



GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT DEPARTMENT
PROJECT COORDINATION & MONITORING UNIT (PCMU)
Sindh Water and Agriculture Transformation (SWAT) Project
EXPRESSION OF INTEREST (EOI)

Individual Consultant

Technical Consultant for Strengthening Internal Control Systems and Operational SOPs

Introduction

The Project Coordination & Monitoring Unit (PCMU), Sindh Water and Agriculture Transformation (SWAT) Project, Planning & Development Department, Government of Sindh, invites Expressions of Interest (EOI) from qualified individual consultants for providing technical consulting services for *Strengthening Internal Control Systems and Operational SOPs*.

The assignment will be financed under the SWAT Project, funded by the Government of Sindh.

Scope of Services

The consultant will carry out a rapid assessment of existing internal controls and SOPs, identify key gaps, and develop a simplified internal control framework along with improved SOPs aligned with public sector governance and best practices.

The assignment is expected to be completed within two (02) weeks.

Eligibility Criteria

Interested individual consultants should demonstrate:

- At least 5–7 years of relevant experience in internal controls, internal audit, governance frameworks, or SOP development
- Proven record of at least 2 similar assignments
- Strong understanding of public sector financial management and SPPRA Rules
- Advanced degree (minimum Master's) in Finance, Accounting, Business Administration, Public Administration, or related field from HEC recognized institute.
- Experience with public sector or donor-funded projects will be preferred
- Affidavit/Undertaking confirming that the consultant has not been blacklisted



Estimated Cost

PKR 2,000,000 (Lump Sum)

Selection Method

Selection will be carried out in accordance with SPPRA Rules 2010 (Amended) using the Individual Consultant Selection (ICS) method:

1. Evaluation based on qualifications, experience, and capability
2. The most qualified consultant will be invited for financial negotiation
3. Contract will be awarded upon successful negotiation

Submission of EOI

Interested candidates may submit their Expression of Interest, including:

- CV
- Copies of degrees and certifications
- Details of relevant assignments
- Copy of CNIC
- Affidavit of non-blacklisting

within **15 days** of publication of this notice through **e-Pak Acquisition and Disposal System**.

Only shortlisted candidates will be contacted.

Project Coordinator

Project Coordination & Monitoring Unit (PCMU), SWAT Project

Directorate Sindh Water Sector & Barrages Improvement

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13, Block 8, Chaudhry Khaliqzaman Road, Clifton, Karachi

Phone: 021-99205862-3

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TERMS OF REFERENCE (TORs)

Individual Consultant

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1. Background

The PCMU under the SWAT Project is responsible for coordination, implementation, and monitoring of project activities. To enhance transparency, accountability, and operational efficiency, there is a need to strengthen internal control systems and standardize operational procedures.

2. Objective of the Assignment

The objective is to strengthen internal control mechanisms and streamline operational procedures by:

- Assessing existing controls and SOPs
- Identifying gaps, risks, and inefficiencies
- Developing a simplified internal control framework
- Standardizing and improving SOPs
- Building staff awareness on improved systems

3. Scope of Work

3.1 Review and Assessment

- Review existing policies, procedures, and workflows
- Assess internal control systems (financial, procurement, administrative)
- Identify weaknesses and compliance gaps
- Evaluate alignment with SPPRA and financial rules

3.2 Gap Analysis

- Conduct structured gap analysis against best practices
- Identify key risk areas
- Prioritize gaps based on risk and operational impact

3.3 Internal Control Framework



- Develop a simplified control framework
- Define control objectives and activities
- Recommend segregation of duties and approval hierarchies
- Align with public financial management principles

3.4 SOPs Development

- Review and update existing SOPs
- Develop new SOPs where required
- Standardize templates and workflows
- Ensure clarity and usability

3.5 Capacity Building

- Conduct at least one orientation session
- Explain revised controls and SOPs
- Provide implementation guidance

4. Deliverables

1. Inception Brief (if required)
2. Gap Assessment Report
3. Internal Control Framework
4. Updated SOP Manual
5. Orientation Session Completion

5. Timeline (02 Weeks)

Week	Activities
Week 1	Review, consultations, and gap analysis
Week 2	Framework development, SOPs, and orientation

6. Reporting

- The consultant will report to the Project Coordinator, PCMU SWAT



- Close coordination with finance, procurement, and admin teams

7. Qualification & Experience

- At least 5–7 years of relevant experience in internal controls, internal audit, governance frameworks, or SOP development
- Proven record of at least 2 similar assignments
- Strong understanding of public sector financial management and SPPRA Rules
- Advanced degree (minimum Master's) in Finance, Accounting, Business Administration, Public Administration, or related field from HEC recognized institute.
- Experience with public sector or donor-funded projects will be preferred
- Affidavit/Undertaking confirming that the consultant has not been blacklisted

8. Duration

02 weeks from contract signing

9. Payment Schedule

- 40% upon submission of Gap Assessment Report
- 60% upon submission and approval of final deliverables

10. Confidentiality

All information obtained during the assignment shall remain confidential and shall not be disclosed without prior approval of PCMU.