



## UNIVERSITY OF HEALTH SCIENCES LAHORE

For world class professionals

### **PREQUALIFICATION**

The University of Health Sciences Lahore (UHS) is playing a pivotal role in imparting motley medical and health associated education in the province of Punjab. UHS intends to engage services of a large consultancy under "Punjab Procurement Rules 2014 (Amended)" for a period of one year for the following purpose:

- (i) Revamping Service Statutes of the University of Health Sciences.
- (ii) Defining and developing hierarchy of university in administration, academic command and communication channels.
- (iii) Preparing Feasibility Report, etc for the establishment of proposed Medical and Dental College of the University of Health Sciences (UHS), Lahore.

2. Persons who possess following education/experience, may apply for the above-mentioned post:

- (a) Having at least 18 years education, Postgraduation/Master degree in Health Management/Administration/Hospital Administration/Medical Administration or equivalent recognized by HEC or PMDC.
- (b) Having work experience of at least 20 years in Health/Health Education Institutions.
- (c) Minimum 10 years of experience in public sector Medical/Health Sciences University/College in management/administration position is a mandatory requirement.
- (d) Experience of dealing with Planning Management, Development or Project preparation in health sector will be given preference.

3. Eligible candidates may apply along with following documents:

- (i) Resume of the applicant.
- (ii) Attested copy of the CNIC
- (iii) Attested copies of the Academic Qualification.
- (iv) Attested recent passport size photographs
- (v) Working experience certificate in concerned field.
- (vi) Government servants may apply through proper channel
- (vii) Only shortlisted candidates will be called for interview and no TA/DA will be paid for such interview

4. The TORs of the above position can be downloaded from Website [www.uhs.edu.pk](http://www.uhs.edu.pk).

5. All the relevant documents i.e. copies of degrees, experience certificates and financial proposals invariably be attached with the EOIs. All the interested candidates are required to submit the EOIs by 22<sup>nd</sup> December, 2022 till 5:00pm to the Registrar, UHS, Khayaban-e-Jamia Punjab, Lahore.

### **REGISTRAR**

University of Health Sciences

Khayaban-e--Jamia Punjab, Lahore

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

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



**UNIVERSITY OF HEALTH SCIENCES  
LAHORE**  
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**TERMS OF REFERENCE (TOR) FOR INDIVIDUAL CONSULTANT**

Hiring of services of Consultant for Establishment of Medical & Dental College of the University of Health Sciences, Lahore.

**Objective:**

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

- (i) UHS is facing difficulties in dealing with the employees related matters as the Service Statutes 2005 do not meet the personal requirement of the University. Therefore, the consultant will revamp the Service Statutes of the University.
- (ii) UHS is facing problems in its official communication and decision making as the hierarchy of command is missing in the Administrative and Academic Department of the University through this consultancy, UHS intends to frame command and communication hierarchy of its departments.
- (iii) UHS decided to establish its Medical and Dental College by 2024. It is a big project which needs recognition with Pakistan Medical Commission. Therefore, UHS intends to hire services of an individual consultant (Large) to design conceptual work, requirements and road map for establishment of its Medical and Dental College.

**Deliverables:**

- (i) Revamping Service Statutes of the University of Health Sciences.
- (ii) Defining and developing hierarchy of university in administration and communication channels
- (iii) Conceptual frame work, Requirements and Road Map regarding establishment of Medical & Dental College of University of Health Sciences.
- (iv) Consultant will submit monthly progress Report to the Vice Chancellor of UHS through Registrar, UHS.

### **Education/ Experience:**

- (i) Having at least 18 years education, Postgraduation/Master degree in Health Management/Administration/Hospital Administration/Medical Administration or 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.
- (iv) Experience of dealing with Planning Management, Development or Project preparation in health sector will be given preference.

### **TORs:**

- (a) Detailed TORs are available at website [www.uhs.edu.pk](http://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 (2) of PPRA Rules 2014 on "Least Cost 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 reviewed on quarterly basis. The contract can be terminated by the University on unsatisfactory performance.
- (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) No TA/DA shall be admissible.

### **Duration of Contract:**

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

### **Duty Station:**

University of Health Sciences, Lahore (Both Campuses).



### 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: