

EXPRESSION OF INTEREST (EOI)

Procurement No: E&A (FD)/Indi/2023-24/03

EXPRESSION OF INTEREST (EOI) FOR HIRING OF AN INDIVIDUAL CONSULTANT “DATA ANALYTICS CONSULTANT”

APRIL 2024



Submission Date for Sealed EOI: April 23rd, 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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Terms of Reference (TORs)

1. Background

Finance Department contributes in developing and implementing a comprehensive plan for management of sub-national debt. This entails raising the required amount of borrowing at low cost, diversifying the sources of borrowing, and maintaining a maturity profile that avoids excessive repayments in any one year. The functions includes preparation and execution of debt management strategy, developing an automated database of debt and guarantees, developing and implementing the policies and procedures necessary for sound administration of debt, reconciliation of debt stock and servicing with respective donors and Economic Affairs Division, Government of Pakistan.

Finance Department is soliciting Expression of Interest from individual consultant as Data Analytics Consultant. In this regard, the individual consultant having minimum 16 Years of education in Information Technology/ Computer Science/ MBA (MIS/ IT) and relevant professional experience of minimum 05 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:

- Data collection, management, analysis and reporting on public debt of Punjab
- Review, verification and validation of data related to provincial debt (Foreign & Domestic), Commodity debt, Guarantees and debt to SOEs
- Management of provincial debt database of GoPb and donor databases (e.g., WB Client Connection, ADB LAS Connection, Bloomberg etc.)
- Assist provincial debt office in foreign loan negotiations, provide input/ analysis on loan tenure, pricing, terms, repayment period selection, selection of interest type and currency preference
- Reconciliation of debt stock and debt servicing of foreign loan with economic affairs division, finance division and other stakeholders
- Support resource wing in budgetary process during the preparation of provincial budget (Debt stock finalization, Debt servicing estimates)
- Prepare Debt related publications like Debt Bulletin, Whitepaper on Provincial Budget (Chapter on Debt & Contingent Liability), Monthly reports on debt stock and servicing
- Good understanding of loan agreements, ALM, amortization schedule, redemption profile, calculation of interest & commitment charges and transition of interest from LIBOR to SOFR/ TONAR
- Provide insight on debt stock, debt servicing and key debt risk indicators (Currency risk indicators, Refinancing risk indicators, Refixing risk indicators) on monthly, quarterly and semi-annual basis
- Generate statistical reports, info graphics, presentation and follow-up trends of key debt indicators
- Coordination with Planning & Development Board on on-going projects and pipeline projects to analysis and calculation of future debt limitation and payments as per the provincial debt limitation specified in PFM Act 2022
- Assist head debt management unit in debt related routine matters, data preparation and reporting
- Knowledge of financing products of World Bank, ADB e.g., OCR, Regular OCR and CA would be an added advantage
- Strong proficiency on ERP/ SAP system, data analysis tools (e.g., SQL, Access, Python) and data visualization tools (e.g., Tableau, PowerPoint, Power BI etc.)

3. Evaluation criteria for Qualification & Experience

Eligibility

- Pakistani National
- Registered as active taxpayer in Income Tax and Punjab Revenue Authority (PRA)

Education:

- Minimum 16 years' education in Information Technology/ Computer Science/ MBA (MIS/ IT) from a reputed University or HEC recognized institutions and other similar areas

Experience:

- Minimum 05 years of relevant professional experience as database manager, Data analyst etc. in any Public Debt Office, consulting / or advisory
- Preference shall be given to those candidates who have higher qualification, relevant certifications and knowledge of public debt

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**.

5. 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.

6. Application Procedure:

Interested candidates should submit their CV along with all supporting documents including a cover letter outlining their suitability for the position addressing the TORs outlined in this document.

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 for additional assessments.

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