

**Request for  
Expression of Interest (EOI)  
FOR “AUTOMATED DATA PROCESSING (ADP) AUDIT OF PRAL”**

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Federal Board of Revenue invites eligible Private and Public Sector, IT Organizations or Professionals, who are well reputed for Undertaking System/IT Audits for Quality Assurance.

FBR now invites eligible Consulting Firms having **Certified Information Systems Auditor (CISA)** and **Certified Information Security Manager (CISM)** credentials from the **Information Systems Audit and Control Association (ISACA)** and at least five years of relevant work experience with specialized skills in auditing information systems.

Interested Consulting Firms must submit Expressions of Interest (EOI) for the above assignment and provide information indicating that they are qualified to perform the services by submitting brochures or brief documentation depicting the description of similar assignments, qualifications, certifications, references along with details of consultancy of similar services provided to other clientele in similar conditions, availability of appropriate skills among staff, etc.

Each Expression of Interest (EOIs) must clearly mention the name of the Consulting Assignment on the envelope. If firms are submitting EOI in a Joint Venture, then the experience and capacity of both the firms will be evaluated.

This hiring process will be in accordance with the procedures set out in Procurement of Consultancy Services Regulations, 2010. Interested Consultants may obtain further information regarding Terms of Reference (ToRs)/ Scope of assignment posted from FBR’s Website at [www.fbr.gov.pk/tenders](http://www.fbr.gov.pk/tenders) or email at [adeela.bukhari@fbr.gov.pk](mailto:adeela.bukhari@fbr.gov.pk) or visit the office of Chief-IT, Room No 142, First Floor, FBR House, G-5, Constitution Avenue, Islamabad between 0900 hours to 1600 hours on any working day.

The Expression of Interest must be delivered to the address below not later than 1500 hrs on **14<sup>th</sup> December, 2018**; no EoIs will be accepted thereafter.

**Syeda Adeela Bokhari**

**Chief (Information Technology)**

Room No. 142, FBR House, G-5, Constitution Avenue, Islamabad

Tel: 051-9202999

**TERMS OF REFERENCE**  
**FOR CONSULTING FIRM FOR AUDIT OF FBR –PRAL IT**  
**SYSTEMS**

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**Introduction and Background:**

PRAL is a Private Limited Company 100% owned by FBR governed by SECP Public Sector Companies (Corporate Governance Rule) 2013 read with Companies Ordinance 1984 and PRAL Rules-2014. FBR and PRAL have been working together since 1994. PRAL is rendering its services in all spheres of Information Technology to FBR. These services include development of new software's systems, maintenance of existing systems and applications, continuing operational support at various locations of FBR throughout the country.

Systems Audit of PRAL was conducted back in year 2013 and again World Bank conducted System Analysis of its various systems and applications including IRIS, WEBoC, STRIVE, and several reports on FBR/PRAL systems were generated in 2016.

Protecting the information from disclosure to unauthorized parties data confidentiality, integrity and its availability to FBR Operations is one of the many duties of PRAL and Data security is required to protect personal information's of taxpayers from being modified by any unauthorized parties. PRAL assists FBR in provision of technical assistance wherever ICT related issues are involved.

FBR has developed ICT systems for e-Filing of Income Tax Returns and Web-enabled One Customs (WeBOC) for electronic cargo clearance. The said initiatives were taken to enhance trade facilitation and Ease of Doing Business. However to continuously improve our systems we conduct regular system Audits. Therefore to ensure the reliability and efficiency of the systems in place this audit is proposed to conduct detailed Automated Data Processing (ADP) Audit of PRAL.

Keeping in view the substantial role of PRAL audit is obligatory as accountability check to increase efficiency. Audit will be conducted in accordance with **Procurement of Consultancy Services Regulations, 2010**. FBR is already working on improving its data basis but this Audit will help FBR to follow the right path for achieving quality, reliability, accuracy, security and completeness of its data basis

## **Purpose and Scope of the Consultancy**

### **Objective:**

The objective of the intended assignment is to conduct a forensic audit of the ICT systems of FBR for quality assurance through testing by qualified professionals.

The System Audit is to ensure the quality of systems installed, to know that they are following the required data security and design protocols, have proper rules for data governance and data strategy in place and if not what should be in place.

It is meant to analyze that the systems in place are capable, for complete automation and integration of all FBR's business processes? The Audit Team is expected to analyze the PRAL's capability and HR management to carry out the day to functions; its technical governance model; software development protocols; IT-infrastructure available and security mechanisms for systems and operational functionality of systems etc.

The Systems Audit will identify the strengths and weaknesses of the systems so that appropriate corrective measures can be taken.

### **Scope of Services:**

The scope of work includes forensic auditing aimed at assuring the quality of the ICT Systems to check any vulnerability against data breaches or system hacking and acquiring general perception about the integrity and security of FBR's ICT systems. This also includes identification of the degree of changes/ improvements occurred between the time period of any previous System audit and the intended one FBR therefore will provide the Consultants with the Organizational access to its ICT systems and related data that is required to conduct this activity the firm will focus on:

- i) System Audit of FBR's ICT Systems in terms of existing functionalities
- ii) Frame proper rules for data governance and data strategy
- iii) Chart down recommendations for risks compliance mechanisms and controls
- iv) Complete ii) Analysis of System Databases for seamless integration with each other.
- v) Security Checks with the System data
- vi) Analyze the PRAL's capability and HR management to carry out the day to functions, its technical governance model
- vii) software development protocols
- viii) identify the strengths and weaknesses of the systems
- ix) Preparation of Final report

