

**Individual Consultancy Services required in**  
**“Agriculture Delivery Unit (ADU)” Agriculture Department, Government of the Punjab.**

Agriculture Department, Government of the Punjab has established the Agriculture Delivery Unit (ADU), which is a body of competent professionals and subject area experts, who are closely working with the department on multidimensional lines such as policy and regulatory reforms, strategic planning, implementation facilitation, performance monitoring etc.

ADU is responsible for assisting the Secretary Agriculture in delivery of various initiatives being carried out by the Department through working closely with various Wings of the Department and other stakeholders. Recently Agriculture Department has launched new projects and schemes and different individuals, firms and organizations are engaged with department and each has its own set of business protocols/rules, to deal with these new business complexities, contracts, issues, implementation and monitoring of the schemes, Agriculture Delivery Unit required high level technical support and services of following individuals:

i)-Finance Advisor

ii) - Finance Analyst

iii)- ICT Analyst

The services of aforementioned individual consultants will be hired initially for the period of **Five (5) to Six (6) months** through competitive process:

**Application Instructions**

- The hiring of consultants will be made strictly on merit bases in accordance with the Punjab Public Procurement Rules-2014 and selection criteria.
- Detailed Terms of Reference (TORs), qualification and experience detail, application forms are available at [www.agripunjab.gov.pk/jobs](http://www.agripunjab.gov.pk/jobs) .
- Only short listed candidates will be called for interview. No TA/DA shall be paid for appearing in the interview.
- The applicant should clearly indicate the post applied for on one side of envelop along with Curriculum Vitae (CV) and attested copies of all relevant documents , CNIC/Certificates/Degrees, experience certificates. Late and incomplete applications will not be considered.
- The applications must be reached on or before **July 8<sup>th</sup>, 2019** in the office of Agriculture Delivery Unit, Agriculture House, 21 Davis Road Lahore.

**The Consultants will be evaluated as per following criteria:**

<b>Criteria/Competencies</b>		<b>Maximum Points</b>	<b>Points Gained</b>		
Academic qualification		15			
Working Experience.		15			
Demonstrated analytical and writing experience.		10			
Communication and report writing Skills		10			
Financial capability		10			
Approach and methodology		15			
Quality of management		10			
Creativity/ Out of box thinking		15			
<b>Total</b>		100			
<b>Weak: Below 70%</b>	<b>Satisfactory: 70% - 75%</b>	<b>Good: 76% -85%</b>	<b>Very Good: 86% - 95%</b>	<b>Out Standing: 96% - 100%</b>	

**Job Descriptions / Terms of Reference/Qualification requirements for Consultant**

**1. Finance Advisor**

- Develop strategies for improvement in financial management and planning of various programs and schemes in close collaboration with the senior officials and various Wings of Agriculture Department
- Conduct financial analysis on schemes and programs of Agriculture Department, especially those being implemented by the private sector service providers, ensuring that maximum benefit is being extended to the farmers at least cost to the Government
- Plan financial audits of various Wings and Projects of Agriculture Department by understanding organization objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit programs.
- Assesses risks and internal controls by identifying areas of non-compliance; develop and evaluate manuals and financial processes; identifying process weaknesses and inefficiencies and operational issues.
- Complete audit work papers and memoranda by documenting audit tests and findings. Communicates audit progress and findings by providing information in status meetings; highlighting unresolved issues; reviewing working papers; preparing final audit reports.

