

TERMS OF REFERENCE (TOR) FOR INDIVIDUAL CONSULTANT

HIRING OF INDIVIDUAL CONSULTANT SERVICES OF SURVEYOR

Objective:

University of Health Sciences (UHS) Lahore is seeking the services of an experienced individual consultant to assist the administration in planning, bidding, and executing civil/renovation work and maintenance of the buildings at the City Campus and Jinnah Campus, Kala Shah Kaku.

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

Duties and Responsibilities:

Reporting to the Registrar, he/she will specifically carry out the following activities among others:

1. Plan, design and oversee construction and maintenance of building structures and infrastructure.
2. Assess available space and propose alternative solutions ensuring the best utilization of resources.
3. Support in preparation of bidding documents for architecture & project management contract.
4. Determines project costs by calculating labor, material, and related costs.
5. Familiarize himself/herself with all the detailed drawings, and legal requirements, checking them and using them as reference for inspection.
6. Regular detailed reporting to the authorities on work progress & available labor force, etc.
7. Daily visual inspection of works.
8. Identifying defects in construction and making proposals to get them fixed.
9. Monitor and verify materials delivered to the site.
10. Participate in the preparation and review of the bill of quantities for construction projects.
11. Work closely with the Engineer/Architect and the local contractor(s).
12. Participate in assessment of contractors' work performance and evaluation of construction projects.

13. Measuring and sampling materials for quality control checks.
14. Supporting the university in procurement of civil, electrical and mechanical services/materials as co-opted technical advisor.
15. Undertake any other project-related duties for the successful implementation of the project.

Competencies:

Skills:

- The Consultant must possess the following skills:
- Excellent observational and detailing skills
- A broad knowledge of the construction industry, including materials, trades, and building methods
- Good organizational and project management skills
- Good analytical skills
- Good communication and negotiating skills
- Good written communication skills for completing paperwork and compiling reports
- The ability to establish and maintain good working relationships with staff at all levels
- Able to meet performance targets and deliver projects on time and within the approved budget

Duration of Contract:

Initially 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 Board of Governors. However, the contract can be terminated any time with one month notice by Competent Authority.

Duty Station:

Works Department, University of Health & Sciences, Lahore (Both Campuses).

Schedule of Payment:

Remuneration would be paid to the consultant on monthly basis after acceptance of reports by the Registrar. Proportionate deduction from remuneration shall be made after approval of the Vice Chancellor in case the services are found unsatisfactory. The decision of Board in this regard shall be final.

Professional Experience:

- Minimum Ten years of practical work experience in building construction projects or on a similar project as sub-engineer or above.

Qualifications:

- At least a Technical Diploma/ Certificate in Civil / Electrical / equivalent from an approved technical college/institution.

Deliverables:

- Recommendations will be made regarding repair and maintenance of the buildings, works being undertaken at City and Jinnah Campus KSK.
- Identification of the work required to ensure provision of basic amenities such as drinking water, sewerage system, electrification of the buildings, etc.
- Submit the SOPs for maintenance and repair of the building after complete survey of the University.
- Any other with the mutual consent of the University and the consultant.

Note:

- Salary will be market base depending on experience.