

## 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	MULTIMEDIA SPECIALIST	Minimum of Twelve (12) years of education/Higher Secondary School Certification. At least 05 years of experience in relevant field.

Interested individuals may submit their application along with the copy of CV, required documents, experience certificates, CNIC and passport size photograph latest by 14-05-2022 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. No TADA may be claimed by the applicants.

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

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

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

Lahore

## **TERMS OF REFERENCE**

### **“MULTIMEDIA SPECIALIST”**

#### **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 media affairs.

#### **3. SCOPE OF SERVICE**

- To edit video, music, dialogue, and sound effects, to arrange into correct sequences.
- Review the footage in a sequence in order to assemble it into the final product.
- Select and combine the most effective shots of each scene in terms of forming logical and smooth running story.
- Follow the guidelines of Executive Producer and prepare final Product as desires.
- Coordinates with graphic team, input and output department and production department to make program visually appealing.

#### **4. PROFILE OF CONSULTANT**

The Consultant will be assigned from the list of shortlisted consultants fulfilling the minimum qualifications and experience requirements. Minimum of Twelve (12) years of education/Higher Secondary School Certification. At least 05 years of experience in relevant field is required.

#### **5. EXPECTED DELIVERABLES**

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

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#### **7. TIME PERIOD**

The Consultant will be engaged for a period as decided by Competent Authority

#### **8. 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.