



## UNIVERSITY OF HEALTH SCIENCES LAHORE

For world class professionals

### TERMS OF REFERENCE (TORs) FOR INDIVIDUAL CONSULTANT

Hiring of services of Consultant for developing a Calendar of the University, training the University staff for updating the Calendar annually, undertaking documentation required for Medical College and liaison with the Engineering Consultant and Project Director to be appointed by the University for executing the construction and procurement:

#### **Objective:**

University of Health Sciences (UHS), Lahore requires the services of a well-qualified Consultant under PPRA Rules, 2014 (Amended) for the following purposes:

1. University of Health Sciences, Lahore was established in 2002 after promulgation of UHS Ordinance 2002 and approval of PC-1 to this effect by the Government of Punjab.
2. Since its creation University has grown in its scope and functions. Sections 34 and 35 of its Ordinance envisages a regulatory framework in terms of its Statutes and Regulations.
3. As the University has entered into 3<sup>rd</sup> decade of its life, there is a need to consolidate the regulatory framework comprehensively. The Universities conventionally have a Calendar that contains all the information pertaining to legal framework of its academic and operational functions. In view of the growth of University, it is envisioned to develop a Calendar of University. The Calendar will contain but not necessarily limited to following:
  - i. Relevant Acts / Ordinances
  - ii. Detail of University Authorities
  - iii. Detail of Statutory Bodies
  - iv. Detail of Non-Statutory Bodies
  - v. Schedule for delegation of powers
  - vi. Rules for use of meeting venues
  - vii. Service Statutes
  - viii. Statutes for Affiliation
  - ix. Rules regarding residence of students
  - x. Rules regarding residence of staff
  - xi. Rules regarding healthcare services of students
  - xii. Regulations pertaining to discipline and conduct of students
  - xiii. Rules regarding store management
  - xiv. Financial Rules
  - xv. Examination Regulations
  - xvi. Regulatory Framework for conducting research
  - xvii. Any other as mutually agreed between University and the Consultant
4. The Consultant shall develop the calendar after:
  - i. Reviewing the existing rules, regulations and statutes.
  - ii. Doing gap analysis of the required legal framework as enshrined in the sections 34 and 35 of the UHS Ordinance 2002

- iii. Liaising with officers of the University and Legal Advisors of the University.
5. The Consultant shall develop the first copy of Calendar.
6. The Calendar shall be developed within first 6 months of the award of contract agreement. The Consultant will submit monthly progress report.
7. The Consultant shall train the University staff for updating the calendar annually. The training shall commence and completed in the 3<sup>rd</sup> quarter of the year.
8. The University is establishing an International Medical College. The Consultant shall be required to;
  - i. Undertake all the documentation required for establishing the medical college such as submission of application to Pakistan Medical & Dental Council and other related communication.
  - ii. Liaise with engineering consultant and project director to be appointed by the University for executing the construction and procurements to meet the standards prescribed by Pakistan Medical & Dental Councils.
9. The documentation shall be done in the 4<sup>th</sup> quarter or as and when desired by the University.

### **Deliverables**

1. Calendar containing Legal Framework / Rules / Regulations / Statutes governing Academic & Operational functions of University.
2. Availability of trained University staff for updating the Calendar.
3. At least four cycles of trainings will be conducted for the staff deputed by the University for the training referred at "2".
4. Complete set of documentation for submission of application to the Pakistan Medical & Dental Council regarding establishment of International Medical College by the University.

Coordination with Engineering Consultant and University's Project Director in terms of provision of standards prescribed by Pakistan Medical & Dental Council and ensuring their observance.

### **Education/Experience:**

- (i) Having at least 18 years education, Postgraduation/Master degree in Health Management/Administration/Hospital Administration/Medical Administration of equivalent recognized by HEC or PMDC.
- (ii) Having work experience of at least 20 years in Health/Health Education Institutions.
- (iii) Minimum 10 years of experience in public sector Medical/Health Sciences University/College in management/administration position is a mandatory requirement.