- Supports external auditors by coordinating information requirements.
- Provides financial control information by collecting, analyzing, and summarizing data and trends.
- Meet the financial reporting requirements of the World Bank's SMART Performance for Results program
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit

#### **Qualification, experience requirements**

- Qualified Chartered Accountant (CA, ACCA, Masters in Finance or equivalent)
- More than 08 years of experience including financial management, financial analysis, financial reporting roles with reputable local or international firms / organizations
- Development sector experience will be an added advantage

### **2. Finance Analyst**

- Assist Financial Advisor to carryout financial assignments as depicted in his contract
- Help the Financial Advisor in development of strategy for improvement in financial management, planning and control regimes, in close collaboration with the senior officials and Wings of Department.
- Obtain, analyze and evaluate accounting documentation, financial data, previous reports, flowcharts etc. Identify loopholes and recommend risk aversion measures and cost savings.
- To assist the Financial Advisor in provision of guidance and assistance in monitoring and evaluation and documentation of financial management and control related activities.
- Coordinate with different wings of Agriculture Department in financial management, planning and implementation of control regimes related discussions at different forums
- Carryout any additional task assigned by Financial Advisor or Chief Technical Advisor, Agriculture Delivery Units.

#### **Qualification and Eligibility**

- Qualified ACCA / CA or Masters of Business Administration (Finance)/M.Com or Bachelor degree in any field
- Minimum 02 years of relevant experience in financial management/administration sector
- Not more than 45 years of age
- Must possess excellent communication and IT skills

### **3. ICT Analyst**

- Provide structured technical inputs to ICT Advisor for identified areas to introduce ICT based projects, by preparing feasibility, technology options analysis, process flow, technology specifications, cost implication, etc.

- Provide input and assist ICT Advisor to develop TORs and tender documents / PC1 for hiring the services of IT companies, if DOA decides to develop any software / application / database.
- Take lead on assigned projects under the guidance and supervision of ICT Advisor.
- Coordinate on issue identification and resolution of the ICT systems and service
- Review systems that have been developed and deployed, identify areas of improvement, provide input towards roadmaps of application releases and actively participate throughout the product development lifecycle.
- Coordinate with various wings of DOA, external departments and DOA technology partner to resolve system issues.
- As per direction of ICT Advisor, provide technical inputs to all matters having ICT angle, that come in discussion with Planning & Development Department, Federal Ministry of Agriculture and Food, and other public and private organizations / stakeholders. He /she will provide strong technical support and guidance to other teams working in / with DOA. The specific details shall be set forth by ICT Advisor, as per need.
- Participate and schedule meetings to liaise with public and private stakeholders and experts on various aspects of agriculture sector, as per advice of ICT Advisor. Moreover, the ICT Analyst will arrange, coordinate and participate in meetings between DOA relevant directorates, government stakeholders, elected representatives and experts, as and when required.
- Take lead on requirements gathering and then articulates and documents business requirements, function and non-functional requirements for new and existing systems.
- Reach out to various DOA wings, vendors and other government department to identify and evaluate end user and business requirements.
- Ensure clean and accurate documentation that may include aspects such as business requirements, client requirements, and technical specifications, and write findings in form of reports, which may be used in professional publications or secretary level presentations.
- Under the direction of ICT Advisor, work with data in MS excel and manipulate the data with various formulas to generate desired results.
- Create User Accepting Testing document, schedule UAT with various department wings, vendors and government department, conduct testing with relevant wings of DOA and at the end of testing submit final report to ICT Advisor.
- Create and assist ICT Advisor with development of AS-IS and TO-BE Business process diagrams as required from time to time.

### **Qualification and Eligibility**

- Bachelor's or Master's degree in Computer System, Computer Engineering, Information Systems, Software Development or any other field.
- A minimum of 3 years of relevant work experience in the public or private sector, working with multiple ICT projects. Work experience in the field of ICT will be seen very positively.
- Hands on experience and familiarity with ICT-based innovative concepts for agriculture sector. Well versed with the various ICT based development model / approaches used in agriculture sector of Pakistan or abroad.

- Vastly experienced in writing requirements and functional design specification documents.
- Knowledge of mobile applications and telecommunication related communication methods.
- Good understanding with various technologies of databases, android apps, web and GIS applications
- Strong analytical and writing skills and experience of presenting complex technical information in a comprehensible way for non-technical readers.
- Good communication skills and fluency in English, Urdu and Punjabi