

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. Positions	Age	Qualification/Experiences
01	Hostel Warden (Female)	01	Up to 50 Years	<ul style="list-style-type: none">GraduateFive years (05) experience in the relevant field of working in any public/private sector.

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@psca.gop.pk Contact: (+92) (42) (99051605-7) Website: www.pscg.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

Hostel Warden (Female)

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. SCOPE OF THE ASSIGNMENT/DUTIES

- Ensure overall administrative control and smooth functioning of the PSCA Women Hostel.
- Maintain discipline, security, and welfare of all residents.
- Approve room allotments, visitor permissions, and leave requests as per SOPs.
- Supervise and guide the hostel supervisors, mess staff, cleaning staff, and other supporting personnel.
- Conduct routine inspections of rooms, shared spaces, and facilities to ensure hygiene and order.
- Monitor adherence to hostel rules and initiate disciplinary action in case of violations.
- Coordinate with PSCA Admin/HR/Finance for resident updates, salary deductions, and operational matters.
- Maintain updated records of hostel occupancy, emergency contacts, and inventory.
- Oversee handling of complaints, feedback, and grievances, ensuring timely resolution.
- Serve as the first point of contact during emergencies and implement response protocols.

- Ensure safety equipment are in place and functional.
- Submit monthly performance and maintenance reports to PSCA management.

3. PROFILE OF CONSULTANT

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

4. NUMBER OF CONSULTANTS

There will be One (01) consultant.

5. EXPECTED DELIVERABLES

A monthly progress report on Consultant's work would be prepared and submitted, including tasks listed under "SCOPE OF THE ASSIGNMENT/DUTIES", above.

6. TIME PERIOD

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

7. 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.