**TORs:**

- (a) Detailed TORs are available at website-www.uhs.edu.pk
- (b) Consultancy Period will be one year..
- (c) Estimated cost of the Consultancy will be Rs. 5.00 million.
- (d) Selection of the Consultancy will be made in accordance with Section 45(3) of PPRA Rules 2014 (amended) on “quality and cost based selection” basis.

**Terms & Conditions:**

- (i) The Consultant shall be appointed by the University on the basis of merit, experience and interview.
- (ii) The performance will be appointed by the University on the basis of merit, experience and interview.
- (iii) The contract can be terminated on one month’s notice or on payment of one month’s pay in lieu of notice from either side.
- (iv) Specimen application and 4 Forms to be filled in by the individual consultant are attached.
- (v) Financial proposals should be in a separate sealed envelope
- (vi) No TA/DA shall be admissible.

**Duration of Contract:**

The duration of the Consultancy is of one year. The starting date will be upon signature of the contract agreement. The duration may be varied with the approval of Board of Governors.

**Duty Station**

University of Health Sciences, Lahore (Both Campuses).

### 3B. INDIVIDUAL CONSULTANT PROFILE

#### 1. Academic Qualifications

Degree (Please provide attested copies)	Name of Degree and Awarding Institution
PhD	
MPhil	
Masters	
Memberships/Certifications	
Publications (attach separately)	

#### 2. Professional Accomplishments (Positions Held, Attach detailed CV separately)

DD/MM/YY		Company/Project/Position/Experience
From	To	

### 3. Current Engagement of the Consultant

- Provide complete details relating to current assignments with value and timelines
  
- Employer details (if any)
  - Name of the Employer
  - Designation
  - Status of Employment (Full Time/Part Time)
  - Employed Since

### 4. Affiliations of the Consultant

Name of Organization	Affiliated Since	Nature of Affiliation

### 3C-1. SPECIFIC / SIMILAR EXPERIENCE OF THE CONSULTANT

AREA OF EXPERTISE: \_\_\_\_\_

Relevant/similar services carried out that best illustrate qualifications and experience.

Using the format below, provide information on each assignment for which you were legally contracted. A separate form shall be filled for each assignment.

Assignment Name:	Professional Staff provided by you (If any):
Name of Client:	No. of Staff:
Address:	No. of Staff Months; Duration of Assignment:
Start Date (Month/Year):	Approx. value of Services (in PKR):
Completion Date (Month/Year):	
Narrative Description of the Project:	
Description of Actual Services Provided:	
Consultants Role & Responsibilities:	

**3C-2. SPECIFIC/SIMILAR EXPERIENCE**  
 (Please provide a summary of projects submitted under Form 3C-1)

**AREA OF EXPERTISE:** \_\_\_\_\_

S.No	Assignment Name	Client Name/Country	Period		Value (Rs)	Status
			To	From		

3D. – GENERAL EXPERIENCE OF THE CONSULTANT

Name of Client	Name of Assignment/ Project	Period of Assignment/ Project	Value of Assignment / Project	Present Status of the Assignment/Project



**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of Consultant]* *Day/Month/Year*

Full name of Consultant: \_\_\_\_\_

### 3A. PREQUALIFICATION SUBMISSION FORM

To:

Registrar

University of Health Sciences,  
Khayaba-Jamia Punjab, Lahore

Ph. No. +924299231304-09 UAH +9242111-33-33-66 Ext.354

Website: [www.uhs.ledu.pk](http://www.uhs.ledu.pk)

Sir,

I, the undersigned, offer Provision of Consultancy Services in accordance with my prequalification dated . I am hereby submitting my prequalification.

I, understand and agree that negotiations can be during the period of validity of the prequalification, i.e., before . My prequalification is binding upon me and subject to the modifications resulting from such negotiations.

I understand you are not bound to accept any Prequalification that you receive.

I remain,

Yours sincerely,

Signature:

Name of Consultant:

Address: