

REQUEST FOR EXPRESSIONS OF INTEREST

Country: Pakistan
Name of Project: Pakistan Raises Revenue Program
Assignment Title: Selection of Individual Consultants for FBR
Loan No./Credit No./ Grant No.: 6435-PK
Reference No.: 1(42)/P&CM/PO/2022

1. The Federal Board of Revenue has received financing from the World Bank towards the cost of the Pakistan Raises Revenue Program (PRRP) and intends to apply part of the proceeds for procuring services of various individual consultants as follows:

Title/ Position	Qualifications	Experience
<u>Customs Automated Entry-Exit System (AEES)</u>		
Architect	University degree (B.E. Civil Engineering/ B. Arch) with valid registration from the respective council/ body i.e., The Pakistan Engineering Council (PEC)/ The Pakistan Council of Architects and Town Planners (PCATP).	a. At least eight (08) years post qualification experience in the relevant areas such as designing, drawing and construction related works etc. Consultant shall provide a brief verifiable list of relevant projects of similar nature/ quantum. b. Precision, detail-oriented, and well versed with all the tasks of Scope of Services including hands-on experience of MS-Office, MS-Project, and at least one (preferably more with certifications in the) related computer package(s) e.g., AUTOCAD, STAAD PRO, PRIMAVERA, REVIT, ETABS, ARCGIS, 3DS Max, Rhino 3D and ArchiCAD etc.
IT Consultant	University degree (minimum sixteen (16) years education) in Computer Science/ IT or related field.	a. At least eight (08) years post qualification experience in System Analysis and Designing, Networking, Development of Solutions of similar Scale and nature. Certified System Analyst would be preferred. b. Proficient in MS-Office, MS-Project, Business Intelligence Tools, Analysis and preparation of multifaceted Technical Specifications – an all-rounder IT player. c. Proficient in/ with NII systems/ technologies, ANSI Standards N42.46.2008, CIR and other areas as required by/ in the TORs.
<u>Revenue Analysis</u>		
Mis-Invoicing Impact Assessment Economist	PhD in Economics or a Masters in Economics from HEC recognized university or, related fields such as international trade and commerce, international taxation.	a. A minimum of two (02) years research experience in case of PhD degree or four (04) years' research experience in case of Master's Degree. The experience must include substantial research work on tax policy/ administration. b. In depth knowledge of taxation, including tax policy and tax laws, is a mandatory requirement. c. Knowledge of Pakistan's economy and the relevant challenges. d. Good knowledge of the international tax system, particularly of the countries bearing similarity of economic context with Pakistan. Prior Experience of operations research on customs and tax administration.
Revenue Impact Analysis Economist	PhD in Economics or a Masters in Economics from HEC recognized university or, related fields such as public policy, fiscal policy design/analysis.	a. Minimum of ten (10) years of experience in tax policy and tax laws, is a mandatory requirement. b. Excellent logical, interpersonal, communication (both oral and written) and analytical skills. c. Hands-on experience of Microsoft Office (Word, PowerPoint, Outlook and Excel [and preferably MS Project]) with proficiency in making plans, policies and procedures with an ability to use ICT as a tool and resource.
<u>Track and Trace Project (T&T)</u>		
Admin & Finance Specialist	Bachelors/ Masters (minimum sixteen (16) years education) Degree in Accounting, Business Administration, Management, or Economics or a related field.	a. At least ten (10) years of relevant experience in relevant discipline. Previous experience providing financial, administrative, and grants management oversight for international development organizations with similar complexity is preferable. b. Demonstrated experience of developing and managing large-scale financial and administrative systems. Experience working

		<p>with high level public and private sector counterparts is highly desirable.</p> <p>c. Excellent logical, interpersonal, communication (both oral and written) and analytical skills.</p> <p>d. Hands-on experience of Microsoft Office (Word, PowerPoint, Outlook and Excel [and preferably MS Project]) with proficiency in making plans, policies and procedures.</p>
MIS/ DATA Analytics Specialist	Bachelors/ Masters (minimum sixteen (16) years education) Degree in Computer Science/ Software Engineering/ IT/ Computer Systems Engineering or other relevant engineering discipline.	<p>a. (Preferably overall fifteen (15) years' experience with) at least 10 years of relevant experience in database Management Systems, relating to SPM, Product Development, UAT, DBMS, Data Mining, Data Analytics, AI and other (such) areas as required by/ in the TORs.</p> <p>b. Excellent logical, interpersonal, communication (both oral and written) and analytical skills.</p> <p>c. Hands-on experience of Microsoft Office (Word, PowerPoint, Outlook and Excel) with proficiency in managing and configuring Android Operating System and its applications, Databases, Software Documentation, Bug & Error Reporting and Software Maintenance.</p>

