

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	CONSULTANT- Coordinator Nankana Sahib	Minimum of sixteen years of education in Computer Sciences or relevant	One (01) year of experience in relevant field.

Interested individuals may submit their application along with the copy of CV, educational documents, experience certificates, CNIC and passport size photograph latest by 17-08-2023 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@pscagop.pk Contact: (+92) (42) (99051605-7) Website: www.pscagop.pk

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

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

Lahore

TERMS OF REFERENCE

“INDIVIDUAL CONSULTANT (COORDINATOR) PPIC3 CENTRE NANKANA SAHIB”

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 technical support, maintenance and coordination for PPIC3Centre, Nankana Sahib.

3. SCOPE OF SERVICE

- i. Management of office supplies & stock in PPIC3 Centre Nankana Sahib.
- ii. Provision & Replacement of IT equipment in PPIC3 Centre Nankana Sahib.
- iii. Provide administrative supports to PPIC3 Centre Nankana Sahib.
- iv. Prepare special reports about the requirements and upgradation of office
- v. Daily reporting of PPIC3 Centre Nankana Sahib.
- vi. Response regarding facility related complaints of PPIC3 Centre Nankana Sahib.

- vii. Maintain & make sure the cleaning in PPIC3 Centre Nankana Sahib with the help of supporting staff.
- viii. Provide support to manage events held in PPIC3 Centre Nankana Sahib.
- ix. Provide technical support for operations as trainee.

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 Computer Sciences or relevant. 01 year 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, as approved by the Competent Forum.

7. COST OF ASSIGNMENT/SALARY

The budget of this consultancy as approved by the Competent Forum.

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 payable at the end of every thirty (30) days.