax incidence analysis for major taxes at least for major taxes and inform tax policy making by the Government;
- vii) Outsource research and analysis of issues relating to Tax Policy and Tax Administration reforms where the required expertise does not exist within the PFM Unit.
- viii) Help Finance Department to monitor revenue collection by Federal/Provincial Governments;
- ix) Develop periodic reports on revenue collection;
- x) Contributes to team effort by accomplishing related results as needed.
- xi) Maintain a liaison with key stakeholders within the Government of the Punjab as well as in the Federal Government.

Qualification & Experience:

- Minimum 16 years education in Finance/Economics/ Business Administration /CA/ACCA/ACMA/ICAEW/ CFA from a reputed Foreign University or HEC recognized institutions.
- Post qualification relevant professional experience of 08 years in public / private organizations in Finance / Audit / Tax / Revenue / Tax Laws.
- Candidate must possess effective communication skills.