2. The Federal Board of Revenue now invites eligible individuals to express their interest in providing the aforementioned services. Interested individual consultants must provide:
 - a. A letter of Expression of Interest, providing information demonstrating ability, skills and experience to undertake the assignment and deliver inputs/ outputs required under the TOR.
 - b. A detailed, dated and signed Curriculum Vitae highlighting qualifications and experience in carrying out similar assignments, as well as references for possible checks.
 - c. Duly filled and signed "Expression of Interest Form (Individual Consultants)" as enclosed with the TORs.
3. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 [revised November 2017 and August 2018] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
4. Consultants will be selected in accordance with the Open Competitive Selection of Individual Consultants method set out in the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, revised November 2017 and August 2018.
5. The Consultants (except Mis-Invoicing Impact Assessment Economist) will be hired on Contract basis under Project Pay Scales (as notified by the Government of Pakistan) and shall be working on fulltime basis in FBR respective offices.
6. Detailed/ respective Terms of Reference are available at <https://fbr.gov.pk/tenders>, in case of any query, please email at procsp.prrp@fbr.gov.pk or visit the office of Director Program Office, Room No 712, 7th Floor, FBR House, G-5, Constitution Avenue, Islamabad during business hours on any working day by/ before the deadline for submission of EOI as mentioned below.
7. The Expression of Interest and Curriculum Vitae (enclosed in an envelope clearly mentioning the position applied for written on the top right corner of the envelope) must be delivered to the address below (*in person or by surface mail*) not later than 1600 hours on **31st May, 2022**. In case any personal interaction is required; it would be undertaken virtually. Applicants are therefore advised to ensure that updated and complete contact information has been provided in their EOI (Form) and CV.
8. The address(es) referred to above is (are):

Procurement Specialist (Program Office)

Room No. 712, Seventh Floor
Federal Board of Revenue (FBR)
FBR House, Constitution Avenue
Islamabad, Pakistan
051-9209659
procsp.prrp@fbr.gov.pk

Federal Board of Revenue Pakistan Raises Revenue Project

TERMS OF REFERENCE FOR THE HIRING OF

ARCHITECT FOR CUSTOMS AUTOMATED ENTRY-EXIT SYSTEM (AEES)

Background and Objectives

Federal Board of Revenue is implementing the Pakistan Raises Revenue Project with the assistance of the World Bank. The objective of the project is to contribute to a sustainable increase in domestic revenue by broadening the tax base and facilitating compliance. This project comprises of two components: Component-1 (US\$ 320 Million): Result-based components and Component-2 (US\$ 80 Million): Investment Project Financing.

The FBR (AEES) now wishes to procure the services of the subject Consultant(s) as per below given key requirements/ deliverables to validate the feasibility of the construction of the scanning sites on designated areas and to provide PCS with necessary requirements to be integrated into equipment tender documents.

Scope of Services

This will include (but is not restricted to) the following activities:

1. SAPT

- Issue a set of 1/100 drawings of three (3) scanning sites at designated areas, integrating a typical portal scanner layout and in line with Portal x-ray scanners technical specifications.
- Verify scanning process integration within containers traffic flow (before and after scanning) and suggest any improvements on scanning site location to ensure optimum logistics conditions.
- Validate construction feasibility as per national, regional and SAPT regulations.
- Prepare documentation to be inserted into the tender document.
 - Drawings
 - Site infrastructure requirements description (quantitative and qualitative)
 - Site information (water level, surface resistance, Mains availability, etc.)
 - All applicable regulations

2. RIAC

- Issue a set of 1/50 drawings of the RIAC, within the designated area at Old Custom House. The drawings must present the partition of various components, as presented in the RIAC technical specifications.
- Validate room refurbishment feasibility as per national, regional and PCS regulations.
- Prepare documentation to be inserted into the tender document.
 - Drawings
 - Site infrastructure requirements description (quantitative and qualitative)
 - Site information (Mains availability, site constraints, etc.)
 - All applicable regulations

