



TRUE COPY

**OFFICE OF THE
CONTROLLER GENERAL OF ACCOUNTS
DIRECTORATE GENERAL MIS, Sector G-5/2, ISLAMABAD
92-051-9203219 Fax: 92-051-9208896**

CGA/FABS/Hiring-Consultants/107-2020

Date: 15.06.2023

The Directorate General MIS/FABS, Office of the Controller General of Accounts ("**The Employer**"), invites applications for the following individual consultancy positions on contract basis for the period of one year (extendable) from SAP Certified professionals having an experience of SAP ERP/IT development work at reputed organizations preferably in public sector entity on Systems, Application, Products (SAP) on-premises Enterprise Resources Planning (ERP) solution:

Terms of Reference/Required Outputs from Consultants/Anticipated benefits of assignment /Professional Expertise and Experience/Completion time/Cost Estimates			
Consultancy Title	Number	Consultancy Title	Number
Senior Consultant SAP FI (Equi. BPS 19)	01	Consultant SAP HR/Module Specialist (Equi. BPS 18)	03
Financial Reporting Specialist-FRS (Equi. BPS 19)	04	Consultant SAP FI / Module Specialist SAP FI (Equi. BPS 18)	03
Information Security Expert (ISE) (Equi. BPS 18)	01	Consultant SAP (ABAP) with JAVA & PO (Equi. BPS 18)	01
SAP BASIS Expert (Equi. BPS 18)	05	Database Administrator (DBA) (Equi. BPS-18)	04
WAN Expert (Equi. BPS-18)	02	Network Assistant (Equi. BPS-15)	07
LAN Expert / Network Programmers (Equi. BPS-17)			02
<u>Consultancy Tenure one year (Extendable on satisfactory performance) with monthly Consultancy fee:</u>			
i) Senior SAP Consultant, Financial Reporting Specialist consultancy fee Rs.400,000/month to Rs.450,000/month			
ii) ISE, DBA, SAP BASIS Expert, SAP Consultants (HR, FI,ABAP) consultancy fee Rs.200,000/ month to Rs. 250,000/month			
iii) WAN Expert, LAN/Network Programmer consultancy fee Rs.200,000/month to Rs 250,000/ per month			
iv) Network Assistants consultancy fee Rs. 100,000/month to Rs.150,000/ month			

2. The services of individual consultant will be hired for the period of one (01) year (extendable) on open competition/merit basis subject to fulfilling required selection criteria annexed with Terms of Reference

for information of the concerned consultant. Individuals already working in public sector shall apply through proper channel by observing all codal formalities in compliance to the Guidelines for Appointment of Consultants under Chapter 4 of the ESTA Code (Edition 2021), related Procedures /Rules/Regulations notified by the MS Wing of Establishment Division from time to time shall remain applicable on above mentioned consultancy services. However, the individuals in public sectors will have to present their departmental NOC prior to verification of credential/certificates, issuance of final selection letter.

3. The complete details related to Job description/TORs, Consultancy fee, tenure of consultancy may be obtained from the undersigned by all interested eligible Consultants/Individual IT Experts along with submission of a written application to the undersigned on given below address. The advertisement, TORs and selection criteria can also be downloaded from websites of the following Government entities i.e National Job portal (NJP), PPRA and FABS/CGA Websites i.e (a) www.njp.gov.pk (b) www.fabs.gov.pk (c) www.cga.gov.pk.

4. After publishing of the advertisement, the required documents according to the TORs, selection criteria must be submitted to the undersigned up to **06.07.2023 (Thursday by 11:00 A.M)** at given below address through registered courier or in person with contact details (cell no, email, address on outer side of main envelope with Consultancy Title).

5. The minimum 03 candidates/consultants for each position shall be shortlisted/called for interview and final selection by the Departmental Selection Board for each consultancy position based on the pre-requisites mentioned in the Terms of Reference/Job Description documents which will be separately notified on above mentioned websites and through registered mail to the shortlisted candidate on their given mailing address. The final consultants will be offered consultancy contract for one year (extendable) on agreed consultancy fee which will also be notified. No TA/DA will be given to any shortlisted candidate for interview and no late application will be accepted for any of the consultancy position.

