

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	Executive Producer-I	Minimum of sixteen years of education in Media related studies or Social Sciences discipline with 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 22-05-2023 till 11:00 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 Contact: (+92) (42) (99051605-7) Website: www.psc.a.gop.pk

Mention the Name of the Consultancy in subject line of email/on outer Envelope. Otherwise, the application/CV will not be considered.

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

Lahore

TERMS OF REFERENCE

“EXECUTIVE PRODUCER-I

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 media affairs as Executive Produce-I.

3. SCOPE OF SERVICE

The personnel will be engaged as Executive Producer-I and have following scope of work

- Coordinate the activities of writers, anchor, cameraman, NLE and other personnel throughout the production process.
- Executive producer is responsible for idea generation, content writing and execution.
- Executive producer produce program which viewers can easily understand and associate with themselves and it builds image of PSCA/Police.
- Monitor post-production processes in order to ensure accurate completion of all details.
- Conduct meetings with staff to discuss production progress and to ensure production objectives are attained.

4. PROFILE OF CONSULTANT

The Consultant will be assigned from the list of shortlisted consultants fulfilling the minimum qualifications and experience requirements. Minimum of sixteen years of education in Media related studies or Social Sciences discipline with at least 05 years of experience in relevant field.

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.