3. Karachi International airport (4 cargo sheds)

- Issue a set of 1/50 drawings of the fours (4) scanning sites at designated areas, integrating a typical cabinet scanner layout and in line with Cabinet x-ray scanners technical specifications.
- Validate construction feasibility as per national, regional and shed operators' regulations.
- Prepare documentation to be inserted into the tender document.
 - Drawings
 - Site infrastructure requirements description (quantitative and qualitative)
 - Site information (Mains availability, site constraints, etc.)
 - All applicable regulations

Qualifications and Experience

- University degree (B.E. Civil Engineering/ B. Arch) with valid registration from the respective council/body i.e., The Pakistan Engineering Council (PEC)/ The Pakistan Council of Architects and Town Planners (PCATP).
- At least 08 years post qualification experience in the relevant areas such as designing, drawing and construction related works etc. Consultant shall provide a brief verifiable list of relevant projects of similar nature/ quantum.
- Precision, detail-oriented, and well versed with all the tasks of Scope of Services including hands-on experience of MS-Office, MS-Project, and at least one (preferably more with certifications in the) related computer package(s) e.g., AUTOCAD, STAAD PRO, PRIMAVERA, REVIT, ETABS, ARCGIS, 3DS Max, Rhino 3D and ArchiCAD etc.

Selection Process:

An individual consultant will be selected in accordance with the process stipulated in “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 and August 2018.

IT CONSULTANT FOR CUSTOMS AUTOMATED ENTRY-EXIT SYSTEM (AEES)

Background and Objectives

Federal Board of Revenue is implementing the Pakistan Raises Revenue Project with the assistance of the World Bank. The objective of the project is to contribute to a sustainable increase in domestic revenue by broadening the tax base and facilitating compliance. This project comprises of two components: Component-1 (US\$ 320 Million): Result-based components and Component-2 (US\$ 80 Million): Investment Project Financing.

The FBR (AEES) now wishes to procure the services of the subject Consultant(s) as per below given key requirements/ deliverables to define the conditions for the integration of the non-intrusive inspection (NII) systems composed of High Energy Scanners and a Remote Image Analysis Centre (RIAC) into PCS IT organization composed of WeBOC system and Central Image Repository (CIR).

Scope of Services

This will include (but is not restricted to) the following activities:

- Analyze expected data flow exchange requirements and related cross-communication between WeBOC, CIR, Scanners and RIAC.
- Define the terms of reference for the design and the development of a robust Application Programming Interfaces, based on secure web services.
- Produce the technical specifications (high and low-level requirements and test plans) for the data transfer network that is necessary to allow data exchange between WeBOC, CIR, Scanners and RIAC.
- Define the adaptations needed to be carried out on the existing data transfer network to fulfil the above-mentioned technical specifications.
- Define the adaptations needed to be done in the WeBOC system to achieve the following:
 - Issue an abstract version of the GD as soon as it is lodged into WeBOC.
 - Send an abstract version of the GD to CIR.
 - Receive compressed radioscopic image and analysis results from RIAC.
 - Associate compressed radioscopic image and analysis results with the relevant GD's file.
 - Feed Risk Management System with analysis results.
- Adaptations for the above two points should include:
 - Functional requirements (may be through use cases or similar).
 - Non-functional requirements (if applicable).
 - High-level descriptive technical requirements only.
 - General test rules (task, test flow, test types) to validate adaptations.
- Adapt scanners and RIAC technical specifications requirements to include necessary software and

hardware to allow data exchange (EDI, etc.).

- Define the technical specifications (high and low-level requirements and test plans) for the Central Image Repository (CIR).

