


GENERIC TsoRs COMMON FOR ALL GOVERNMENT DEPARTMENTS.

1. Assist in the finalization of standard of service delivery and key performance indicators (KPIs) for the Department/each area of operation (this would be a one time activity);
2. Conduct fiduciary risk assessment (FRA) and identity control risks and conduct audit according to risk parameters;
3. Evaluate services on the basis of audit and suggest measures to strengthen Internal Controls;
4. Evaluate extent of adherence/compliance of Laws/Rules, Government policies. Determine administrative and financial cost of non-adherence/non-compliance;
5. Evaluate revenue collection efforts by the Auditee. Determine shortfall in revenues, instances of fraud, embezzlement and leakages and suggest measures to deter fraud, embezzlement and leakages;
6. Evaluate efforts being made by Auditee to automate its operations to increase its revenue and bring transparency and to improve its service standard.
7. Review major and recurrent financial transactions of expenditure, determine instances of fraudulent withdrawals, wasteful expenditure, mis-use of recourses and suggest measures to pre-empt fake payments, wasteful expenditure and mis-use of resources;
8. Determine mis-procurement and suggest measures to avoid their re-currence;
9. Conduct project evaluation and report on the project objectives in PC-I vis-à-vis the Auditee; if it succeeded in achieving its targets in terms of effectiveness, efficiency and economy;
10. Evaluate the state of asset management by the Auditee and suggest measures to safeguard the public assets;
11. Evaluate Complaint Resolution System of the Auditee. Determine and report on the inadequacy of such systems; and
12. Carry-out special assignments on request of the Government /Auditee.
13. Audit Firm shall report its findings on completion of the assignment, Quarterly and Annually.
14. Suggest Improvements In governance, risk management, control process and operations.


21.2.13
(RAB NAWAZ KHAN)
Consultant JC

**GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
EXPRESSION OF INTEREST-
PREQUALIFICATION OF A-CATEGORY
AUDIT FIRMS FOR INTERNAL AUDIT**

1. Government of the Punjab intends to outsource the function of internal audit, initially of the following Departments:- Agriculture, Irrigation, Higher Education, School Education, Health, Communication, & Works, HUD&PHE, and Police:-
2. Applications are invited for prequalification/ short-listing of Audit Firms for conducting internal audit of the selected Departments in accordance with the terms of reference [ToRs] available at FD's website www.punjab.gov.pk/finance or may be obtained from the undersigned:-
3. Audit Firms [listed in category-A] are requested to submit the following:-
 - A. Firm details [name, address, Phone, Fax, E-mail address, year of registration, registering authority, foreign collaboration, if any].
 - B. Relevant experience and past-performance. Audit of public sector entities would be an added qualification [showing name of the client/ project and value of assignment], current commitment of the Firms.
 - C. Capabilities with respect to personnel [a brief CV of the staff members may be attached].
 - D. Location of Firm in Pakistan.
4. Criteria for short-listing of the Audit Firms is as under:-
 - A. General experience [20 points maximum number of years of experience is 10 year viz, each year carries a score of 2]
 - B. Relevant experience [40 points-maximum number of assignments, projects is 4 viz, each successful assignment carries a score of 10]
 - C. Personnel [30 points-each qualified personnel with relevant qualification CA/ACCA/CIA and/ or any other will have a score of 3].
 - D. Firm Location [10 points-Lahore maximum score, other cities in Punjab will have a score of 7 and other than Punjab Province/ outside Pakistan will carry a score of 3].
5. The selected Departments shall subsequently invite Technical Proposals and Financial Proposals from the pre-qualified A-Category Audit Firms only.
6. Last date of response is 15 days after the publication of this EOI in the newspapers. The application, may be submitted to the following office within the prescribed time:-

**Section Officer (E&A)
Finance Department
Punjab Civil Secretariat, Lahore
042-99212223 & 99211080**