

## **TERMS OF REFERENCE (TOR)**

### **PFM Specialist**

#### **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 PFM Specialist are also to be engaged who will;

#### **Main Responsibilities:**

- i) Responsible for overall coordination with the other specialized units of Finance Department (DMU, RMU & CFU) and other line departments.
- ii) 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).

- iii) Provide detailed strategic recommendations, technical advice and on-the-job training to departments / units concerned to strengthen integrated public financial management functions, based on a thorough review of prevailing practices in Punjab.
- iv) Provide assistance to Finance Department in following areas: -
  - Large scale budget preparation, budget execution, and budget oversight, including modeling for receipts, annual revenues, forecasting, projections, and cash forecasting
  - Tax policy and tax administration
  - Procurement reforms • Tax IT systems and services including e-payments, e-filing, mobile payment systems
  - Financial management and support including internal controls, capacity building of financial institutions
  - Internal controls, internal auditing, anti-corruption, tax frauds
  - Medium Term Fiscal Framework (MTFF), Medium Term Expenditure/Budget Framework
  - Information Technology for PFM, IFMIS (Integrated Financial Management Information Systems), Government Financial Management Information Systems (GFMIS)
  - Financial transparency and anti-corruption
- v) Contributes to team effort by accomplishing related results as needed.
- vi) Maintain a liaison with key stakeholders within the Government of the Punjab as well as in the Federal Government.
- vii) Provide comprehensive statistical support and prepare key periodical reports.

**Qualification and Experience:**

- Minimum 16 years' education in Finance / Business Administration / Economics / CA / ACMA / ACCA / ICAEW / CFA from a reputed Foreign University or HEC recognized institutions
- Professional Certification in the areas of Financial Management, Project Management or ERP will be preferred
- Post qualification relevant professional experience of 10 years in corporate / public sectors in the fields of finance, financial consulting, and / or financial advisory / covering strategic financial planning / financial risk management / Investment Strategies / financial reporting / budgeting and forecasting / funds management / financial analysis
- Four (04) years post qualification experience (out of total 10 years) in public financial management including planning & budgeting, revenue/expenditure management, and financial reporting. Experience of donor funded projects in public sector / PFM implementation reforms will be preferred
- Must possess excellent analytical as well as effective communication skills
- Strong understanding of provincial finance framework including constitutional provisions and other financial rules for dealing with public money including allocations, re-appropriations, disbursements & transfers of public money as well as knowledge of governing laws, financing arrangements and resulting fiscal responsibility of Public Sector Organizations / Entities