Qualifications and Experience

- University degree (minimum sixteen (16) years education) in Computer Science/ IT or related field.
- At least 08 years post qualification experience in System Analysis and Designing, Networking, Development of Solutions of similar Scale and nature. Certified System Analyst would be preferred.
- Proficient in MS-Office, MS-Project, Business Intelligence Tools, Analysis and preparation of multifaceted Technical Specifications – an all-rounder IT player.
- Should have experience and knowledge of:
 - NII scanning technologies e.g., X-Ray, Gamma-Ray, Backscatter X-Ray etc.
 - Types of NII systems e.g., Fixed, Relocatable, Mobile, Drive-Through, Train Scanning etc.
 - ANSI Standards N42.46.2008 (for specifying scanning indicators e.g., Penetration Capability, Spatial Resolution, Contrast Sensitivity etc.).
 - System and Network Requirement Analysis for data produced by NII systems.
 - System Requirement Analysis for Central Image Repository.
 - Technical architecture and design based on System and Network Requirements.
 - Design of data transfer, processing and storage systems for image data.

Selection Process:

An individual consultant will be selected in accordance with the process stipulated in “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 and August 2018.

MIS-INVOICING IMPACT ASSESSMENT ECONOMIST FOR REVENUE ANALYSIS

Background and Objectives

Federal Board of Revenue is implementing the Pakistan Raises Revenue Project with the assistance of the World Bank. The objective of the project is to contribute to a sustainable increase in domestic revenue by broadening the tax base and facilitating compliance. This project comprises of two components: Component-1 (US\$ 320 Million): Result-based components and Component-2 (US\$ 80 Million): Investment Project Financing.

Many organizations and individuals have emphasized the importance of the role of Customs in combatting illicit financial flows (IFFs) which exploit the international trade system (G20, 2016-2017; Asia/ Pacific Group on Money Laundering, 2012; GFI, 2015-2017). Customs administrations have a well-established pedigree with respect to combating cash smuggling, a subset of IFFs, and under-invoicing of imports, a subset of trade mis-invoicing. The traditional Customs’ roles of examination of ‘goods’ and collecting ‘revenues’ from trade continue to occupy most of their time and expertise, consequently, it is unsurprising that the realm of IFFs via trade mis-invoicing seems unfamiliar and remains unexplored territory for the vast majority of Customs administrations. As a consequence of their limited mandate, Customs may be unaware of the importance of trade mis-invoicing as a main channel of IFFs. According to a WCO survey (Han and Ireland, 2016), 62% of Customs administrations identified a ‘narrow or non-existing mandate’ as the biggest impediment in fighting against money laundering. The OECD Official Development Assistance to support countering IFFs via trade mis-invoicing gives an indication of the low level of interest from development partners in the role of Customs in combating IFFs.

This Study Report advocates for a re-evaluation of the role of Customs and their mandate to ensure that an appropriate response to IFFs is adopted, particularly in the context of heightened awareness among stakeholders, laypersons, practitioners and experts alike. The two major conclusions of this Report, compiled by the WCO with input from a range of experts and policy specialists, suggest that Customs should be adequately equipped in order to be able to examine whether ‘financial transactions’ between traders correspond to the actual ‘value of traded goods’. Furthermore, Customs should be equipped with a mandate

to investigate all types of trade mis-invoicing; not only to secure Customs revenue but also to prevent traders from exploiting trade mis-invoicing for IFFs.

Federal Board Revenue (FBR) is Pakistan's premier, and at the national level the only, tax authority. FBR intends to get operations research conducted on mis-invoicing to give direction to the country's revenue generation strategies and enable the allied public and private sector organization to synchronize their policies and frameworks accordingly.

During last few years FBR has introduced various policy and administrative reforms like reduction in corporate tax rates, phasing out unnecessary exemptions, tariff rationalization, free trade agreements, efforts to promote tax compliance culture, extended use of IT Tax Policy etc. The positive impact of such measures is evident from the recent surge in revenue collection and higher incidence of tax compliance.

The FBR (Revenue Analysis) now wishes to procure the services of the subject Consultant(s) as per below given key requirements/ deliverables to assist in the achievement of the following areas.

- a. To undertake analysis of existing systems, mechanisms, instruments or regulations and propose an operations framework to counter misinvoicing, in light of such analysis.
- b. Evaluate potential risks arising from future policy changes and suggest necessary adjustments in Pakistan's taxation system to guard against their adverse impact.

Scope of Services

The selected candidate shall be reporting to/ working under the direct supervision of the Director General Revenue Analysis and preparing/ submitting reports for Chairman's Office.

The Consultant will review existing policies and information available within relevant institutions and stakeholders. Stakeholders' consultation will be the key area of focus. The Consultant will be required to identify the relevant stakeholders in consultation with FBR and devise mechanism for acquiring and compiling the required feedback. The Consultant will be required to develop a plan of methods and documents required for the operations framework.

The consultancy is expected to take 60 working days spread over a period of three months as follows, starting from the date of Contract signing.

Description	Timeline(s)	Payment (Percentage)
An inception report highlighting the methodology, tools, lists of proposed respondents (persons/ institutions) and detailed action plan with clearly marked deadline for the tasks	Within One Week from the date of commencement of services	10%
A draft proposal for identifying and checking mis-invoicing, which will be subject to debate	Within Two Weeks from the date of inception report	15%
First draft of the Report on mis-invoicing including feedback from the stakeholders to be submitted within four weeks after the draft proposal.	Within Four Weeks from the date of draft proposal	25%
Final Draft of the Report on mis-invoicing	Within the expiry of the consultancy period (overall three months from the date of Contract signing)	50%

The payments are/ will be subject to timely and satisfactory completion of the respective assignments including their acceptance by the concerned office(s).

The proposal of the Consultant will be in English and will include, inter alia:

- An Executive Summary A brief description of the scope and context
- A description of methods and materials used

- Discussion on main findings per objective/task
- An operational strategy for identifying and checking mis-invoicing, with allied proposal for required legal, administrative and policy changes and logistics required.

Following details may be included by way of Annexures:

- a. The Terms of Reference
- b. List of people/ institutions interviewed/ References
- c. Key documents consulted or reviewed
- d. Stakeholders workshop proceedings
- e. Any other relevant annex that provides more details in support of the report

Qualifications and Experience

- PhD in Economics or a Masters in Economics from HEC recognized university or, related fields such as international trade and commerce, international taxation.
- In depth knowledge of taxation, including tax policy and tax laws, is a mandatory requirement.
- Excellent knowledge of Pakistan’s economy and the relevant challenges.
- Good knowledge of the international tax system, particularly of the countries bearing similarity of economic context with Pakistan.
- Prior Experience of operations research on customs and tax administration.
- A minimum of two (2) years research experience in case of PhD degree or 4 years' research experience in case of Master’s Degree. The experience must include substantial research work on tax policy/ administration.
- Excellent logical, interpersonal, communication (both oral and written) and analytical skills.
- Hands-on experience of Microsoft Office (Word, PowerPoint, Outlook and Excel [and preferably MS Project]) with proficiency in making plans, policies and procedures with an ability to use ICT as a tool and resource.

Selection Process

An individual consultant will be selected in accordance with the process stipulated in “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 & August 2018.

REVENUE IMPACT ANALYSIS ECONOMIST FOR REVENUE ANALYSIS

Background and Objectives

Federal Board of Revenue is implementing the Pakistan Raises Revenue Project with the assistance of the World Bank. The objective of the project is to contribute to a sustainable increase in domestic revenue by broadening the tax base and facilitating compliance. This project comprises of two components: Component-1 (US\$ 320 Million): Result-based components and Component-2 (US\$ 80 Million): Investment Project Financing.

The FBR (Revenue Analysis) now wishes to procure the services of the subject Consultant(s) as per below given key requirements/ deliverables to assist in the achievement of Disbursement Linked Indicator number 2 (DLI-2), titled “Transparent Tax System” of the above-referred Program/ Project.

Scope of Services

The selected candidate shall be reporting to/ working under the direct supervision of the Director General Revenue Analysis undertaking the following tasks:

- Capacity building and support to the officers of Directorate General Revenue Analysis in use of quantitative analysis tools and techniques.
- Prepare impact of FBR tax revenues resultant to tax policy changes introduced through annual budgets and other instruments from time to time.

- Tax-wise revenue impact i.e., Income Tax, Sales Tax, Customs, and Federal Excise duty.
- Preparation of Monthly tax-wise revenue impact statement and analysis of tax collection changes/ trends with respect to policy & operational measures and overall state of economy.
- Support Directorate General Revenue Analysis in its budget related tasks, revenue forecasting, analysis of revenue collection and other related tasks.
- Liaison with PRAL and other government agencies for obtaining the required data.
- Critical Analysis of reports prepared by Directorate General Revenue Analysis.
- Sectoral Analysis with reference to revenue implications of various policy and operational measures.