(Fazal Abbas Jaffery)
Accounts Officer (Admin)
Directorate General MIS, Ground Floor, CGA Complex, G-5/2, Islamabad.
Phone: 051-9202753, Fax No: 051-9208896,
Email: aoadmin.mis@cga.gov.pk

SENIOR CONSULTANT SAP FI**TORs:**

- ❖ Analyze business processes and requirement of FI for SAP implementation
- ❖ Prepare functional requirement documents from the analyzed processes
- ❖ Develop solutions in FI module of SAP
- ❖ Integrate and test solutions
- ❖ Carry out maintenance and support activities associated with FI solutions
- ❖ Train end users
- ❖ Team Management
- ❖ Develop and maintain documentation
- ❖ Provide technical support to end users
- ❖ Assistance in preparation of annual budgets of Federal, Provincial and Districts Government in SAP system
- ❖ Work with the business users / process owners to identify their requirements, design enhancements and functionality to help meet user requirements
- ❖ Organize and facilitate problem-solving discussions with the client, internal operations team, and project managers to resolve issues requiring a focused approach to maintain project continuity and requirements
- ❖ Performs configuration (customizing) work as needed to support new and /existing functionality
- ❖ Provide technical solution to CGA for the achieving of DLIs/ DLRs of Govt Projects
- ❖ Provision of SAP FI solutions in line with public sector prevailing laws and regulations
- ❖ Improvement in system based internal controls
- ❖ Prepare functionality specifications and deliver to ABAP developers
- ❖ Analyze business processes and requirements and mapping into SAP
- ❖ Integration with other IT systems and solutions like FBR, SRB, CDNS etc.
- ❖ Development and maintenance of solutions for Provincial Finance Departments and Accountants General
- ❖ Identify SAP solution possibilities and discuss with business users / process owner
- ❖ Technical support and training of SAP End Users and Executives
- ❖ Develop and maintain new solutions for Finance Division/ Departments
- ❖ Any other task (s), appropriate to the role, assigned by management

- Qualification:** 16 years of education from an HEC recognized university
- Experience:** 5 years' post certification experience at least SAP 3 life cycle with implementation (preferably in public sector)
- Certification:** SAP FI certified
- Lump Sum Pay:** Rupees 400,000-450,000 per month
- Location:** Islamabad
- No. of Positions:** 01
- Equivalent:** Travel and medical entitlement equivalent to BPS-19
- Tenure:** Annual Contract (extendable) subject to satisfactory performance

FINANCIAL REPORTING SPECIALIST-FRS (DATA ANALYST)**TORs:**

- Strong mathematical skills to help collect, measure, organize and analyze data
- Knowledge of programming languages preferably Python or SQL, SAP HANA script, Oracle, R, MATLAB
- Technical proficiency regarding database design development, data models, techniques for data mining, and segmentation
- Experience in handling reporting packages like Business Objects, programming (JavaScript, XML, or ETL frameworks), databases
- Proficiency in statistics and statistical packages like MS. Excel, to be used for data set analyzing
- Adept at using cloud data processing platforms like SAP Data Warehouse Cloud, Hadoop and Apache Spark
- Knowledge of data visualization software like SAP Lumira, Qlik Sense and Tableau.
- Knowledge of how to create and apply the most accurate algorithms to datasets in order to find solutions
- Problem-solving skills with accuracy and attention to detail
- Adept at queries, writing reports, and making presentations
- Team-working skills and strong communication skills
- Proven working experience in data analysis

Qualification: MBA Finance education from HEC recognized university/Chartered Accountant from a IFAC member organization having a legal statute for practice.

Experience: 3years experience in data analytics. Must have experience of three complete projects/life cycle.

