

EXPRESSION OF INTEREST

HIRING OF INDIVIDUAL SHORT TERM CONSULTANT

Punjab Safe Cities Authority (PSCA) invites applications from qualified and experienced professionals as individual consultant for the following area on short-term consultancy basis:

Sr. No.	Name of Individual Consultancy	Qualification	Experience
01	Administrative Assistant	Minimum 10 years of education/ Secondary School Certification	Minimum 02 year relevant experience of Admin Care.

Interested individuals may submit their application along with the copy of CV, educational documents, experience certificate, CNIC and passport size photograph latest by 12-11-2021 till 02:00 PM , through email, courier or by hand. Only shortlisted applicants shall be called for final selection/interview and remuneration will be offered on the basis of qualification and experience. The said Consultant will be selected in accordance with the provisions of Punjab Procurement Rules 2014 for short term consultancy. The detailed ToRs are attached as Annexure.

For submission of applications or obtaining any information, please feel free to contact at cons.services@psca.gop.pk, Contact: (+92) (42) (99051605-7) Website: www.pzca.gop.pk

Mention the Name of the Consultancy in subject line/on outer Envelope.

CHIEF LAW & PROCUREMENT OFFICER,
PUNJAB SAFE CITIES AUTHORITY,
PPIC3 Center, Qurban Police Lines,
Lahore

**TERMS OF REFERENCE (TORs)
INDIVIDUAL CONSULTANT
ADMINISTRATIVE ASSISTANT"**

1. BACKGROUND

The Punjab Safe Cities Authority (PSCA), established under Punjab Safe Cities Act 2016, ensures establishment, development and maintenance of an integrated Command, Control, and Communication system (PPIC3) for Police in major cities of the province for public safety. The Safe City is a concept for returning security and quality of life to today's complex cities through the use of technology, infrastructure, personnel and processes. In order to realize the vision of developing safe cities in the province, PPIC3 Centre has been developed for Punjab Police in the city of Lahore and other centers are being established in other larger cities of the province.

2. OBJECTIVE/PURPOSE OF THE ASSIGNMENT

The selected Individual Consultant will provide services pertaining to administrative unit of PSCA.

3. SCOPE OF SERVICE

- i. Meeting arrangements.
- ii. Office dusting and helping officers for document photocopy and delivery from department to department internally.
- iii. Preparation of a checklist for the arrangements of kitchen crockery.
- iv. Serving tea, coffee and lunch to the officers.
- v. Provision of office supplies to officials from store.
- vi. Refreshment arrangements for the delegation guests.
- vii. Daily arrangement of kitchen items (Milk, Sugar, Tea bags, Coffee, Green Tea etc.).
- viii. Cleanliness of kitchen Accessories.
- ix. Receiving and welcoming guests, visitors and delegations.
- x. Any other tasks by Admin Unit

4. PROFILE OF CONSULTANT

The Consultant will be assigned from the list of shortlisted consultants fulfilling the minimum qualifications is 10 years / Secondary School Certification and two years of relevant experience.

5. EXPECTED DELIVERABLES

A monthly progress report on Consultants work would be prepared and submitted, including tasks listed under “Scope of Services”, above.

6. TIME PERIOD

The Consultant will be engaged for a period as decided by the competent authority.

7. PAYMENT TO THE CONSULTANT

The payment to the Consultant will be made on a monthly basis upon submission of claim based on the services/ deliverables payable at the end of every thirty (30) days.