

## REQUEST FOR EXPRESSION OF INTEREST(REOI)

### 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	No of Positions	Qualification/Experiences
01	Baby Sitter – Child Care Center	01	Literate and 2 Years' Experience

Interested individuals may submit their application along with the copy of CV, educational documents, experience certificates, CNIC and passport size photograph latest by 25-09-2025 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.psc.a.gop.pk](http://www.psc.a.gop.pk)

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

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

**Annex-A**

**TERMS OF REFERENCE**

**“INDIVIDUAL CONSULTANT**

**(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 Child Care Center.

**3. SCOPE OF SERVICE**

- Maintain a safety play environment.
- Observe and monitor children’s play activities.
- 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 Consultant will be selected from the list of shortlisted consultants fulfilling the minimum requirement i.e. Literate and 2 years’ experience.

## **5. NUMBER OF CONSULTANTS**

There will be one (01) consultant.

## **6. EXPECTED DELIVERABLES**

A monthly progress report on Consultant's 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 (6) months.

## **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.