



## EXPRESSION OF INTEREST

Sindh Revenue Board (SRB) is a Government Department, established under Sindh Revenue Board ACT 2010. The purpose of establishing Sindh Revenue Board was to collect Sales Tax on Services, which, after the passage of 7<sup>th</sup> NFC award was devolved to the Provincial Government. Sindh was the pioneer in this regards and established Sindh Revenue Board as a new department, which has been collecting Sales Tax on Service since July 2011.

SRB Invites in the following fields the consultancy Services from reputable firms/individuals having relevant experience and international affiliations for providing services The Consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions availability of appropriate skills among staff: etc.).

### 1. Human Resource Development

Develop "Comprehensive Human Resources Development Policies" procedure, consistent with Government of Sindh, Rules and any other relevant law. The consultant should be able to demonstrate capability to gather and implement best human resource practices.

- Proposed organization Structure, compatible with the objectives of SRB and Government of Sindh.
- Job Description of each position in the proposed hierarchy
- Grading of all positions.
- Mapping of organizational work process flow chart
- Delegation of Authorities.
- Policies on
  - Compensation, benefits and performance based bonus.
  - Transfers and Deputation.
  - Recruitment.
  - Performance Evaluation and Promotions.
  - Efficiency and discipline rule for punitive actions including termination of services.
  - Succession planning.
  - Training both organizational and technical.

### 2. Audit

To enable the Audit function of SRB. The consultant would be required to provide the following

- Audit Policies Procedure and SOP
- Conduct Audit on
  - Internal control systems
  - Sample based audit on SRB Policies
  - Compliance of SRB Act, SSToS Act and other Federal and Provincial Government law/Rules.
  - Any Other SRB Function/area where SRB management requires an audit.

- Special Audit under SSToS Act.
- Training of SRB Officers in Audit Function.

### 3. Expansion of Tax Base

To undertake consultancy in respect of different sectors and in line with the SSToS Act and SRB Act and provide a report reflecting/ identifying.

- Areas where tax is not being assessed / paid.
- Review of existing exemptions/ concessions.
- Advice on change in tax policy.
- GDP based economic study identifying probable new sectors of tax collection and their estimated revenue yields.
- Input taxes claimed and its implications
- Training of SRB officers/ staff in effective tax collection.

### General Instructions

Consultants may associate to enhance their capabilities. The joint ventures should be restricted to a maximum of 3 consulting firms and only the short listed firms will subsequently be invited to submit Technical and Financial proposals on the prescribed "Request for Proposal (RFP)".

- Incomplete/partial EOIs will be rejected.
- Interested firm(s) must provide focused information demonstrating that they are qualified to perform the services.
- EOI shall mention the name of lead firm.
- Registration of the firms.
- Provide certificate that they are not black listed.
- Only those individuals/firms should apply who fulfill the eligibility criteria.
- Only short listed individuals/firms would be called for the Interview/Presentation and will be allowed to submit detailed technical and financial proposal on the prescribed RFP.
- Consultant will be selected in accordance with SPPRA Rules, 2010.

### Selection Criteria

To prepare a short-list the following aspects of Eois would be reviewed, and short-listed firms will be invited to submit proposals.

- Availability of appropriate skills among staff.....25%
- Demonstrated capacity to handle such assignment (Lead firm; and in Case of JVs all JV partners).....25%
- Experience in similar tasks.....50%

**EOI must be delivered in duplicate on the address mentioned below by 12/11/12 at 12:00 Noon**

Project Director, (Strengthening of Sindh Revenue Board), Saima Trade Tower-B, 10<sup>th</sup> floor, Dr. Ziauddin Ahmed Road Karachi.

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