Certification: Professional data analytics certification (associate level or more)

Preference will be given to applicant with at least one of the following additional certifications (evaluation criteria given below may be referred to for weightages of respective certifications):

- 1) Google Data Analytics Professional Certificate
- 2) IBM Data Analyst Professional certificate
- 3) Microsoft Certified: Power BI Data Analyst Associate
- 4) AWS Certified Data Analytics
- 5) Data Analyst Master's Program.
- 6) Tableau Certified Data Analyst
- 7) Qlik Sense Business Analyst Certification
- 8) CompTIA Data Analytics Plus certification

Lump Sum Pay: Rupees 400,000-450,000 per month

Location: Islamabad

No. of Positions: 04

Equivalent: Travel and medical entitlement equivalent to BPS-19

Tenure: Annual Contract (extendable) subject to satisfactory performance

INFORMATION SECURITY EXPERT (ISE)

TORs:

- Assist and work closely with Senior Information Security Specialist, CISO, FABS/ CGA management and other technical teams to understand requirements related to security and regulatory compliance, and to map those requirements to current security projects
- Assist CISO and FABS Management in the overall enterprise process for security strategy and associated architecture and engineering standards
- Implement policies, standards and guidelines related to corporate security
- Assist CISO and FABS Management in continuous monitoring and protection of facilities, personnel and information systems Evaluate suspected security breaches and recommend corrective action (including incidents involving outside vendors)
- Serve as the contact for security incident response execution
- Implement an ongoing FABS risk assessment program, which will define, identify, and classify critical assets, assess threats and vulnerabilities regarding those assets, and implement safeguard recommendations
- Assist Internal Audits in the development of appropriate criteria needed to assess the level of new/existing applications and / or technology infrastructure elements for compliance with enterprise security standards
- Assist CISO and FABS Management in the review of applications and / or technology environments during the development or acquisitions process to (a) assure compliance with corporate security policies and directions and (b) assist in the overall integration process regarding FABS's own technology environment
- Implement a FABS security awareness and training program
- Manage security functions related to corporate information systems or data centers, working closely with CISO and FABS management
- Any other task (s), assigned by management

Qualification: 16 years education from HEC recognized university

Certification: (CISA/or, CISSP/, or CISM/, or GSNA/, or CIA/, or CRISC/, or CGAP/, or CFE/, or GSEC/, or Comp TIA Security)

Lump Sum Pay: Rupees 200,000-250,000 per month

Location: Islamabad

No. of Positions: 01

Equivalent: Travel and medical entitlementequivalent to BPS-18

Tenure: Annual Contract (extendable) subject to satisfactory performance

SAP BASIS EXPERT

TORs:

- SAP systems administration with Unix operating system
- Experience to install, manage and administer SAP BW4HANA solution
- Experience to install, manage and administer SAP BI Platform 4.3 on Linux environment
- Strong knowledge of roles, authorization and Transport management system
- Experience in configuration of EWA reports, Service Desk and other components of Solution Manager 7.2
- Experience in Oracle Database Administration
- Experience in Data Guard configuration and management of Disaster Recovery Site using oracle data guard
- Experience in taking online/ offline backups and restoring using HP/ Micro Focus Data protector
- Critical thinking, problem solving, trouble shooting and decision making skills
- Familiar with the following concepts and technologies (SAP, Oracle Database, Unix, HP-UX, HANA)
- Strong communication skills

Qualification: 16 years of education from an HEC recognized university in Information Technology or related field

Certification: SAP BASIS professional level certification with at least experience in one of the following additional trainings:

- HP-UX Administration
- Red Hat: RHCSA or RHCE
- SUSE Linux Administration
- Oracle certified professional

Experience: 2 years post qualification experience

Lump Sum Pay: Rupees 200,000-250,000 per month

Location: Islamabad, Lahore, Peshawar, Quetta, Karachi.

