

# **EXPRESSION OF INTEREST (EOI)**

**Procurement No: E&A(FD)/Indi/2023-24**

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## **EXPRESSION OF INTEREST (EOI) FOR HIRING OF AN INDIVIDUAL CONSULTANT ON SHORT TERM BASIS AS “CORPORATE FINANCE & RISK MANAGEMENT”**

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**MARCH 2024**



**Submission Date for Sealed EOI: March 25<sup>th</sup>, 2024, on or before 11:00 AM**

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

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# Advertisement

## FINANCE DEPARTMENT GOVERNMENT OF THE PUNJAB



### Expression of Interest for Hiring of an Individual Consultant on Short Term Basis for “Corporate Finance & Risk Management”

Finance Department invites applications from qualified and experienced professionals as individual consultant on short-term consultancy basis against the above-mentioned consultancy services. The interested professionals having minimum 16 Years of education in Finance / CA / ICAEW / CFA and relevant professional experience of 15 years can obtain the Expression of Interest with all details and terms & conditions from Finance Department website (<https://finance.punjab.gov.pk/careers>) and PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)).

Sr. No.	Description	Procurement No.	EOI Submission Deadline (Date & Time)	EOI Opening (Date & Time)	Estimated Cost
1	Expression of Interest for Hiring of an Individual Consultant for Corporate Finance & Risk Management	<u>E&amp;A(FD)/Indi/2023-24</u>	25 <sup>th</sup> March, 2024 on or before 11:00 AM	25 <sup>th</sup> March, 2024 on 11:30 AM	Approx. Rs. 02 million/- Inclusive of all taxes

**Note:**

- The Procurement Process shall be governed strictly in accordance with the Punjab Procurement Rules 2014 (amended time to time) through national competitive bidding procedure.

SECTION OFFICER (E&A),  
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FINANCE DEPARTMENT  
PUNJAB CIVIL SECRETARIAT, LAHORE.

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

### **1. Background**

Corporate Finance Unit in Finance Department contributes in building Finance department's capacity for financial management, governance, risk management and compliance related to the corporate entities of the Government of Punjab. This unit play a key role in effective representation and participation of Finance department as a board member of the public sector companies (PSCs). Accordingly, it is required that an experienced Consultant on short term basis may be engaged to advise the Finance Department on Corporate Finance and Risk Management matters pertaining to different public sector entities.

Finance Department is soliciting Expression of Interest from individual consultant to conduct the Corporate Finance & Risk Management. In this regard, the individual consultant having minimum 16 Years of education in Finance / CA / ICAEW / CFA and relevant professional experience of 15 years will perform services as mentioned in the terms of reference.

### **2. Scope of Services**

The terms of reference for hiring the services of the short-term Consultant are as under;

Major Responsibilities of consultant shall include:

- Analyzing exposure of Finance Department in different Public Sector Entities (PSEs).
- Advise and prepare meeting notes for all meetings related to Public Sector Companies
- Support Finance Department in financial analysis on government initiatives or financial demands with respect to direct and contingent financial implications.
- Support finance department on review of Public Private Partnership projects and recommendations on demands/requirements of government financial support to projects.
- Undertake analysis of finances of Public Sector Companies (PSCs) to manage Government's exposure.
- Assist Finance Secretary in playing an effective role as a member of Board of Director (BOD) of PSCs.
- Assist Finance Department and interact with the PPP Board, Cell and Authority on approval, recommendations and preparation of PPP Projects related to Risk Sharing Arrangements, Government Support in form of Loans or Grants along with direct and contingent liabilities
- Assist and coordinate with PSCs in establishing and improving their risk management frameworks.
- Review annual reports of PSC against strategic plans / business plan and budgets of the PSC.
- Review audited reports and follow up on whether audit recommendations are being implemented.
- Review strategic plans / business plans of PSCs and monitor their implementation.
- Advise on any other matters relating to PSCs referred by Finance Secretary.

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

#### **Eligibility**

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

#### **Education:**

- Minimum 16 years' education in Finance / CA / ICAEW / CFA from a reputed University or HEC recognized institutions and other similar areas;

**Experience:**

- Minimum 10 years Post qualification relevant professional experience in Corporate Governance, Risk Management, Financial consulting / or financial advisory covering strategic oversight as well as policy support for Public Sector Corporate Governance, oversight mechanisms and Risk Management.
- Fully conversant with roles and responsibilities of Finance Department in implementation of systems of corporate governance / financial management/Audit/Financial due diligence of projects/initiatives.

**Language:**

- Fluency in English and Urdu (written and spoken)

**Other Requirements**

- Candidate must possess effective communication skills.
- Ability to provide strategic direction along with stakeholder's engagement.
- Leadership abilities and team player, backed by effective time management, professionalism, managing core team of specialists, creativity and vision.

**4. Instructions**

- The Selection of Hiring of an Individual Consultant (short term consultancy) will be based on ***Least Cost basis***.
- The Consultant shall submit detailed Curriculum Vitae (CV) containing required qualification and experience by **March 25<sup>th</sup>, 2024, on and before 11:00 AM**.
- Clarifications/ queries may be requested by **March 22, 2024, before 1:00 PM**.
- The EOI proposals shall be publicly opened on the same day **March 25<sup>th</sup>, 2024, at 11:30 AM** in the presence of bidder's representatives who wish to attend
- Bid/proposal shall remain valid for the period of 60 days

**5. Payment to the Consultant**

The payment to the Consultants shall be made under *time-based contract* on a monthly basis upon raising an invoice to Finance Department.

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