

# **EXPRESSION OF INTEREST (EOI)**

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## **EXPRESSION OF INTEREST (EOI) FOR HIRING OF AN INDIVIDUAL CONSULTANT FOR “ INSTITUTIONAL REFORMS”**

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**MARCH 2024**



**Submission Date for Sealed EOI: March 29<sup>th</sup>, 2024, on or before 10:00 AM**

**SECTION OFFICER (E&A),  
GOVERNMENT OF THE PUNJAB,  
FINANCE DEPARTMENT  
PUNJAB CIVIL SECRETARIAT, LAHORE.**



## **Terms of Reference (TORs)**

### **1. Background**

Finance Department is embarking on a journey of institutional reforms aimed at enhancing efficiency, effectiveness, and accountability across its operations. To achieve this objective, Finance Department seeks to engage a qualified Individual Consultant specializing in institutional reforms. The primary objective of this consultancy is to provide expert guidance and support in initiating and implementing institutional reforms within the Finance Department. The consultant will work closely with key stakeholders to identify areas for improvement, develop strategies for reform, and oversee the implementation process.

### **2. Scope of Work:**

- a) Support in conducting a comprehensive assessment of the current institutional framework, policies, and procedures within the organization.
- b) Assist in identification of areas for improvement and develop a detailed plan for institutional reforms, including timelines, milestones, and resource requirements.
- c) Provide technical expertise and guidance to senior management and staff throughout the reform process.
- d) Facilitate stakeholder consultations and ensure buy-in from all relevant parties.
- e) Monitor and evaluate the progress of reform initiatives, making adjustments as necessary to ensure successful implementation.
- f) Any other assignment assigned by the competent authority.

### **3. Evaluation criteria for Qualification & Experience**

#### **Eligibility**

- Pakistani National
- Registered as active taxpayer in income tax or Punjab Revenue Authority (PRA)

#### **Education:**

- Minimum 16 years' education in Law/LLM / JD from a reputed Foreign University or HEC recognized institutions.

#### **Experience:**

- Minimum 05 years relevant professional experience 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 Registration Drafting, with proven technical competence would be preferred.
- Strong analytical and problem-solving skills, with the ability to identify and address complex organizational challenges.
- Excellent communication and facilitation skills, with the ability to engage effectively with stakeholders at all levels.

#### **Language:**

- Fluency in English and Urdu (written and spoken)

**4. Reporting:**

The consultant will report to Deputy Secretary (R&A), Finance Department who will oversee the progress of the consultancy and provide guidance and support as needed.

**5. Application Procedure:**

Interested candidates should submit their CV along with a cover letter outlining their suitability for the position addressing the TORs outlined above to:

**Note:**

Finance Department reserves the right to reject any or all applications and is not bound to accept any proposal. Shortlisted candidates may be invited for an interview or additional assessments.

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