



UNIVERSITY OF HEALTH SCIENCES LAHORE

Khayaban-e-Jamia Punjab, Lahore 545600, Pakistan

CONSULTANT REQUIRED

The University of Health Sciences, Lahore (UHS) requires to hire the services of Individual Consultant for a short term consultancy for a period of 05 (Five) months under clause 46 of PPRA 2014 (Amended):

The details are as below:

To engage an experienced professional to provide technical, administrative, and operational support to the University of Health Sciences (UHS), Lahore in the planning, execution, monitoring, and evaluation of the Medical & Dental Colleges Admission test (MDCAT) 2025, Admissions and related policies matters. The consultancy aims to ensure transparency, efficiency, compliance with applicable policies, rules, and timely completion of admission-related activities.

- The detailed TORs can be downloaded from the University website www.uhs.edu.pk
- Individual Consultants may apply along with the following documents:
 - a. CV
 - b. Copy of CNIC
 - c. Recent passport size photograph
 - d. Attested copies of academic qualification
 - e. Evidence of relevant experience.
- The expression of interest, financial proposal and above mentioned documents in a sealed envelope shall be submitted to the Registrar, University of Health Sciences, Lahore by **Monday 25 August, 2025 till 05:00 pm.**
- The financial proposal shall be submitted separately in a sealed envelope.
- Only shortlisted candidates shall be called for interview.
- No TA/DA will be paid for the interview.

REGISTRAR

**University of Health Sciences
Khayaban-e-Jamia Punjab,
Lahore**

PH:04299231304-09 UAN;111-33-33-66, Ext 354

Fax 04299230870 Website www.uhs.edu.pk

TERMS OF REFERENCE (TORs) FOR INDIVIDUAL CONSULTANT FOR UHS

Subject: HIRING OF SHORT-TERM CONSULTANCY SERVICES FOR UP COMING MDCAT 2025, ADMISSIONS & RELATED POLICIES MATTERS AT UNIVERSITY OF HEALTH SCIENCES (UHS), LAHORE.

Objectives:

The objectives of this consultancy is to engage an experienced professional to provide technical, administrative, and operational support to the University of Health Sciences (UHS), Lahore in the planning, execution, monitoring, and evaluation of the Medical & Dental Colleges Admission test (MDCAT) 2025, Admissions and related policies matters. The consultancy aims to ensure transparency, efficiency, compliance with applicable policies, rules, and timely completion of admission-related activities.

Duties and Responsibilities:

The Consultant will be responsible for, but not limited to, the following:

➤ Admissions Management:

- Provide expert support in formulating admission policies, guidelines, and criteria in line with statutory requirements and regulations.
- Assist in preparation and vetting of advertisements, admission notices, brochures, and guidelines for prospective applicants.
- Supervise and provide oversight during the conduct of MDCAT 2025 and admission process, including applications screening, merit list preparation and final admissions.
- Ensure compliance with the regulations of Government of Punjab, PM&DC, HEC and University regulations related to admissions.
- Legal issues and court cases regarding MDCAT-2025 and admissions.

➤ System Development & Automation:

- Provide technical input to strengthen and enhances the admission management software/online application systems.
- Recommend improvements for digital verification, tracking, and communication processes with applicants.

➤ **Capacity Building & Coordination:**

- Conduct orientation/training sessions for UHS admission staff regarding rules, procedures, and system use.
- Act as a liaison between UHS departments, regulatory bodies, affiliated colleges, and applicants to resolve queries/issues.

➤ **Policy & Advisory Support:**

- Draft/advice on admission-related notifications, office orders, and correspondences.
- Recommend improvements in policies, procedures, and frameworks for future admission cycles.

➤ **Monitoring & Reporting:**

- Ensure that all admission-related activities are documented, archived, and reported for internal and external audit requirements.
- Provide regular progress reports to the Competent Authority.
- Submit a final consolidated report on the admissions process, including lessons learned and recommendations.

Qualification & Experience:

The Consultant must possess the following minimum qualifications and experience:

- **Education & Experience:** MBBS/ MHM/ MPH/ MBA or Equivalent with 15 years practical experience/ in teaching hospital/ Medical Institution of public sector.

Duration of Contract:

The contract shall be for a period of Five (05) months from the date of signing the agreement. The starting date will be upon contract signature. The duration may be varied with the approval of the Competent Authority. However, the contract can be terminated at any time with one month's notice by the Competent Authority.

Estimated Cost:

Estimated cost of Individual Short Consultant is Rs. 2.0 Million.

Duty Station:

The University of Health Sciences (UHS), Lahore.

Deliverables:

The Consultant shall be responsible for the following deliverables:

- Admission Policies & Guidelines Document: Drafted admission policies, including eligibility criteria, procedures, and timelines.
- Operational Admission Plan: Detailed schedule and roadmap for the entire admissions process.
- System Review Report: Evaluation of existing admission software/system and recommendations for improvement.
- Periodic Progress Reports: Weekly/bi-weekly reports highlighting progress, challenges, and mitigation measures.
- Final Admission Completion Report: A comprehensive report at the end of the consultancy summarizing the entire admissions process, achievements, challenges, and recommendations for future improvements.