

**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.	Name of Post	Location	Qualifications/Experiences
1.	INDIVIDUAL CONSULTANT (MEDIA & COMMUNICATION)	Lahore	- Bachelor's degree or equivalent qualification from a recognized institution. - Minimum six (06) years of relevant professional experience in media monitoring, communication, public relations, digital media, content development, or related functions.

Interested individuals may submit their application along with the copy of CV, educational documents, experience certificates, CNIC and passport size photograph latest by 16-07-2026 till 14:00 hours, through email, courier or by hand. Incomplete applications without required documents shall not be considered. 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.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”
(MEDIA & COMMUNICATION)

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 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 Consultant will provide media monitoring, communication, content development, and coordination services to support the Media Monitoring Centre (MMC) and communication functions of Punjab Safe Cities Authority (PSCA). The Consultant will assist in ensuring timely information flow, effective media engagement, and preparation of communication material relating to law enforcement, public safety, government initiatives, and PSCA operations.

3. SCOPE OF SERVICE

The Senior Technical resource shall be responsible for the following tasks:

- Monitor electronic, print, and digital media for news and developments related to law enforcement, public safety, government initiatives, and PSCA operations.
- Prepare daily media monitoring reports, incident summaries, communication briefs, and updates for senior management.
- Maintain an updated record of media coverage, emerging issues, and matters requiring communication attention.
- Draft press releases, talking points, official statements, media briefs, and other communication material for PSCA.
- Develop content for social media platforms, internal newsletters, presentations, awareness campaigns, and public information initiatives.
- Support PSCA branding, public engagement, and communication activities.
- Coordinate with government departments, Law Enforcement Agencies (LEAs), and internal operational wings for timely and accurate information flow.
- Facilitate communication between MMC and other PSCA directorates during emergencies, major incidents, and high-visibility events.
- Assist in responding to media queries in coordination with the Communication Manager / Director.
- Support the planning and execution of communication campaigns and public

safety awareness initiatives.

- Coordinate media arrangements for press conferences, official visits, outreach activities, and PSCA events.
- Maintain communication records, media archives, reports, and relevant documentation of MMC.
- Ensure compliance with PSCA communication protocols, confidentiality requirements, and approval processes.
- Prepare analytical reports on media trends, communication patterns, and media sentiment for management review.
- Perform any other communication-related task assigned by the Competent Authority.

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

A monthly progress report on Consultant work will 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 monthly basis upon submission of claim based on the services/ deliverables by the end month.