

**GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE
DIGITAL ECONOMY ENHANCEMENT PROJECT (DEEP-BOI)
BOARD OF INVESTMENT (BOI)**

**TERMS OF REFERENCE (TORs)
GOVERNMENT LIAISON & ADMIN OFFICER**

Credit No: 7514-PK

Assignment Title: Consultancy Services (Government liaison & Admin Officer)

Location: Islamabad

Duration: 3 Years

Reporting to: Project Director, DEEP – Board of Investment (BOI)

The Board of Investment (BOI) is implementing the World Bank-funded Digital Economy Enhancement Project (DEEP) aimed at improving Pakistan's regulatory and business environment through digital transformation, automation, institutional coordination, and reform facilitation. To support smooth administrative coordination, government liaison, financial and procedural compliance, and interdepartmental facilitation for project implementation, BOI intends to hire a Government Liaison Officer / Administrative Officer.

OBJECTIVE :

The primary objective of the Government Liaison Officer / Administrative Officer is to facilitate coordination with Government departments and ensure effective administrative, financial, audit, treasury, logistics, and operational support for smooth implementation of project activities in accordance with Government of Pakistan rules and procedures.

SCOPE OF WORK AND RESPONSIBILITIES

The Government Liaison Officer / Administrative Officer shall provide comprehensive administrative, financial, coordination, and liaison support to the Project Management Unit (PMU) for effective implementation of project activities under the Digital Economy Enhancement Project (DEEP). The incumbent shall serve as a focal coordination resource between the PMU and various Government of Pakistan departments, regulatory authorities, financial institutions, and oversight bodies to ensure timely processing of administrative, financial, and operational matters in accordance with applicable Government rules and

procedures.

The Government Liaison Officer / Administrative Officer shall be responsible for maintaining close coordination with key government entities including the Accountant General Pakistan Revenues (AGPR), Finance Division, Establishment Division, Auditor General of Pakistan, provincial departments, attached departments, autonomous bodies, and other relevant stakeholders for smooth execution of project operations. The incumbent shall facilitate timely processing of official correspondence, approvals, sanctions, notifications, summaries, office memorandums, and other administrative documentation required for project implementation.

The expert shall support the PMU in all matters related to Assignment Account management, budgetary allocations, releases, reconciliations, expenditure monitoring, and utilization tracking. This shall include coordination with AGPR and Finance authorities regarding processing of payments, contingent bills, TA/DA claims, salary disbursements, reimbursements, vendor payments, financial reconciliations, and maintenance of financial records in accordance with Government Financial Rules, Treasury Rules, General Financial Rules (GFR), and applicable accounting procedures.

The incumbent shall provide administrative support on establishment and human resource matters in line with Government of Pakistan rules and procedures. This shall include assistance in processing recruitment cases, consultancy hiring, contract extensions, leave matters, administrative approvals, notifications, office orders, and other establishment-related matters in accordance with Establishment Division regulations and public sector administrative procedures.

The Government Liaison Officer / Administrative Officer shall also coordinate and facilitate audit-related activities including provision of records, preparation of audit replies, compliance reports, reconciliations, and coordination with internal auditors, external auditors, Auditor General authorities, and donor review missions. The incumbent shall ensure that proper documentation, filing systems, and administrative records are maintained for audit, fiduciary, and compliance purposes.

The officer shall further provide logistical and operational support for meetings, workshops, missions, trainings, conferences, and official visits under the project. This shall include coordination of venues, transportation, accommodation, office arrangements, and administrative facilitation required for smooth conduct of

project activities.

The incumbent shall assist the PMU in drafting official letters, summaries, briefing notes, reports, meeting minutes, presentations, and official communications for internal and external stakeholders. The officer shall also support the Project Director and management in monitoring administrative progress, identifying operational bottlenecks, and ensuring timely follow-up of pending matters with concerned authorities.

In addition, the Government Liaison Officer / Administrative Officer shall perform any other tasks or assignments entrusted by the Project Director or competent authority in relation to administrative coordination, government liaison, financial facilitation, operational management, and institutional support necessary for successful implementation of the project.

Qualification & experience

- Minimum Graduate degree (14 years education) from an HEC recognized university.
- At least 20 years of relevant experience in Government of Pakistan administrative, financial, coordination, or establishment matters.
- Demonstrated experience in dealing with AGPR, Finance Division, Establishment Division, Treasury procedures, audit matters, and government budgeting systems.
- Sound knowledge of Government Financial Rules, Treasury Rules, Establishment Rules, Public sector administrative procedures, and government correspondence protocols.
- Experience in donor-funded/public sector development projects shall be preferred.
- Strong drafting, coordination, communication, and record management skills.
- Having experience of maintain Financial Statements / Ledger Stock Register / Logistics
- Having experience to deal with the external / internal Audit/ DAC / PAC matters
- Strong Communication Skills, and ability to Coordinate with different Stakeholder & Government Departments

Reporting

The Government Liaison Officer / Administrative Expert shall report to the Project Director / authorized officer of the PIU DEEP BOI.

Selection Method

The consultant shall be selected in accordance with the open Competitive Selection of Individual Consultants method” set out in the Procurement Regulations of the World Bank for IPF Borrowers, September 2023.