

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
01	Supervisor-Child Care Center	Minimum of fourteen years of education and relevant experience

Interested individuals may submit their application along with the copy of CV, educational documents, experience certificates, CNIC and passport size photograph latest by 09-09-2024 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 Contact: (+92) (42) (99051605-7) Website: www.pscgop.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 SUPERVISOR)”

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

- Remove hazards and develop appropriate boundaries and rules to create a safe environment for children.
- Instruct and assist children in the development of health and personal habits, such as eating, resting etc.
- Help prepare and serve nutritionally balanced meals and snacks for children.
- Perform first aid activities when required.
- Teach and perform age-appropriate activities, such as lap play, reading, and arts & crafts to encourage intellectual development of children.
- Observe children's behavior for irregularities, take temperature, transport children to doctor or administer medications as directed to maintain children's health.
- Regulate children's rest periods and nap schedules.

4. PROFILE OF CONSULTANT

The Consultant will be assigned from the list of shortlisted consultants fulfilling the minimum qualifications i.e. 14 years and relevant experience.

5. NUMBER OF CONSULTANTS

There will be one (01) consultant to manage the Child Care Center operations.

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 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.