



CONSULTANTS REQUIRED

Punjab Higher Education Commission is seeking services of well reputed professional consultants for preparation of following guidelines/proposals.

- I. Policy and Guidelines for establishment of Degree Awarding institutions in Punjab.**
- ii. Review and update of existing statutes containing terms and conditions of its employees, framing of rules, regulations, delegation of functions and procurement manual in consistent with PPRA rules.**
- iii. Development of proposals / PC-Is on following initiatives for Strengthening Higher Education in Punjab.**
 - a. Establishment of Community Colleges in Punjab
 - b. Academy of Professional Development for teachers
 - c. Split PhD program with selected foreign universities

Terms & Conditions:

The selected candidates will be offered remuneration and terms of contract negotiable/commensurate with the experience & capabilities.

Application Procedure:

Applications with complete resume(s) & experience along with relevant credentials should be forwarded to the office of Chief Operating Officer, Punjab Higher Education Commission, 10th Floor, Room No. 2, Arfa Software Technology Park, Lahore.

Detailed TORs for each consultancy are available at website

www.punjabhec.gov.pk

Consultant required for making the Policy and Guidelines for establishment of Degree Awarding Institutions in Punjab

The Punjab Higher Education Commission has been established under THE PUNJAB HIGHER EDUCATION COMMISSION ACT, 2014 (I of 2015) passed on 2nd January, 2015 for the purposes of promoting higher education, research and development in the Province and for bringing provincial higher education institutions at par with national and international standards. The PHEC is mandated under Article 10, clause (b) to “formulate guidelines and recommend policies in line with national standards prepared by the Higher Education Commission under which public and private institutions may be opened and operated in the Province”. Accordingly, the PHEC intends to develop two separate documents for the establishment and operation of higher education institutions in the Province. Document will describe a standard policy for the establishment of the HEI both in the Public as well as private sector. Second document will be detailed guidelines to be observed for operating/ managing day to day affairs of the institution/s once the decision for its establishment is made or permission granted by the relevant authority on the recommendation of the PHEC.

The PHEC requires the services of an expert/consultant, having relevant qualification and experience, for a short term to develop standard policy and guidelines for HEI in the province.

TORs

The consultant will be required to keep a close liaison during the assignment and carry out the exercise in coordination with the relevant focal person in the PHEC. He/ she will be required to:

- i. Review the guidelines for establishment new universities of HEIs developed by the HEC, SOPs for establishment new universities of HEIs developed by the HEC and HED (Punjab) criteria for establishment new universities of HEIs;
- ii. Review similar documents from selected developed countries;
- iii. Develop an outline for the policy and the guidelines;
- iv. Share and agree with the PHEC on the outline;
- v. Develop the final policy and guidelines within stipulated period agreed by the PHEC.

Required Skills, Qualification and Experience

- a) PhD in related discipline from a well reputed university
- b) 15-20 years' experience of teaching and management at higher education level
- c) Knowledge and understanding of public and private education system and its environment
- d) Excellent team work skills, interpersonal skills, including speaking and making presentations.
- e) Excellent computing skills including MS Word, Power point etc.
- f) Ability to meet deadlines and timely completion of assignments, etc.

Key Deliverables

- i. Outlines of the Policy and the Guidelines
- ii. Initial draft of the policy and guidelines
- iii. Final draft of the policy and guidelines after incorporating PHEC observations within agreed time period.

Timing and Duration

Assignment is expected to be assigned to the selected consultant by the first week of November and is expected to be completed within 30 days of the assignment.

Place of work

The consultant will be required to work home or his/her place of work. PHEC will not provide any logistic or secretarial services.

Payment

Consultant will be paid agreed remuneration keeping in view his/her qualification and experience.

Consultant required for undertaking the task of revision of existing service statues, framing of rules and regulations (including financial rules), delegation of functions & powers and procurement manual

The Punjab Higher Education Commission has been established under THE PUNJAB HIGHER EDUCATION COMMISSION ACT, 2014 (I of 2015) passed on 2nd January, 2015 for the purposes of promoting higher education, research and development in the Province and for bringing provincial higher education institutions at par with national and international standards. For its proper functioning The PHEC requires Updation of its service statues which were earlier prepared without any input from consultants. It also requires framing of its own financial Rules and delegation of powers for its smooth functioning as commission is responsible for granting a large number of scholarships Higher Education teachers for studies unto post doctorate degree besides providing travel grants to teachers for attending International conferences.

PHEC also needs procurement manual of its own in accordance with the PPRA Rules, 2014. The Punjab Higher Education Commission envisages to carry out the above mentioned tasks this process through Consultant who have a long experience in public finance and accounts procedure with deep insight into dynamics of the Education Sector.

TORs

The consultant will be required to keep a close liaison during the assignment and carry out the exercise in coordination with the relevant focal person in the PHEC. He/ she will be required to:-

1. To review and update the existing statue containing terms and conditions of its employees, framing of rules (including financial rules), regulations and delegation of functions/powers.
2. The consultant shall also devise procurement manual in consistent with existing PPRA rules.

Required Skills, Qualification and Experience

- a) The consultant should hold at least master degree for a recognized university or equivalent qualification for HEC recognized university.
- b) At least 25 years experience as financial manager in Punjab Government and its autonomous bodies.
- c) Earlier experience in undertaking framing/updating (including financial rules) rules shall be preferable.
- d) Retired government servants who have above experience and have worked in education department and its autonomous bodies for at least 5 years and shall be eligible to vie for the consultancy.

- e) Knowledge and understanding of public and private education system and its environment
- f) Excellent team work skills, interpersonal skills, including speaking and making presentations.
- g) Excellent computing skills including MS Word, Power point etc.
- h) Ability to meet deadlines and timely completion of assignments, etc.

Key Deliverables

To be provided to the Punjab Higher Education Commission before the expiring of the period of consultancy. Detailed ToRs available on the website of the Commission.

Timing and Duration

Assignment is expected to be assigned to the selected consultant by the first week of November and is expected to be completed within the mutually agreed timeframe.

Place of work

The consultant will be required to work from home and/or PHEC Secretariat. PHEC will not provide any transportation services.

Payment

Consultant will be paid agreed remuneration keeping in view his/her qualification and experience.

Consultant required for developing proposal / PC-I on New Initiatives for Strengthening of Higher Education in Punjab.

The Punjab Higher Education Commission has been established under THE PUNJAB HIGHER EDUCATION COMMISSION ACT, 2014 (I of 2015) passed on 2nd January, 2015 for the purposes of promoting higher education, research and development in the Province and for bringing provincial higher education institutions at par with national and international standards. The PHEC is mandated under Article 10, clause (m) “to facilitate the introduction of educational and training programs that meet the needs of the market and promote the study in every field of national and international importance in the institutions”. Accordingly, the PHEC intends to develop doable proposals/PC-I for the effective implementations of these functions. Document will contain proposals/PC-I with concept papers along with international best practices.

The PHEC requires the services of an expert/consultant, having relevant qualification and experience, for a short term to develop proposals/PC-I on following initiatives:-

- a. Establishment of Community Colleges in Punjab
- b. Academy of Professional Development for teachers
- c. International PhD program with selected foreign universities

TORs

The consultant will be required to keep a close liaison during the assignment and carry out the exercise in coordination with the relevant focal person in the PHEC. He/ she will be required to:

- i. Develop an outline for the doable proposals/PC-I on;
 - a. Establishment of Community Colleges in Punjab
 - b. Academy of Professional Development for teachers
 - c. International PhD program with selected foreign universities
- ii. Share and agree with the PHEC on the outline;
- iii. Develop the final proposals/PC-I within stipulated period agreed by the PHEC.

Required Skills, Qualification and Experience

- a) PhD in related discipline from a well reputed university
- b) 15-20 years' experience in research, strategic planning and proposal making at higher education level
- c) Knowledge and understanding of public and private higher education system and its environment
- d) Excellent team work skills, interpersonal skills, including speaking and making presentations.
- e) Excellent computer skills including MS Word, Power point etc.
- f) Ability to meet deadlines and timely completion of assignments, etc.

Key Deliverables

- i. Outlines of the proposals/PC-I on proposed initiatives
- ii. Initial draft of the proposal/PC-I
- iii. Final draft of the proposal/PC-I incorporating PHEC observations within agreed time period.

Timing and Duration

Assignment is expected to be assigned to the selected consultant by the first week of November and is expected to be completed within the mutually agreed timeframe.

Place of work

The consultant will be required to work from home and/or PHEC Secretariat. PHEC will not provide any transportation services.

Payment

Consultant will be paid agreed remuneration keeping in view his/her qualification and experience.