

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	Liaison Officer	Fourteen years of educational qualification in Social Sciences or relevant	He must have experience of 20 years or more in relevant cadre. He must have sound experience of working with public sector/ government departments. The experience of working with police administration will be an added advantage and preferred over others.

Interested individuals may submit their application along with the copy of CV, educational documents, experience certificates, CNIC and passport size photograph latest by 13-01-2022 till 14:00 hours, through email, courier or by hand. Only shortlisted candidates will be called for an interview. The 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.pscgop.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

Annex-A

**TERMS OF REFERENCE
INDIVIDUAL CONSULTANT
“LIAISON OFFICER”**

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 intends to keep a good liaison and coordination with top management team. He will assist Managing Director and Chief Operating Officer in official tasks and coordinate with management team, government administrative departments and other stakeholders of PSCA.

3. SCOPE OF SERVICE

- i. Assisting the Managing Director, Chief Operating Officer & Chief Administration Officer, PSCA in all official matters;
- ii. Work as Private Secretary to Managing Director and Chief Operating Officer of PSCA and maintaining record regarding confidential correspondence as well as official matters.
- iii. Coordinating with the concerned stakeholders involved with the establishment of PPIC3 Projects, including Central Police Office Punjab, concerned Regional & City/District Police Offices, Home Department, Planning & Development Department, Finance Department, Communication & Works Department and Architecture Department.
- iv. Taking follow up on all outstanding matters and correspondence with Government Departments regarding PSCA/ PPIC3 Centre Lahore.

4. PROFILE OF CONSULTANT

The incumbent must have minimum Fourteen years of educational qualification in Social Sciences or relevant and experience of 20 years or more in relevant

cadre. He must have sound experience of working with public sector/ government departments. The experience of working with police administration will be an added advantage and preferred over others.

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 the 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 by the end of each month.