INDIVIDUAL CONSULTANTS REQUIRED FOR SHORT TERM CONSULTANCY

Health Information & Service Delivery Unit, Primary & Secondary Healthcare Department, Government of Punjab intends to hire services of individual consultants on short term consultancy, against the work, qualification and experience as

The department has planned to augment Computerization of Primary & Secondary Healthcare Department through Health Information & Service Delivery Unit (HISDU). The main objective of the project is automation and integration of routine work of the department. Under this project automation of the department with customized software/database design will be done. This exercise will be completed by introducing Information, Communication and Technology (ICT) tools in all areas.

Health Information & Service Delivery Unit requires support of following individuals:

Sr. No.	Nature of Consultancy & Total Positions	• Eligibility Criteria
1	Consultant Office Coordinator (03)	• Qualification: Must be Graduate from HEC recognized university. • Experience: Minimum 3 years' experience in relevant field.
2	Consultant System/Database Administrator (01)	• Qualification: Must be Graduate in MSCS / MCS / MIT / BSCS (Hons.) / BSSE (Hons)/BSc. (Hons.)Electrical Engineering/ BS(IT) (Hons.)/BS Telecom & Networks (Hons.), or equivalent qualification from any HEC recognized University. • Experience: 2 years' experience in LAN / WAN Network troubleshooting with hands on experience in Oracle, MySQL, SQL and CISCO switches & routers in a reputable organization. • **Note:** Oracle Certification, CCNA will be given an added advantage.
3	Consultant Network Support Officer (01)	• Qualification: Must be Graduate preferably in B.Com (IT), BSCS (Hons.), BS(IT) (Hons.), BSc (2 years), MCS (Hons), MIT from HEC recognized university. • Experience: 3 years' experience in LAN / WAN Network troubleshooting with hands on experience in CISCO switches & routers in a reputable organization.
4	Consultant System Network Administrator (01)	• Qualification: Must be Graduate in MSCS / MCS / MIT / BSCS (Hons.) / BSSE (Hons)/BSc. (Hons.)Electrical Engineering/ BS(IT) (Hons.)/BS Telecom & Networks (Hons.), or equivalent qualification preferably in MSc Telecom & Networks (Hons.)/MPhil (CS)/ MS (IT)/ 18 years education from any HEC recognized University. • Experience: 3 years' experience in LAN / WAN Network troubleshooting with hands on experience in CISCO switches & routers in a reputable organization.
5	Consultant Software Developer (EPI Supervisory Supportive System) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 03 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
6	Consultant Software Developer (EMR) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 01 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
7	Consultant Software Developer (TBCP-EMR) (01)	• Qualification: Must be Graduate preferably in B.Com (IT), BSCS (Hons.), BS(IT) (Hons.), BSc (2 years), MCS (Hons), MIT from HEC recognized university. • Experience: 01 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.

8	Consultant Software Developer (HNCCT PHP App &Web Portal) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 01 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
9	Consultant Software Developer (Inventory Management System & Quotation Based System) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 01 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
10	Consultant Software Developer(Hepatitis EMR) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 01 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
11	Consultant Software Developer (Disease Surveillance System) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 03 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
12	Consultant Software Developer(EMR LHV,LHW Khandan Registration App,Verbal autopsy & IRMNCH Official Website) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: Preferably experienced however fresh candidates are also encouraged to apply. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
13	Consultant Software Developer (Biometric Attendance System) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 04 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
14	Consultant Software Quality Assurance (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 02 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
15	Consultant Software Developer (Dengue Tracking System) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: Preferably experienced however fresh candidates are also encouraged to apply. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
16	Consultant Software Developer(IRMNCH-EMR) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 04 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
17	Consultant Software Developer (TBCP-M&E and Notifiable System) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 01 years professional experience in Software Development /

		Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
18	Consultant Software Developer (Telemedicine) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 02 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
19	Consultant Software Developer (Drug Inspection Monitoring and Evaluation) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: Preferably experienced however fresh candidates are also encouraged to apply. • Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development
20	Consultant Software Developer (FP Referral Dash Board) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: Preferably experienced however fresh candidates are also encouraged to apply. • Must have good knowledge of SQL Server, ASP.Net or PHP, C# based software / web application development
21	Consultant (Mobile Application Developer) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 01 year professional experience in Mobile Application Development for Android, HTML, IDS (Apple).
22	Consultant (Software Developer LHS-Reporting and Monitoring) (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: 04 years professional experience in Software Development / Programming. Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
23	Consultant Graphic Designer (01)	• Qualification: MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Experience: Must have good knowledge of graphic deigning, web designing, Adobe Photoshop, Adobe Illustrator, and Adobe after effects and scripting language.
24	Consultant Accounts Officer (02)	• Qualification: Must be Graduate from HEC recognized university. • Experience: 03 years of professional experience in a reputed organization.
25	Consultant (MIMS) (01)	• Qualification: MBBS from HEC recognized institution and registered with PMDC • Experience: 01 year professional experience in any public sector organization.
26	Consultant (Analysis & Reports) (01)	• Qualification: Must be Graduate in any field of Science from HEC recognized university • Experience: 01 year professional experience in any public sector organization.
27	Consultant-Data Collection (01)	• Qualification: M.Sc. / BS (Hons.) / B.Sc./ 16 years education preferably in Economics, Computer Science, Mathematics & Statistics, from any HEC recognized University / Institution • Experience: 02 year professional experience in any reputed organization

28	Consultant Record Room (01)	• Qualification: Must be Graduate from HEC recognized university. • Experience: 03 years of professional experience in a reputed organization
29	Consultant (Electrician) (02)	• Qualification: DAE Electrical or Electronics Technology or equivalent from an HEC recognized University. • Experience: 05 years of professional experience in a reputed organization
30	Consultant (Junior Accountant) (02)	• Qualification: Must be Graduate from HEC recognized university. • Experience: Preferably experienced however fresh candidates are also encouraged to apply.
31	Senior Consultant-HR (01)	• Qualification: Must be Graduate from HEC recognized university. • Experience: 10 years of professional experience in public sector organization.
32	Consultant HR Document Controller (01)	• Qualification: Must be Graduate from HEC recognized university. • Experience: Preferably experienced however fresh candidates are also encouraged to apply.
33	Consultant- Print Shop (01)	• Qualification: Must be Matric. • Experience: 05 years of professional experience in public sector organization.
34	Consultant- Architect (01)	• Qualification: Must be Graduate in Architecture from HEC recognized university. • Experience: 02 years professional experience in any public sector organization
35	Consultant (Monitoring & Evaluation (M&E) (01)	• Master's Degree/B.Sc. (Hons) / (16 Years education) from HEC recognized university. • Experience: 01 year of professional experience in a reputed organization

The services of aforementioned individual consultants will be hired initially for the period till 30th June, 2021 through competitive process.

Application Instruction

➤ The hiring/recruitments will be made strictly on merit basis in accordance with the rules and selection criteria.
➤ Detailed terms of Reference (TORs), experience detail and application forms are attached and available at https://pshealthpunjab.gov.pk/Home/Jobs
➤ Only shortlisted candidates will be called for interview.
➤ No TA/DA shall be admissible for appearing in the interview.
➤ Consultancy Fee is Negotiable
➤ The application should clearly written the Nature of Consultancy applied for on one side of envelope along with Curriculum Vitae (CV), 01 passport size photograph and attested copies of all relevant documents, Copy of domicile, CNIC/Certificates/Degree.
➤ Late and incomplete applications will not be entertained.
➤ The interested individual consultants having expertise in above mentioned fields may submit their CV along with supporting documents in the office of the Deputy Director Health Information & Service Delivery Unit (HISDU), Primary & Secondary Healthcare Department, 1-Birdwood Road, Lahore till 21st December, 2020 before 5:00 PM. Interviews for individual consultancy will be conducted on 22nd December, 2020 at 10:00 AM.

Deputy Director
Health Information & Service Delivery Unit, Primary & Secondary Healthcare Department Phone No. 042-99202032

Job Description/Terms of Reference/Qualification requirements for Consultant

1. **Consultant Office Coordinator**
   Detailed Term of Reference (TORs)
   - Scrutinize the documents of candidates
   - Processing NTS result for departmental threshold
   - Entering qualification marks
   - Preparation of marking sheets
   - Make sheets to define threshold
   - Complete all the required documentation of candidates.
   - Any other relevant or assigned task as may be required from time to time.

2. **Consultant System/Database Administrator**
   Detailed Term of Reference (TORs)
   - Host application on IIS Windows Server 2016, Apache, XAMMP, WAMP according to the requirement of developer and make it live.
   - Maintain and administer computer networks and related computing environments.
   - Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future
   - Deploy and manage SQL Datacenter Server 2012, 2014, 2016.
   - Deploy and manage Oracle Database and Linux Server.
   - In case of any problem troubleshoot hosted apps and solve the issue.
   - Establishing the needs of users and monitoring Database user access and security.
   - Monitoring performance and managing parameters to provide fast responses to front and users.
   - Installation and configuration of standalone servers and virtualizations using EXSI for applications and Databases.
   - Monitor and performance tuning of databases on windows server 2014 Datacenter and Oracle Database.
   - Taking Backups on daily basis and save them on Ext Drive.
   - Make sure all application and database servers working smooth and systematic.
   - Manage all department's Bio-Metric machines and fetch attendance record on daily behalf also backup all of these databases.

3. **Consultant Network Support Officer)**
   Detailed Term of Reference (TORs)
   - Installing new software
   - Installing new hardware (servers, printers, computer workstations, etc.)
   - Setting up user accounts, permissions and passwords
   - Overseeing security of all systems, especially the internet, and installing antivirus protection.
   - Secure network systems by establishing and enforcing policies, and defining and monitoring access
   - support and administer firewall environments in line with IT security policy
   - Fixing network faults
   - Network maintenance
   - Technical support for people using the network
   - Training staff on new systems
   - Day to day admin and monitoring of network use
   - Planning future improvements, suggesting IT solutions to department problems
   - Making sure all IT meets department standards
   - Supervising helpdesk staff
   - Monitor and evaluate CCTV storage and make sure the connectivity of cameras.

4. **Consultant System Network Administrator**
   Detailed Term of Reference (TORs)
   - Diagnose hardware and software problems, and replace defective components
   - Perform data backups and disaster recovery operations
   - Maintain and administer computer networks and related computing environments, including
   - Plan, coordinate, and implement network security measures in order to protect data, software, and hardware
   - Operate master consoles In order to monitor the performance of computer systems and networks, and to

- coordinate computer network access
- Perform routine network startup and shutdown procedures, and maintain control records
- Design, configure, and test computer hardware, networking software and operating system software
- Surveillance of fire alarm system and its maintenance
- Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes
- Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future
- Confer with network users about how to solve existing system problems
- Install and support LANs, WANs, and network segments. Internet, and Intranet systems
- Monitor wireless access points to ensure wireless networks in operation
- Evaluate and modify system's performance by implementing anti-virus , PF sense software
- Determine network and system requirements
- Maintain integrity of the network, server deployment, and security
- Ensure network connectivity throughout a company's LAN/WAN Infrastructure is on *par* with technical considerations
- Assign routing protocols and routing table configuration
- Assign configuration of authentication and authorization of directory services
- Maintain network facilities in Individual machines, such as drivers and settings of personal computers as well as printers
- Maintain network servers such as file servers, VPN gateways, and intrusion detection systems
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches Perform other related duties as required during working hours

5. **Consultant Software Developer(Expanded Program on Immunization (EPI) Supervisory Supportive System)**
   Detailed Term of Reference (TORs)
- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

6. **Consultant Software Developer(EMR)**
   Detailed Term of Reference (TORs)
- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications

- ➢ Integrating existing software products and getting incompatible platforms to work together

7. Consultant Software Developer (TBCP-EMR)
Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.

8. Consultant Software Developer (HNCCT PHP App &Web Portal)
Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.
- ➢ Conferring with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions.
- ➢ Identifying problems uncovered by customer feedback and testing, and correcting or referring problems to appropriate personnel for correction.
- ➢ Constant communication with other colleagues in the business to develop and deploy their content – and ensuring there is a clear establishment of what can be created within what timeframe.

9. Consultant Software Developer-Inventory Management System & Quotation Based System

Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.

10. Consultant Software Developer(Hepatitis EMR)
Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.

11. **Consultant Software Developer (Disease Surveillance System)**
    Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.

12. **Consultant Software Developer(EMR LHV,LHW Khandan Registration App, Verbal autopsy & IRMNCH Official Website)**
    Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.

13. **Consultant Software Developer (Biometric Attendance System)**
    Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.

14. **Consultant Software (Quality Assurance)**
    Detailed Term of Reference (TORs)
- ➢ Review requirements, specifications, and technical design documents.
- ➢ Create test plans and test cases.
- ➢ Identify and track bugs.
- ➢ Perform thorough regression testing when bugs are resolved.
- ➢ Stay up-to-date with new testing tools and test strategies.
- ➢ Perform and document risk analysis.
- ➢ Record test progress and results.
- ➢ Review user interfaces for consistency and functionality.
- ➢ Identify, isolate, and track bugs throughout testing.

15. **Consultant Software Developer(Dengue Tracking System)**
    Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.

- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.

16. **Consultant Software Developer(IRMNCH-EMR)**
    Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.
- ➢ Conferring with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions.
- ➢ Identifying problems uncovered by customer feedback and testing, and correcting or referring problems to appropriate personnel for correction.
- ➢ Constant communication with other colleagues in the business to develop and deploy their content – and ensuring there is a clear establishment of what can be created within what timeframe.

17. **Consultant Software Developer (TBCP-M&E and Notifiable System**
    Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.

18. **Consultant Software Developer(Telemedicine)**
    Detailed Term of Reference (TORs)
- ➢ Write well designed, testable, efficient code by using best software development practices.
- ➢ Create website layout/user interface by using standard HTML/CSS practices.
- ➢ Integrate data from various back-end services and databases
- ➢ Gather and refine specifications and requirements based on technical needs.
- ➢ Be responsible for maintaining, expanding, and scaling our site.
- ➢ Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- ➢ Troubleshoot website problems.
- ➢ Determining user needs by analyzing technical requirements.
- ➢ Work with graphics and other designers.
- ➢ Conferring with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions.
- ➢ Identifying problems uncovered by customer feedback and testing, and correcting or referring problems to appropriate personnel for correction.
- ➢ Constant communication with other colleagues in the business to develop and deploy their content – and ensuring there is a clear establishment of what can be created within what timeframe.

19. **Consultant Drug Inspection Monitoring & Evaluation (DIME)**
    Detailed Term of Reference (TORs)
- ➢ Developing existing programs by analyzing and identifying areas for modification
- ➢ Creating technical specifications and test plans
- ➢ Maintaining systems by monitoring and correcting software defects

- ➤ Writing and testing code and then refining and rewriting as necessary
- ➤ Testing the product in controlled, real situations before going live
- ➤ Maintaining the systems once they are up and running
- ➤ Researching designing and enhancing software program
- ➤ Testing new programs and fault finding
- ➤ Perform maintenance programming and correction of identified defects
- ➤ Create, documents, and implement unit test plans, scripts, and test harnesses
- ➤ Producing detailed specifications and writing the programmer codes
- ➤ Perform coding to written technical specifications
- ➤ Integrating existing software products and getting incompatible platforms to work together

20. Consultant Family Planning (FP) Referral Dash Board
Detailed Term of Reference (TORs)

- ➤ Developing existing programs by analyzing and identifying areas for modification
- ➤ Creating technical specifications and test plans
- ➤ Maintaining systems by monitoring and correcting software defects
- ➤ Writing and testing code and then refining and rewriting as necessary
- ➤ Testing the product in controlled, real situations before going live
- ➤ Maintaining the systems once they are up and running
- ➤ Researching designing and enhancing software program
- ➤ Testing new programs and fault finding
- ➤ Perform maintenance programming and correction of identified defects
- ➤ Create, documents, and implement unit test plans, scripts, and test harnesses
- ➤ Producing detailed specifications and writing the programmer codes
- ➤ Perform coding to written technical specifications
- ➤ Integrating existing software products and getting incompatible platforms to work together

21. Consultant Mobile Application Developer
Detailed Term of Reference (TORs)

- ➤ Mobile app developer lead the design, development and maintenance of Android and IPhone apps.
- ➤ The developer lead the entire app Lifecycle right from concept stage until delivery and post launch support
- ➤ Apps be mainly content based and integrated closely with the web sites
- ➤ Acting as lead iOS and Android developer
- ➤ Working closely with another mobile ape developer leading the other platform development
- ➤ Deliver across the entire app life cycle -concept, design, build, deploy, test, release to app stores and support
- ➤ Working along the web developers to create and maintain a robust framework to support the apps
- ➤ Working with the front end developers to build the interface with focus on usability features
- ➤ Standardizing the platform and In some cases apps to deliver across multiple brands with minimal
- ➤ Explain technologies and solutions to technical and non-technical stakeholders
- ➤ Optimizing performance for the apps

22. Consultant Lady Health Supervisor (LHS) -Reporting & Monitoring
Detailed Term of Reference (TORs)

- ➤ Developing existing programs by analyzing and identifying areas for modification
- ➤ Creating technical specifications and test plans
- ➤ Maintaining systems by monitoring and correcting software defects
- ➤ Writing and testing code and then refining and rewriting as necessary
- ➤ Testing the product in controlled, real situations before going live
- ➤ Maintaining the systems once they are up and running
- ➤ Researching designing and enhancing software program
- ➤ Testing new programs and fault finding
- ➤ Perform maintenance programming and correction of identified defects
- ➤ Create, documents, and implement unit test plans, scripts, and test harnesses
- ➤ Producing detailed specifications and writing the programmer codes

- ➢ Perform coding to written technical specifications
- ➢ Integrating existing software products and getting incompatible platforms to work together

23. Consultant Graphic Designer
Detailed Term of Reference (TORs)

- ➢ Keeping abreast of emerging technologies in new media, particularly design programs such as Coral Draw, InDesign, QuarkXPress, FreeHand, Illustrator, Photoshop, 3ds Max, Acrobat, Director, Dreamweaver and Flash;
- ➢ Developing interactive design.
- ➢ Illustrates concept by designing rough layout of art and copy regarding arrangement size, type size and style, and related aesthetic concepts.
- ➢ Preparing rough drafts of material based on an agreed brief.
- ➢ Obtains approval of concept by submitting rough layout for approval.
- ➢ Reviewing final layouts and suggesting improvements if required.
- ➢ Prepares final layout by marking and pasting up finished copy and art.
- ➢ Working with organization briefing and advising them with regard to design style, format, print production and timescales.
- ➢ Developing concepts, graphics and layouts for product illustrations, company logos, and websites.
- ➢ Liaising with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality.
- ➢ Take the design "brief" to record requirements and organization needs.
- ➢ Schedule project implementation and define budget constraints.
- ➢ Work with a wide range of media and use graphic design updated software.
- ➢ Think creatively and develop new design concepts, graphics and layouts.
- ➢ Work as part of a team with copywriters, designers, stylists, executives etc.
- ➢ Ability to describe ideas in creative ways.
- ➢ Ability to pay attention to fine details and focus on completing a task (editing manuals, proofreading documents, checking for grammar and spelling errors.)
- ➢ Ability to work quickly to meet deadlines
- ➢ Determine which type of visual art will be best suited to produce desired visual effect and the most appropriate vehicle for communication.
- ➢ Develop the graphic elements that meet organization objectives.
- ➢ Estimate cost of material and time to complete graphic design.

24. Consultant Account Officer
Detailed Term of Reference (TORs)

- ➢ To handle Financial Accounts of Project
- ➢ Maintain Digital and physical records of invoices and contracts
- ➢ Identify new revenue prospects
- ➢ Working on per month salaries accounts of employees.
- ➢ Liaison with Accountant General Office & Finance Department.
- ➢ To Process & Maintain Records of Tenders Payments
- ➢ To maintain ledgers

25. Consultant Medicine Information Management System
Detailed Term of Reference (TORs)

- ➢ Reviews and monitoring of Health Facilities Inventories.
- ➢ Monitoring of the medicines going to expire soon.
- ➢ Create and update Health Facilities accounts.
- ➢ Reviews the EPI visits fixed center, Fixed Session, Outreach Session and Cluster Form.
- ➢ Monitoring of the EPI Coverage Assessment.
- ➢ Compilation of EPI Checklist (Supportive Supervision)

26. Consultant Analysis & Reports
Detailed Term of Reference (TORs)

- ➢ Developing Analyzing and Evaluating data of screenings at VCCT, Positive/negative results, treatment

enrolled on daily basis for PACP.

➢ Evaluating data of HCV Positive/Negative, HCB Positive/Negative or HCV/HCB Positive/Negative from Lab Incharge HCP dashboard.

➢ Evaluating data for NCD Program of screenings and under diagnosis in NCD Clinics and Dental Clinics

➢ Evaluating development of integrated MIS for TB, PACP, NCDs and HCP for effective data collection.

➢ Responsibility for the monitoring, collection and analysis of data on gap areas for each vertical programme from time to time and further presentation of data to Deputy Secretary Vertical Programme.

➢ Efficient follow-up of Monitoring and Evaluation data for all Vertical Programmes and its presentation to Deputy Secretary Vertical Programme.

➢ Evaluating services and interventions made by each vertical programme.

➢ Providing all the updated information to the Deputy Secretary regarding the rollouts under Vertical programmes.

➢ Providing comprehensive review of the documents and reports available from international organizations, donor agencies and internal mechanisms regarding vertical programmes to the Deputy Secretary.

➢ Aiding in the development of plans and PC-1s in line with scope of vertical programmes that address public health concerns.

27. **Consultant Data Collection**
Detailed Term of Reference (TORs)

➢ Designing ways of collecting survey and data.

➢ Quality checking and cleansing data.

➢ Interpreting statistical analysis for policy development, evaluation/monitoring, forecasting.

➢ Dealing with queries for a range of sub offices.

➢ Information requests.

➢ Developing statistical tools for future data collection.

➢ Identifying department's needs, specifying what data to be delivered, developing robust, timely methods to ensure data.

➢ Consulting with team and agreeing what data to collect and how it should be gathered.

➢ Collecting and analyzing the data.

➢ Interpreting the data and making sure that the right decisions are made based on the results.

➢ Monitoring data collected.

➢ Presenting results to senior managers, regulatory authorities.

➢ Advising policymakers on key decisions based on results

28. **Consultant Record Room**
Detailed Term of Reference (TORs)

➢ Handling of record and taking care of all the record of record section.

➢ Looking after of the entire record of the employees of P&SHD paramedical staff.

➢ To collect and receive files from the concerned sections as well as putting those files back to designated place.

➢ To maintain the wholeness of records and record room.

➢ To maintain the neatness and cleanliness of workplace environment for keeping the safeguard of record.

➢ To handle the pressure of department time to time for the balancing of workload increased by various sections of department.

29. **Consultant Electrician**
Detailed Term of Reference (TORs)

➢ Keeping all the generator operations active.

➢ Checking of ATS Panels of all generators.

➢ Keeping the balance of load of UPS and generators.

➢ Maintenance and service of UPS and generators in time.

➢ Performing the task of new electrical wiring designs and old wiring repair and maintenance.

➢ Checking and maintenance of Air-Conditioner Units.

➢ Operationalization of LED Units.

➢ Monitoring and Operationalization of all electrical equipment.

30. **Consultant (Junior Accountant)**
    Detailed Term of Reference (TORs)
- Post and process journal entries to ensure all transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist with reviewing of expenses, payroll records etc. as assigned
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects

31. **Senior Consultant-HR**
    Detailed Term of Reference (TORs)
- Lead human resource programs and projects.
- Identify problematic situation or find the cause and its resolution.
- Advice HR personnel to resolve daily issues.
- Assist in recruitment and imparting training of personnel.
- Interpretation of Rules/Policies in the context of recruitment.
- Refurbish knowledge of advancements and new ideas in recruitment
- Give official shape of recruitment process.

32. **Consultant HR Document Controller**
    Detailed Term of Reference (TORs)
- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

33. **Consultant – Print Shop**
    Detailed Term of Reference (TORs)
- Operates various types of printing machines including offset, letterset, and screen printers.
- Reviews client requests to understand scope and parameters of print jobs.
- Determines quantities required for print job.
- Matches colors for print job per job request.
- Aligns and configures machinery.
- Inspects random production samples to evaluate quality of printings.
- Maintains inventory of supplies needed to operate printing machines.
- Troubleshoots issues with printing machine and makes basic repairs.
- Performs routine maintenance on printing machines.
- Drafts and submits reports for daily production totals.
- Maintains a clean area around printing machinery.
- Performs other related duties as assigned.

34. **Consultant - Architect**
    Detailed Term of Reference (TORs)
- Site layout of the various projects as per requirements
- Master planning of the various types of buildings with the help of Architectural software's
- Planning involves division of the different function of the a building according to the function
- Details drawings are made after the planning for the construction purpose
- 3d Development of different units of buildings for better understanding of the client
- Design presentation
- Rendering and visualization with the rendering software's
- Handle the all aspect of design
- Handle all restructuring and revamping of the required buildings or building units

35. Consultant (Monitoring & Evaluation (M&E)
   Detailed Term of Reference (TORs)

➢ Developing existing programs by analyzing and identifying areas for modification
➢ Creating technical specifications and test plans
➢ Maintaining systems by monitoring and correcting software defects
➢ Writing and testing code and then refining and rewriting as necessary
➢ Testing the product in controlled, real situations before going live
➢ Maintaining the systems once they are up and running
➢ Researching designing and enhancing software program
➢ Testing new programs and fault finding
➢ Perform maintenance programming and correction of identified defects
➢ Create, documents, and implement unit test plans, scripts, and test harnesses
➢ Producing detailed specifications and writing the programmer codes
➢ Perform coding to written technical specifications
➢ Integrating existing software products and getting incompatible platforms to work together