

## **TERMS OF REFERENCE (TORS) FOR INDIVIDUAL CONSULTANT**

**The hiring of Services of Individual Consultant to assist the university regarding the revamping of UHS Examination System at UHS Lahore**

### **Objective:**

University of Health Sciences (UHS) Lahore requires the services of individual consultant for short-term consultancy to formulate guidelines/SOP for the revamping of examination system at University of Health Sciences, Lahore.

To achieve the above objective, the individual consultant is expected to carry out the following activities:

### **Duties and Responsibilities:**

- **Strengthening of Pre-conduct of exam**
- Appointment of Examiners, identification of examination centre, duty arrangement of examiner in modular system practical examination, estimation of purchase of examination material, Record/inventory of Exam Materials, Question Bank development, preparation of exam calendar for all exams, device mechanism for transportation of examination material at examination
- **Strengthening of conduct of exam**
- Distribution of answer scripts, distribution of question papers and monitoring of examination centers in other cities.
- **Strengthening of post conduct of exam**
- Identification of marking centers, marking of answer scripts, Allotment of fictitious number (coding and decoding), marking process, random check of assessed scripts (MCQ's , SEQ's) preparation of award lists, declaration of results , scrutiny of assessed, answer books, analysis of assessment, pre-result analysis and post result analysis, record keeping of audit lists, master checking of results, digitization of examination record etc.
- **Device Mechanism of Payment of Remuneration to Examiners and Allied Staff.**

### **Duration of Contract:**

The duration of the consultancy is of six months. The starting date will be upon contract signature. The duration may be varied with the approval of the Board of Governors. However, the contract can be terminated at any time with one month's notice by Competent Authority.

**Duty Station:**

University of Health Sciences, Lahore (Both Campuses).

**Qualification:**

The candidate must hold at least a 16-year educational degree, such as a Master's degree in English, Economics, LLB, or equivalent from an institution recognized by the Higher Education Commission (HEC).

**Experience:**

The candidate must possess 20 years or more of experience in carrying out duties in public sector universities, educational institutes, or with more than three examining bodies in roles such as Controller, Registrar, Board Secretary, Chairman, etc.

**Note:**

- Salary will be market-based depending on qualification / experience.
- Payment of professional charges will be made after monthly performance report issued by the concerned department and its approval by the Competent Authority.