

TERMS OF REFERENCES FOR INDIVIDUAL CONSULTANT IN DEPARTMENT OF ECONOMICS **UNIVERSITY OF THE PUNJAB**

Background

The Department of Economics, University of the Punjab was established in year 1919 with a view to promote higher studies in the field of Economics. Currently, it is a part of Faculty of Economics and Management Sciences. The Department offers study programmes at undergraduate, Masters and PhD level. The Chair and Faculty of the department is striving hard to provide conducive environment for research and application of theory to practice. Its main aim is to equip students, through a combination of coursework and applied research, with a holistic understanding of global, regional and local economic issues which they can utilize to make optimal decisions for themselves, in business life and in public policy. To meet the growing challenges in socio-economic fields, University of the Punjab intends to revamp and reform the department of Economics on modern principles of teaching and research. As a reform agenda, it is visualized that, the department of Economics may be raised to the status of School of Economics and a block be constructed containing all necessary facilities for teaching, learning and research. To materialize the above vision, it is necessary to prepare a project PC 1 under the guidelines of Planning Commission of Pakistan and Higher Education Commission.

To achieve the objectives, it is intended to hire an individual+ consultant as per provision of Rule 46 of the PPRA Rules 2014 to support Department of Economics University of the Punjab in project preparation. Such, human resource support is therefore sought from Individual Consultants to augment the capacity.

OBJECTIVES

- i. To review and examine the existing resources and project future requirements of the department
- ii. To collect all relevant information /data related to the project
- iii. To consult all stake holders for preparation of the project document
- iv. To prepare rough cost estimates in consultation with relevant departments of the University of the Punjab
- v. To prepare project document under HEC guidelines and format of Planning Commission of Pakistan
- vi. To assist the department in approval of the project from relevant bodies
- vii. To attend any observation/objection raised at any level during approval process of the Project

SCOPE OF SERVICE

The Consultant will be required to work in collaboration with the Coordinator nominated by the department in order to provide services pertaining to:

- i. Preparation of the project PC 1 in line with established standards by the HEC and Planning Commission of Pakistan and to attend observations on the project to be presented to approval authorities.
- ii. To adhere to laid out standards such as selection criteria for establishment, up gradation of Department and provision of required facilities.
- iii. To attend meetings of different bodies, if required.

- iv. Prepare briefs/presentations for the project.
- v. Prepare working paper for different meetings related to the project
- vi. Input on policy issues related to project before submission of the case to higher authorities.

Profile of the Consultant

Master Degree in Economics/Statistics/Business Administration with minimum 20 years relevant experience in the Project Development and Project Management.

Expected Deliverables and Payment Schedule

Consultant will be expected to prepare project document under the guidelines of Planning Commission of Pakistan and Higher Education Commission and to attend all matters related to its approval from Competent Authorities.

Inception Report	5%
Draft PC-I	50%
Final PC-I ready to submit to HEC	15%
After Approval of the Project from Relevant Bodies	30%

Payment will be Exclusive of;

- Transport costs outside the Lahore to complete the assignment
- Accommodation costs / Daily Allowance per diem, if any visit outside Lahore is involved.

Time Period

The Consultant will be selected to provide his / her services for a period of not less than one month and maximum 2 months. However, he will be bound to provide support till final approval of the project as and when require.