The Consultant shall be submitting following reports of monthly basis and/ or as mutually agreed as part of his/ her assignment(s).

- f. Monthly Revenue Analysis Reports
- g. Completing Tax-wise Revenue Impact of Finance Acts and Supplementary Acts
- h. Revenue Impact Statement
- i. Other Tasks/ Reports

Qualifications and Experience

- PhD in Economics or a Masters in Economics from HEC recognized university or, related fields such as public policy, fiscal policy design/analysis;
- Minimum of 10 years of experience in tax policy and tax laws, is a mandatory requirement.
- Excellent logical, interpersonal, communication (both oral and written) and analytical skills.
- Hands-on experience of Microsoft Office (Word, PowerPoint, Outlook and Excel [and preferably MS Project]) with proficiency in making plans, policies and procedures with an ability to use ICT as a tool and resource.

Selection Process

An individual consultant will be selected in accordance with the process stipulated in “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 & August 2018.

ADMIN & FINANCE SPECIALIST FOR TRACK & TRACE SYSTEM

Background and Objectives

Federal Board of Revenue is implementing the Pakistan Raises Revenue Project with the assistance of the World Bank. The objective of the project is to contribute to a sustainable increase in domestic revenue by broadening the tax base and facilitating compliance. This project comprises of two components: Component-1 (US\$ 320 Million): Result-based components and Component-2 (US\$ 80 Million): Investment Project Financing.

The FBR (Track & Trace Project “Project/ T&T” corresponding to DLI [Disbursement Link Indicator] No. 4 under Component-1 of PRRP) now wishes to procure the services of the subject Consultant(s) as per below given key requirements/ deliverables.

Scope of Services

The Financial and Administrative Specialist is responsible for the oversight of all operational and administrative functions for the project along with implementation of the project finance and administrative procedures and processes. The incumbent is directly accountable for ensuring that all finance, administration, procurement, grants and contracts management, logistics, IT, security and other support functions and systems are compliant with respective policies and procedures as well as all donor requirements and standards. Responsibilities include:

- Ensures the sound development, implementation, maintenance and coordination of all systems, structures, policies, procedures, rules and regulations within the finance, administrative, human resources, logistic, grants and contracts management, IT, security, and other support functions.
- **Finance:** Primarily responsible for the oversight of general accounting functions including accounts payables and payroll, banking, accounts receivables and tax liabilities; advising staff on financial policies and procedures; analysis and oversight of ongoing project financial transactions; preparation and analysis of monthly, quarterly and annual financial statements; developing donor and management reports.

Manage Project financial & administration affairs, including management and statutory accounts together with longer term financial projections and to ensure that the most efficient and effective financial control systems & reporting mechanisms are in place.

Monitor and manage expenditures within allotted budget, prepare tracking sheet for cash expenditure for the day-to-day expenses related to Ordinary Budget Accounting Department, Finance and Accounts Directorate, FBR.

Maintain and update cash book and record receipt and payment of cash in the cash book related to Ordinary Budget Accounting Department, Finance and Accounts Directorate. Preparing accumulated monthly expense report Ordinary Budget Accounting Department and submits to Finance and Accounts Director within 3 working days of the next month.

Check all documents for accuracy and authenticity which are related for cash payments, prepare cash payment, verify that all invoices or bills are officially authorized and certified. Develop and maintain standard financial and administrative procedures.

- **Procurement and Sub-grants:** Oversee all activities related to sub-grants and sub recipient contracts and agreements monitoring under donor projects, purchasing of commodities and contracting for services. Ensures that all procurement is in full compliance with respective policies and procedures and donor requirements.
- **Operations:** Oversees and directs the management of all facilities owned or rented pertaining to this project, including rent, utilities, space, communications, security, information technology, motor pool, domestic and international travel, and all other functions needed.
Work closely with Project Director and Higher Management in preparation of business plan and operational budget. Develop tools for follow ups, evaluation of activities and developing an effective mechanism to ensure its use into project implementation. Ensure proper and well-organized filling of all project documents and Information.
- **Human Resources:** Supervises all human resources functions, including recruitment and personnel systems, annual evaluation, benefits, payroll, etc. necessary for efficient project operation. Ensures smooth and efficient personnel management, gender equality and non-discrimination practices are adhered to, consistent with respective policies and core values, and in full compliance with local labor laws and general practices.
- Responsible for the human resource affairs of the project including new hires, announcements, tests, interviews, contract management etc. Undertaking training need assessments for the project employees in the respective areas of expertise.
- **Security:** Responsible for the regular and continuous update of security procedures, ensures their compliance, develops map security incidents, analyses risks and security development, and in close collaboration with other relevant management staff, takes appropriate measures for the safe and secure operation and management of the project, and the safety of its personnel.

Qualifications and Experience

- Bachelors/ Masters (minimum sixteen years education) Degree in Accounting, Business Administration, Management, or Economics or a related field.
- At least 10 years of relevant experience in relevant discipline. Previous experience providing financial, administrative, and grants management oversight for international development organizations with similar complexity is preferable.
- Demonstrated experience of developing and managing large-scale financial and administrative systems. Experience working with high level public and private sector counterparts is highly desirable.
- Excellent logical, interpersonal, communication (both oral and written) and analytical skills.
- Hands-on experience of Microsoft Office (Word, PowerPoint, Outlook and Excel [and preferably MS Project]) with proficiency in making plans, policies and procedures.

Selection Process

An individual consultant will be selected in accordance with the process stipulated in “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 & August 2018.

MIS/ DATA ANALYTICS SPECIALIST FOR TRACK & TRACE SYSTEM

Background and Objectives

Federal Board of Revenue is implementing the Pakistan Raises Revenue Project with the assistance of the World Bank. The objective of the project is to contribute to a sustainable increase in domestic revenue by broadening the tax base and facilitating compliance. This project comprises of two components: Component-1 (US\$ 320 Million): Result-based components and Component-2 (US\$ 80 Million): Investment Project Financing.

The FBR (Track & Trace Project “Project/ T&T” corresponding to DLI [Disbursement Link Indicator] No. 4 under Component-1 of PRRP) now wishes to procure the services of the subject Consultant(s) as per below given key requirements/ deliverables.

Scope of Services

- Coordinate with FBR MIS and/ or other stakeholders for development, compliance and bug fixing of all software tools and systems under Track & Trace portfolio.
- Processing of data and creation of a project-specific database based on the flows of the job.
- Identify gaps in existing tools and systems in line with T&T operational guidelines.
- Identify new features and/or software tools and systems to complement execution of T&T operations at Head office, Regional Offices and Field level.
- Monthly update of the database and creation of working-form sub-bases for the project implementation needs.
- Create requirements specifications for changes/modifications to be made to T&T applications/ systems s based on recommendation of Service Provider.
- Processing of data and creation of a project-specific database based on different databases, including the, services users’ database, and data obtained from other partners related to the project’s participants; the task includes data automation, database matching and merging, and monthly updates to the database.
- Impart technical training for all MIS software tools and systems being used in T&T at Head office and regional levels to internal and external field teams and partner organizations.
- Coordinate with internal and external field teams and partner organizations for all MIS related issues, requirements and feedback.
- Establish close coordination between T&T, FBR MIS, PRAL IT teams and Service Providers.
- Keep record of all the changes proposed and made in the applications and systems during the course of project implementation.
- Supporting project-related processes, such as management of training invitations, and information flows between project-related teams and implementing centers at the local level.
- Review all T&T related software tools and systems on regular basis to identify any bugs/suggest improvements.
- Develop, maintain and update a list of issues/solution in the form of Frequently Asked Questions (FAQs) relevant to functioning of the apps/web-portal.
- Designing of an online interface for the project allowing different project-related teams to connect and enter/access information for project-related needs in a timely manner. The task requires also developing a user manual and troubleshooting for users during the duration of the project.
- Conduct random field visits to different formations/sites and provide necessary facilitation/support to Service Providers and FBR field staff and to ensure MIS software tools and systems are being used properly and efficiently.
- Prepare and submit field visit reports for any visits conducted for testing of MIS applications/systems in the field.

- Working as bridge between FBR MIS and PRAL IT team to communicate any update or issue to either party effectively.
- Design and develop/update progress reporting tools with the support of T&T operations team for sharing field level updates with senior management of FBR.
- Assist in configuration of IT equipment installed at the Central Control Room and Regional Control Rooms to be established at specified places in Pakistan
- Assist in establishment of Central Control Room at FBR(HQ), Islamabad for installation of Track & Trace System for specified products (Tobacco, Cement, Sugar, Fertilizer etc).
- Carry out any other MIS related tasks assigned by Project Director (T&T).

