

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 Supervisor (Female)	02	Up to 35 Years	<ul style="list-style-type: none"> • Intermediate • Two years (02) 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 17-11-2025 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 Contact: (+92) (42) (99051605-7) Website: www.pscagop.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

Hostel Supervisor (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

- Assist the Hostel Warden in managing daily operations and ensuring smooth hostel functioning.
- Supervise day-to-day housekeeping, cleaning, and maintenance activities.
- Maintain a log of resident movements, especially after duty hours or during weekends/holidays.
- Record complaints, repair needs, and coordinate with relevant departments for resolution.
- Ensure shared facilities (TV lounge, library, prayer room, dining hall and game areas) are being used as per SOPs.
- Monitor mess operations, food quality, and crockery management in coordination with the Mess Committee.
- Keep track of utility consumption.
- Ensure enforcement of hygiene standards and prevention of food consumption in rooms.
- Maintain an incident register for any violations, disturbances, or damage to property.
- Supervise daycare staff movements as per policy and route any assistance needs

formally.

- Assist in the arrangement and verification of visitor entries and approvals.
- Conduct surprise inspections when required and report findings to the Warden.
- Support during emergency evacuations, drills, and fire safety briefings.

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 Two (02) 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.