

HIRING OF INDIVIDUAL SHORT TERM CONSULTANT

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

Sr. No.	Name of Individual Consultancy	No. of Positions	Qualification
01	Baby Sitter- Child Care Center	01	Literate and 2 years' experience

Interested individuals may submit their application along with the copy of CV, experience certificates, CNIC and passport size photograph latest by **24-02-2023** till **12:00 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 "A"**. 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 Contact: (+92) (42) (99051605-7) Website: www.pzca.gop.pk

Mention the Name of the Consultancy in subject line/on outer Envelope. The CV/application will not be considered otherwise.

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

Annex-A

TERMS OF REFERENCE

“INDIVIDUAL CONSULTANT

(CHILD CARE CENTRE - BABY SITTER)”

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 Consultants will provide services pertaining to Supervisor of Child Care Center.

3. SCOPE OF SERVICE

- Maintain a safe play environment.
- Observe and monitor children's play activities.
- Sanitize toys and play equipment.
- Dress children and change diapers.
- Instruct children in health and personal habits, such as eating, resting habits etc.
- Organize and store toys and materials to ensure order in activity areas.
- Perform housekeeping duties, such as laundry, cleaning, dish washing, and changing of linens.
- Assist in preparing food and serving meals and refreshments to children.
- Regulate children's rest periods.
- Organize and participate in recreational activities such as games etc.
- Provide care for mentally disturbed or handicapped children.
- Sterilize bottles and other culinary items.

4. PROFILE OF CONSULTANT

The Consultants will be assigned from the list of shortlisted consultants fulfilling the minimum qualifications i.e. **literate and 2 years' experience.**

5. NUMBER OF CONSULTANTS

There will be required **One (01)** consultant to assist in the operations of Child Care Center.

6. EXPECTED DELIVERABLES

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

7. TIME PERIOD

The Consultant will be engaged for a period of **Six (06)** months.

8. COST OF ASSIGNMENT / SALARY

The Budget of this consultancy is **Rs. 132,000/-** for **One (01) consultant** for **Six (06) months excluding of all taxes.**

9. 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.