Qualifications and Experience

- Bachelors/ Masters (minimum sixteen years education) Degree in Computer Science/ Software Engineering/ IT/ Computer Systems Engineering or other relevant engineering discipline.
- (Preferably overall 15 years' experience with) at least 10 years of relevant experience in database Management Systems, relating to:
 - Managing software products and product development.
 - End user testing of software tools/applications.
 - MIS project management
 - Oracle, other RDBMS, SQL, Query writing
 - System Automation design and implementation in the large corporate entities
 - Data Mining
 - Data Analytics/ Statistical Analysis of Data and report generation
 - Basic know how of Pakistani and International tax laws around Sales Tax, Federal Excise, Customs Duty and Income Tax is an added qualification
 - Expertise/abilities in designing risk management strategy with respect to tax avoidance/evasion.
 - Artificial Intelligence experience to perform data studies and data discovery routines for video, voice, weblog, sensor, machine and social media data sources or mash ups of new and existing data sources.
- Excellent logical, interpersonal, communication (both oral and written) and analytical skills.
- Hands-on experience of Microsoft Office (Word, PowerPoint, Outlook and Excel) with proficiency in managing and configuring Android Operating System and its applications, Databases, Software Documentation, Bug & Error Reporting and Software Maintenance.

Selection Process

An individual consultant will be selected in accordance with the process stipulated in “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 & August 2018.



EXPRESSION OF INTEREST FORM (INDIVIDUAL CONSULTANTS)

1. Position Applied for: _____
2. Name: _____
3. Current Residential Address: _____
Telephone/ Mobile No.: _____ E-Mail Address: _____
4. Date of Birth: _____ Citizenship: _____
5. **Education** [Bachelor and above only in reverse chronological order] [*Indicate college/ university and other specialized education giving names of institutions, degrees obtained, and dates of completion/ obtainment*] [most recent first]:

Degree	Major Subjects	Name of University	Division/ Grade	Passing Year

6. Membership in Professional Associations: _____
7. **Other Trainings/ Certifications** [*Indicate significant and relevant trainings/ certifications only since completion of requisite qualification(s)/ degree(s) as mentioned under "Education"*]:

Title	Institute	Year	Please indicate whether it is a Workshop/ Diploma/ Certification/ Training Course or else	Local/ Foreign (If foreign, please write country name)
			Example; Workshop	

8. **Countries of Work Experience:** [*List countries where applicant has worked in the last ten years*]:



9. Employment/ Consultancy Record [Starting with the present/ last position, list in reverse chronological order every employment held by applicant since graduation]:

Dates of Employment		Employer/ Consulting Organization	Position Held	Supervisor Name & Designation	Employer Contact (Email/ Mobile/ Phone)
From	To				

10. Specific Experience [For each of key assignment that best demonstrates your suitability for this position, fill the below columns]:

	A) Assignment(s) Undertaken that Best Illustrates Applicant's Capability to Handle the Responsibilities/ Scope of Services as Required in/ by the TOR <i>[Among the assignments in which the applicant has been involved, indicate the following information for those assignments that best illustrate the applicant's capability to handle the tasks respecting the TOR vis-à-vis Employment/ Consultancy Record as listed under No. 9 above]</i>	B) Detailed Tasks Assigned <i>[List all tasks performed by applicant under this assignment; please also indicate the level of involvement and responsibility]</i>
	Name of assignment or project: _____ Client/ employer: _____ <i>(Government/ Semi Government/ Provincial Government Organization, Private Organization, International Organization, Local or International Donor Agency etc.)</i> Main project features: _____ Position(s) held: _____ From (Month/ Year): _____ to (Month/ Year): _____ Activities performed: _____ <i>(Including nature and level of services performed/ delivered)</i>	Total Volume/ Value and Duration of the Project (where applicable):

NOTE: Please be specific.

11. Certification:

I, the undersigned, certify to the best of my knowledge and belief that this form correctly describes my qualifications and my experience

Yes No

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

(Please just write your full name with CNIC No) _____ Date: _____
 Signature of Applicant (Day/ Month/ Year)