No. of Positions: 05

Equivalent: Travel and medical entitlement equivalent to BPS-18

Tenure: Annual Contract (extendable) subject to satisfactory performance

WAN EXPERT

TORs:

- Assist and work closely with technical teams to understand the requirements, develop and maintain solutions
- Helping in devising and implementing a comprehensive WAN strategy based on analysis of suitable technology and cost impacts
- Maintenance & Operations; Network Security issues
- Training of field personnel in LAN/WAN management at site-level
- Establishment of procedures for monitoring
- Any other task (s), assigned by management

Qualification: 16 year of education from an HEC recognized university in Information Technology or related field/Telecommunication

Experience: 3 years post qualification experience

Certification: CISCO/Microsoft Certified/relevant to Network Fields , Comp TIA network.

Lump Sum Pay: Rupees 200,000-250,000 per month

Location: Lahore, Islamabad

No. of Position: 02

Equivalent: Travel and medical entitlementequivalent to BPS-18

Tenure: Annual Contract (extendable) subject to satisfactory performance

LAN EXPERT/ NETWORK PROGRAMMER

TORs:

- Assist and work closely with technical teams to understand the requirements, develop and maintain solutions
- To maintain network administration of Local Area Network (LAN)
- Trouble shooting of network programming
- Training of the users of Network Programming
- Perform troubleshooting, archiving and back-up of server applications
- Manage inventory of software licenses, software application, hardware components and IT supplies
- Assist in implementing firewalls and security devices to ensure network security
- Set user access, permissions and roles to prevent unauthorized access
- Understanding of Access Control List
- Carry out regular basis administration activities
- Any other task (s), appropriate to , assigned by management

Qualification: 16 years of education from an HEC recognized university in Information Technology or related field

Experience: 3 years post qualification experience

Certification: CISCO/Microsoft preferable, Comp TIA network.

Lump Sum Pay: Rupees 200,000-250,000 per month

Location: Lahore, Islamabad

No. of Positions: 02

Equivalent: Travel and medical entitlement equivalent to BPS-17

Tenure: Annual Contract (extendable) subject to satisfactory performance

NETWORK ASSISTANT

TORs:

- Assist and work closely with technical teams to understand the requirements, develop and maintain solutions
- Assist in testing and the installation of network devices
- Assist in checking of network data connections Fabricate, punch down and terminate cables
- Test and diagnose data communication problems
- Assist in equipment set-up and software installation and updates
- Assist in maintaining network documentation. Maintain a positive and professional attitude
- Any other task (s), assigned by management

Qualification: 16 years education in BS Information Technology/CS/Telecommunication or relevant field from HEC recognized university

Experience: 1 year

Lump Sum Pay: Rupees 100,000-150,000 per month

Location: Lahore, Karachi, Quetta, Islamabad

No. of Positions: 07

Equivalent: Travel and Medical entitlement equivalent to BPS-15

Tenure: Annual Contract (extendable) subject to satisfactory performance

CONSULTANT SAP (HR) / MODULE SPECIALIST

TORs:

- Assist and work closely with Senior Module Specialist (HR), FABS/ CGA management and other technical teams to understand the requirements, develop and maintain solutions
- Analyze business processes and requirements of HR Processes in SAP
- Prepare business blue print documents from the analyzed processes
- Develop solutions in HR module of SAP
- Integrate and test solutions
- Carry out maintenance and support activities associated with HR solutions
- Train end users
- Develop and maintain documentation
- Provide support to end users
- Any other task (s), assigned by management

Qualification: 16 year education from HEC recognized university

Experience: 3 life cycle SAP implementation

Certification: SAP HCM/ HR certified

Lump Sum Pay: Rupees 200,000-250,000 per month

Location: Peshawar, Quetta, Islamabad

No. of Positions: 03

Equivalent: Travel and medical entitlement equivalent to BPS-18

Tenure: Annual Contract (extendable) subject to satisfactory performance

CONSULTANT SAP (FI) / MODULE SPECIALIST

TORs:

