

**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:

<b>Sr.</b>	<b>Name of Post</b>	<b>Location</b>	<b>Job Type</b>	<b>Qualifications/Experiences</b>
1.	Individual Consultant (Executive Officer Procurement & Contract Management)	Lahore	Full Time	<ul style="list-style-type: none"> <li>• Bachelor's/Master's in Business Admin / Supply Chain / Contract Management</li> <li>• Minimum 6 years of experience in public procurement, vendor management, and contract administration.</li> <li>• Demonstrated knowledge of PPRA Rules and Regulations.</li> <li>• Proven experience in managing complex procurement and contract portfolios in the public or development sector.</li> <li>• Strong drafting, negotiation, and analytical skills.</li> <li>• Excellent communication and coordination abilities.</li> </ul>

Interested individuals may submit their application along with the copy of CV, educational documents, experience certificates, CNIC and passport size photograph latest by 10-12-2025 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@pscagop.pk](mailto:cons.services@pscagop.pk) Contact: (+92) (42) (99051605-7) Website: [www.pscagop.pk](http://www.pscagop.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”**

**EXECUTIVE OFFICER PROCUREMENT & CONTRACT MANAGEMENT**

**1. BACKGROUND**

The Project Management Office (PMO) is implementing multiple strategic initiatives, including the Islamabad Safe City Project, Safer Jails Project, and Faisalabad Industrial Estate Project. These projects aim to enhance security infrastructure, operational efficiency, and inter-agency coordination within the province. To ensure effective planning, execution, and monitoring of these initiatives, the services of an experienced Project Management Consultant are required.

To ensure transparent, efficient, and compliant procurement and contract management processes, the PMO requires the services of an experienced professional to serve as Executive Officer – Procurement & Contract Management.

**2. OBJECTIVE/PURPOSE OF THE ASSIGNMENT**

The objective of this assignment is to provide specialized support in managing all procurement, vendor management, and contractual activities for PMO-led projects. The consultant will ensure compliance with procurement regulations, develop documentation, manage vendor relationships, and oversee contract execution in accordance with PPRA rules and organizational policies.

**3. SCOPE OF SERVICE**

- **Procurement Management**
  - Draft RFPs, RFQs, BOQs, and tender documents in accordance with PPRA and institutional guidelines.
  - Manage the entire procurement cycle, including advertisement, bidding, evaluation, and award processes.
  - Maintain procurement trackers and ensure complete documentation for audit and compliance purposes.
  - Develop vendor prequalification criteria, evaluation templates, and scoring matrices.
  - Negotiate contracts, SLAs, and pricing structures with vendors and suppliers.
  - Ensure audit readiness through accurate and updated procurement records.
  - Monitor contract performance and delivery schedules against agreed terms.
- **Contract & Legal Management**
  - Review, draft, and manage all project-related legal agreements, contracts, and Memoranda of Understanding (MoUs).
  - Ensure compliance with applicable laws, regulations, and policies related to procurement and contracting.
  - Coordinate with relevant regulatory authorities for approvals and clearances.
  - Identify and mitigate legal risks associated with contracts and procurement activities.

- Maintain legal and regulatory documentation for inspection and audit purposes.
- Provide legal opinions and advice on disputes, penalties, claims, and contract enforcement.
- Liaise with external legal counsel when necessary for contract-related matters.
- Ensure compliance with internal policies and prepare statutory and management reports.

#### **4. PROFILE OF CONSULTANT**

The Consultant will be selected from the list of shortlisted consultants fulfilling the minimum requirement.

#### **5. NUMBER OF CONSULTANTS**

There will be one (01) consultant.

#### **6. EXPECTED DELIVERABLES**

- Monthly report summarizing procurement activities, contracts processed, and issues resolved.
- Updated vendor database and procurement tracking sheet.
- Drafted or reviewed RFPs, RFQs, and contracts in line with project timelines.
- Risk and compliance report identifying key issues and mitigation actions.
- Recommendations to improve procurement efficiency and compliance.
- All deliverables shall be submitted in both hard and soft copies to the Project Director, PMO.

#### **7. TIME PERIOD**

The Consultant will be engaged for a period as decided by Competent Authority.

#### **8. PAYMENT TO THE CONSULTANT**

The Consultant will be paid on a monthly basis, subject to submission and approval of satisfactory deliverables and progress reports. Payment will be made upon submission of an invoice along with documentation evidencing completion of tasks as outlined under the Scope of Work.

#### **9. REPORTING AND COORDINATION**

The Consultant will report directly to the Project Director, PMO, and will work in close coordination with the Finance, Legal, and Technical teams, as well as with external stakeholders including vendors, contractors, and government departments.