

## **TERMS OF REFERENCE (TORs) FOR AUDIO/VISUAL CONSULTANT**

**The hiring of Services of Individual Consultant to assist the university regarding the Audio / Visual and Conferencing Systems installed 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 operation and maintenance of different audiovisual systems installed at University of Health Sciences City Campus, Lahore and Jinnah Campus, KSK.

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

### **Duties and Responsibilities:**

1. Formulate guidelines/SOP for the operation and maintenance of different audiovisual systems installed at University of Health Sciences City Campus, Lahore and Jinnah Campus, KSK.
2. Identify technical specifications and requirements.
3. Oversee installation, setup, and configuration of AV equipment.
4. Integrate AV solutions with existing technology infrastructure.
5. Test and troubleshoot audio-visual systems for optimal performance.
6. Provide training to end-users on equipment operation.
7. Provide technical support during events and conferences.

### **Skills:**

The individual must possess the following skills:

- A broad knowledge of the latest Audio / Visual equipment.
- Strong technical knowledge of projectors, sound systems, etc.
- Proficiency in AV software, control systems, and equipment.
- Experience in managing audio/video conferencing equipment installed in large conference rooms and auditoriums.
- Ability to work independently and multi-task effectively.

### **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:**

At least 14 Years of Educational Degree B.A / B.Sc. or Equivalent from HEC Recognized institution.

**Deliverables:**

1. Oversee installation, setup, and configuration of AV equipment.
2. Integrate AV solutions with existing technology infrastructure.
3. Test and troubleshoot audio-visual systems for optimal performance.
4. Provide training to end-users on equipment operation.
5. Suggest appropriate hardware equipment required for different classrooms, lecture rooms, conference rooms, and auditoriums.
6. Provide technical input for the procurement and installation of Audio/visual systems.

**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.