- Assist and work closely with Senior Module Specialist (FI), FABS/ CGA management and other technical teams to understand the requirements, develop and maintain solutions
- Analyze business processes and requirements
- Design and select IT solutions
- Develop IT solutions from SAP modules
- Integrate and test solutions
- Maintenance of solutions
- Develop and manage existing industry and partner relationships
- Team management
- Any other task (s), assigned by management

Qualification: 16 years education from HEC recognized university

Experience: 3 life cycle implementation

Certification: SAP FI certified

Lump Sum Pay: Rupees 200,000-250,000 per month

Location: Karachi/ Quetta

No. of Positions: 02

Equivalent: Travel and medical entitlementequivalent to BPS-18

Tenure: Annual Contract (extendable) subject to satisfactory performance

CONSULTANT FI (WITH BPC)

TORs:

- Assist and work closely with Functional Consultants, FABS/ CGA management and other technical teams to understand the requirements, develop and maintain solutions
- Analyze business processes and requirements
- SAP BPC hands on skills for solutions
- Configure BPC to be used for planning functionality.
- Configure key planning utilities in SAP including Input Schedules, Allocations and Forecast Models
- Advice on solution architecture
- Design and select IT solutions
- Develop IT solutions from SAP modules
- Integrate and test solutions
- Maintenance of solutions
- Develop and manage existing industry and partner relationships
- Team management
- Any other task (s), assigned by management

Qualification: 16 years education from HEC recognized university

Experience: 3 life cycle SAP implementation

Certification: SAP BPC/ or SAP BI/ or SAP BW

Lump Sum Pay: Rupees 200,000-250,000 per month

Location: Islamabad

No. of Positions: 01

Equivalent: Travel and medical entitlement equivalent to BPS-18

Tenure: Annual Contract (extendable) subject to satisfactory performance

Consultant SAP (ABAP) with JAVA & PO

- Test enhancement and development programs
- Participate in structured code reviews / walkthroughs
- Utilize configuration management tools, design tools, debugging tools, and any other environment specific tools necessary to create, test, and implantation
- Research problems before approaching the functional Team Leads/ Senior Functional Consultants
- Analyze and design enhancements, development programs, and/or required fixes to production problems
- Develop system specifications, APIs and interfaces
- Institute and execute back up, recovery and security procedures
- Carry out user administration, maintenance activities of SAP system
- Maintain network
- Carry out regular basis administration activities
- Tune and tweak servers for optimal performance
- Train system administrators from field staff
- Threading, Interfaces, Classes, Inheritance
- PI development in Java
- Custom logs in PO Message Monitor
- Symmetric and Asymmetric Cryptography
- Message Signing and Validation
- Custom logs in PO Logs and Traces
- ABAP Proxy to Web Service, RFC
- proficiency in Message Monitor
- ESR UDFs (User Defined Functions) and Dynamic Configuration
- Know-how of Eclipse NWDS
- Nodejs and Apache, Python, SQL Servers, Tomcat, Web sockets, API development

Qualification: 16 year education from HEC recognized university

Experience: 1 life cycles implementation having JAVA and PO skills preferably

Lump Sum Pay: Rupees 200,000-250,000

Location: Islamabad

No. of Positions: 01

Equivalent: Travel and Medical entitlement equivalent to BPS-18 only

Tenure: Annual Contract (extendable) subject to satisfactory performance

DATA BASE ADMINISTRATOR (DBA)

TORs:

- SAP systems administration with Unix operating system
- Install, manage and administer SAP BW4HANA solution
- Installation, management and administration of SAP BI Platform 4.3 on Linux environment
- Knowledge of roles, authorization and Transport management system
- Solution Manager 7.2 Knowledge
- Oracle Database Administration
- Oracle Data Guard management
- HP/ Micro Focus Data protector
- Familiar with the following concepts and technologies (SAP, Oracle Database, Unix, HP-UX, HANA)
- Strong communication skills
- Experience of VM ware or Red Hat certified Data centres are a priority.

Qualification: 16 years of education from an HEC recognized university in Information Technology or related field

Certification: SAP Basis Associate level , Oracle DBA equivalent Certification are preferable

Experience: 2 years post qualification experience preferable in setting up Database, proficiency SQL, UNIX, Linux and data analytics.
Experience in a VM ware, Database administration.

Lump Sum Pay: Rupees 200,000-250,000 per month

Location: Karachi, Lahore, Gilgit, Muzaffarabad

No. of Positions: 04

Equivalent: Travel and Medical entitlementequivalent to BPS-18

Tenure: Annual Contract (extendable) subject to satisfactory performance

Government of Pakistan

Consultancy contract of

Mr/Ms

.....Expert/Consultant

Directorate General MIS

Controller General of Accounts

CGA Complex,G-5/2, Islamabad

CONTRACT AGREEMENT

Agreement made this th day of _____, 2023/24 between Controller General of Accounts hereinafter called” the Client” and Mr/Ms. (hereinafter called the “Expert/Consultant”) of (hereinafter called the “Usual Place of Residence”)

WHEREAS the Client wishes to extend the services of the Expert/Consultant upon the existing terms and conditions hereinafter set forth for the purposes of the Job Assignment; and

WHEREAS the Expert/Consultant wishes to accept such engagement upon such terms and condition:

NOW THEREFORE the parties hereto hereby agree as follows:

1. Duties of Expert/Consultant

The Expert/Consultant shall perform the duties in the Terms of Reference annexed as Schedule (A) hereto (such duties being hereinafter called ‘the Services’). The Services will be performed principally at _____ or anywhere within or outside Pakistan as the Competent Authority may decide.

2. Commencement of Engagement

The Expert/Consultant shall commence the Services for the Client during the period of the Contract i.e 01 Year (extendable on satisfactory performance).

3. Terms of Engagement

The Expert/Consultant shall be engaged by the Client for the period of one year i.e _____ to, which may be extended subject to satisfactory performance and the need for continuation in line with Consultancy Guideline published by the Establishment Division under Esta Code Chapter 04 (Edition-2021), if deemed necessary and provided further that the contract may be terminated by giving 60 days notice in writing from either side or payment of two month’s consultancy fee in lieu thereof.

4. Consultancy fee & Other Perquisites

- a. The Client shall pay the Expert/Consultant/ fee@ PKR. (..... /pm w.e.f.) with annual increment ranging from 0-15% based on performance.

- b. Medical facilities to self and dependent family members as per entitlement in case of equivalent BPS mentioned in the advertisement i.e Equi. To BPS-19 Officer for Sr. Consultant SAP (FI) and Financial Reporting Specialist while for other consultants – equivalent to BPS-18 for (SAP FI, FR, ABAP, BASIS Experts/Consultants , Information Security Expert, WAN Expert and Data Base Administrator) while Equi. to BPS-17 for LAN Expert/Network Programmer and Equiv. to BPS-15 for Network Assistant.
- c. Travel Entitlement as per entitlement of BPS-19 officer for equivalent BPS mentioned in the advertisement i.e BPS-19 Officer for Sr. Consultant SAP (FI) and Financial Reporting Specialist while for other consultants –equivalent to BPS-18 for (SAP Consultant FI, HR, ABAP, BASIS Experts/Consultants , Information Security Expert, WAN Expert and Data Base Administrator) while Equi. BPS-17 for LAN Expert/Network Programmer and Equiv. BPS-15 for Network Assistant.
- d. Leave 20 days in a calendar year not be carried forward.

5. General Conditions

The General Conditions of Agreement annexed as **Schedule (C)** hereto shall apply to this Agreement and shall have the same force and effect as if the same were fully set forth herein.

6. Effectiveness

This Contract shall come into with immediate effect, once the Contract is signed by both parties.

IN WITNESS HEREOF the parties have signed the Agreement the day and year first above written.

Dated:

Director General (MIS):

In the presence of:

The Expert/Consultant:

In the presence of:

Schedule-B

Summary of Consultancy Fee

S. No	Description	Estimated Cost (One Year)
1.	Consultancy fee 12 months @ Rs..... Per Month (As mentioned in the advertisement/approved by the DSB)	Rs. /-
	#Total Contract Amount	Rs. /-

Note:

The above said outstanding performance allowance i.e 0% to 15% of the contract price will be approved by the Head of Department/PAO specifically on the recommendations of the Increment and Reward Committee against Consultant performance related to development of a value added solution, innovation, a particular development or any commendable work as per TORs.

Schedule-C

GENERAL CONDITIONS OF AGREEMENT

Section 1. Definitions

(a) In these condition and in the Contract, unless a contrary intention appears:

“*Client*” means Controller General of Accounts, Islamabad.

“*Expert/Consultant*” means the person referred to as “the Expert/Consultant in the Memorandum of Agreement.

“*Memorandum of Agreement*” the Agreement executed by and between the Client and the Expert/Consultant in which these Conditions have been incorporated by reference.

“*Contract*” means the Memorandum of Agreement together with these Conditions and all other schedules and documents, if any, annexed to the Memorandum of Agreement or incorporated therein and intended to form part of contractual relationship between parties.

“*Services*” means the duties of the Expert/Consultant designated as ‘the Services’ in the Memorandum of Agreement.

“*Usual Place of Residence*” means the place of residence of the Expert/Consultant designated in the Memorandum of Agreement.

“*Terms of Reference*” means the schedule of duties referred to at “the Terms of Reference” in the Memorandum of Agreement.

“*Project*” means the project so named in the Memorandum of Agreement.

“*Terms of Engagement*” means the period referred to at “the Terms of Engagement” in the Memorandum of Agreement.

“*Applicable Law*” means the law and any other instruments having the force of Law in Pakistan.

“*Country of Assignment*” means Islamic Republic of Pakistan.

“*Party*” means the Client or the Expert/Consultant as the case may be and “Parties” means both of them.

(b) Where the context so permits, words importing the singular only shall be deemed to include the plural and vice versa, and words importing the masculine shall be deemed to include the feminine and vice versa.

(c) Heading shall not modify or affect the meaning of these Conditions.

Section 2. Applicable Law

This agreement, its meaning and interpretation and the relations between the parties shall be governed by the Applicable Law.

Section 3. Consultancy fee and Out –of-Pocket Expenses

The Client shall pay to the Expert/Consultant fixed consultancy fee in respect of the Services at the rate and in the currency specified in “**Schedule B**” on the basis of time spent by the Expert/Consultant in performing the Services. For the purpose of determining the amount of such consultancy fee:

- (a) Where consultancy fee is expressed in terms of a monthly rate, each month shall be deemed to be of thirty (30) calendar days, and the time spent in performing the Services shall include travel time, Weekends and Public holidays and to the extent specified in Section 5 hereof shall also include periods of leave. Consultancy fee in respect of periods of less than one month shall be computed on a calendar day basis, and one calendar day shall be deemed equal to one thirtieth (1/30th) of one month.
- (b) Except otherwise agreed between the Client and the Expert/Consultant, no consultancy fee shall be paid in respect or work performed other than during the Terms of the Engagement.
- (c) Except as may be otherwise agreed, total payment for consultancy fee under this Contract shall not exceed the amount as specified in **Schedule B** hereto.
- (d) Out-of-pocket expenses related to traveling on official duty out of principal place of duty inclusive of fare, boarding & lodging and per diem shall be paid as per Government of Pakistan rules and subject to prior approval of the out-station duty.

Section 4. Payment of Consultancy fee

- (a) The payment of monthly consultancy fee and out-of-pocket expenses shall be made on monthly basis through payroll to the Expert/Consultant to the Client supported by time sheet and receipts or other evidence as the Client may reasonably require to establishing that the expenditure was incurred in the amount and currency and in the manner claimed.

Section 5. Working Hours, Overtime, Leave, etc.

- (a) The Expert/Consultant shall follow the same working hours and working days as observed by the Client and shall not be entitled to be paid for overtime.
- (b) The Expert/Consultant will be allowed paid leave up to a maximum of 20 days per year, which shall be subject to the prior approval by the client and further subject to the condition that absence for leave will not delay the assigned duties. These leaves shall not be in cashable or carried over.

Section 6. Facilities, Exemptions and Immunities.

- (a) Taxation
 - (a) The Expert/Consultant shall be responsible and shall pay such taxes, duties, fees and other impositions as may be levied on his income from this contract under the Applicable Law.
 - (b) The Client may withhold tax on the consultancy fee in accordance with Government Rules and deposit the same with the Income Tax Department under intimation to the Expert/Consultant.

- (c) The Client shall make available to the Expert/Consultant, free of any charge, necessary facilities for performing the services including properly furnished office space, supporting staff, equipment, electricity and telephone connections, etc.

Section 7. General Covenants.

The Expert/Consultant Covenants and agrees that:

- (a) During the Terms of Engagement he shall devote his required time and attention to the performance of the Services and shall at all time act with due diligence and efficiency and in accordance with the Terms of Reference. The Expert/Consultant shall make or assist in making all such reports and recommendations as may be contemplated by the Terms of Reference or as may be reasonably required by the Client within the general scope of the job assignment, and shall at all time cooperate with the Client, its employees and agents in the interests of the Office of the Controller General of Accounts. After the termination of the engagement the Expert/Consultant shall continue to cooperate with the Client to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by him. The time and cost spent by the Expert/Consultant in responding to Client's queries and for attending any meetings in this connection will be paid by the Client to the Expert/Consultant at mutually agreed rates.
- (b) At all times, the Expert/Consultant shall act with appropriate propriety and discretion and in particular shall refrain from making any public statement concerning the Client or the Services without the prior approval of the Client, and shall refrain from engaging in any political activity.
- (c) Except with the written consent of the Client, he/shall not divulge to any person nor use for own purposes, any information relating to the Services, or the Client, including information in respect of rates of consultancy fee and conditions of employment.
- (d) The Expert/Consultant shall have no authority to commit the Client in any way whatsoever, and shall make this clear as circumstances warrant.
- (e) The Expert/Consultant shall report immediately to the Client any accident or injury and any damage to the property of persons or any third parties occurring in or arising out of the performance of the Services and any act, manner, or thing which within his knowledge may have caused such accident or injury. He shall also report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services including circumstances and events to his transportation and accommodation.
- (f) All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the Expert/Consultant while performing the Services shall be the property of the Client and upon termination of the engagement shall be disposed of as the Client shall direct. The Expert/Consultant may retain copies of such documents.
- (g) After the conclusion of the Terms of Engagement, the Expert/Consultant shall not without the consent of the Client engage in subsequent work on or in connection with or arising out of the

job assignments rendered for the Client, provided, however, that such consent shall not be unreasonably withheld.

Section 8. Relationship of the Parties.

Nothing contained in these Conditions or in the Contract shall be construed as establishing or creating any relationship other than that of independent contractor between the Client and the Expert/Consultant.

Section 9, Entire Agreement and Non Waiver.

This Contract contains the entire agreement between the parties and supersedes all prior arrangements or agreements whether written or oral, express or implied. The waiver or relation whether party or wholly of any of the terms or conditions of the Contract shall be valid only if in writing and signed by the authorized representative of the Client and by the Expert/Consultant and shall apply only to a particular occasion and shall not be continuing and further shall not constitute a waiver or relaxation of any other term or condition.

Section 10. Notices and Requests

Any notice or request required or permitted to be given or made under this contract shall be in writing in the English language, such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand, mail or fax to the party to which it is required to be given or made at such party's address specified below.

Dated:

For the Client (Head of Department):

Director General (MIS1)

Individual Expert/Consultant:

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CNIC No. _____