



PC-1

Archives and Wildlife Resource Management System in Punjab

ORIGINAL APPROVED COST	PKR Million. 446.390/-
ORIGINAL APPROVED GESTATION	24 Months Till June 2026
APPROVAL FORUM	DDSC (DDSC)

1. NAME OF THE PROJECT

Archives and Wildlife Resource Management System in Punjab

2. LOCATION OF THE PROJECT

Punjab

WILDLIFE

MAP OF THE PUNJAB

JAMMU
&
KASHMIR



LEGEND



WILDLIFE IS NATURAL COMPONENT OF ECOSYSTEM
"PRESERVE WILDLIFE"

PUNJAB WILDLIFE & PARKS DEPARTMENT
PUBLICITY CELL

3. AUTHORITIES RESPONSIBLE FOR

3.1. SPONSORING AGENCY

- FORESTRY, WILDLIFE, FISHERIES

3.2. EXECUTION AGENCY

- PUNJAB INFORMATION TECHNOLOGY BOARD (PITB)
- WILDLIFE

3.3. OPERATIONS AND MAINTENANCE AGENCY

- WILDLIFE

3.4. CONCERNED FEDERAL MINISTRY

4. PLAN PROVISION

Sr #	Description
1	Source of Funding: Scheme Listed in ADP CFY
2	GS No: 3274
3	Total Allocation: 250.000

Comments:

5. PROJECT OBJECTIVES

The project "Archives and Wildlife Resource Management System in Punjab" sets out a comprehensive array of objectives aimed at transforming the management of wildlife resources and operations within the Punjab Wildlife & Parks Department. At its core, the project endeavors to establish an integrated and standardized digital platform across all wings of the department. This platform will serve to automate workflows, thereby increasing efficiency and reducing the bureaucratic burden associated with manual processes. By streamlining operations, the system aims to facilitate quicker and more responsive services to the public, including the issuance of licenses, permits, and extension services.

Beyond operational improvements, the project seeks to enhance accessibility to wildlife resources and services across Punjab. Through the digital platform, the department intends to improve public engagement by providing efficient and transparent access to information and services. This initiative aligns with broader goals of promoting environmental awareness and conservation efforts among the public, fostering a greater appreciation for Punjab's diverse wildlife.

Furthermore, the project emphasizes the use of digital technologies to advance decision-making capabilities within the department. By digitizing data collection, analysis, and reporting processes, decision-makers will have access to timely and accurate information necessary for effective wildlife management strategies. This data-driven approach aims to optimize resource allocation, support evidence-based policies, and enhance overall conservation efforts across the region.

In addition to enhancing operational efficiency and decision-making, the project includes creative initiatives such as the production of high-quality wildlife documentaries and photography. These endeavors are aimed at raising awareness about Punjab's wildlife diversity and promoting conservation through visual storytelling. Moreover, the project envisions the development of 360-degree virtual tours of wildlife facilities, which will provide immersive educational experiences to the public and stakeholders.

Lastly, the project outlines the establishment of a comprehensive networking system for all wildlife offices in Punjab. This networking infrastructure aims to facilitate seamless communication, collaboration, and data sharing among different offices and stakeholders involved in wildlife management.

In summary, the overarching objective of the project is to enhance the efficiency, consistency, and accessibility of wildlife resources and services across Punjab. By leveraging digital innovation, promoting public engagement, and embracing creative initiatives, the project seeks to establish a modernized

framework for wildlife management that supports sustainable conservation practices and fosters greater community involvement in preserving Punjab's natural heritage.

6. DESCRIPTION AND JUSTIFICATION OF PROJECT

6.1 JUSTIFICATION OF PROJECT:

The project "Archives and Wildlife Resource Management System in Punjab" represents a significant advancement towards modernizing and enhancing the management of wildlife resources within the Punjab Wildlife & Parks Department. At present, the integration of IT processes and comprehensive reporting mechanisms has become imperative across governmental sectors, aiming to foster transparency, accountability, efficiency, and convenience for all stakeholders involved. In this context, the proposed systems are specifically designed to address existing gaps in the department's capabilities, particularly in terms of managing wildlife-related activities and conservation efforts through a robust digital framework.

The implementation of these systems is poised to revolutionize the administration of wildlife resources in Punjab. By introducing digital automation and standardized workflows, the department will streamline operations such as the issuance of licenses, permits, and extension services. This automation not only promises to reduce bureaucratic delays but also enhances the overall efficiency of service delivery to the public. Moreover, the introduction of a comprehensive digital platform will enable real-time monitoring and reporting of wildlife activities, which is crucial for informed decision-making and effective resource allocation.

Importantly, the proposed systems represent a pioneering initiative within the department. Currently, no similar integrated digital platforms exist, highlighting the innovative nature of this project. By introducing cutting-edge technologies tailored to the specific needs of wildlife management, Punjab aims to set a new standard in conservation practices and sustainable utilization of its wildlife resources.

In addition to administrative enhancements, the project encompasses creative components such as the production of high-quality wildlife documentaries and photography. These initiatives are intended not only to showcase Punjab's rich biopersity but also to raise awareness among the public about the importance of wildlife conservation. Furthermore, the development of 360-degree virtual tours of wildlife facilities will provide an immersive educational experience, enabling virtual visitors to explore and appreciate Punjab's diverse wildlife habitats and conservation efforts.

Furthermore, the establishment of a complete networking system for all wildlife offices in Punjab is a critical aspect of the project. This networking infrastructure will facilitate seamless communication, data sharing, and collaborative efforts among various stakeholders involved in wildlife management across the region. Such connectivity is essential for coordinating conservation activities, responding to emergencies, and implementing unified policies effectively.

In summary, the project PC-I "Archives and Wildlife Resource Management System in Punjab, Pakistan" is not merely a technological upgrade but a strategic initiative aimed at transforming how wildlife resources are managed and conserved in the region. By leveraging IT advancements, promoting public awareness through creative endeavors, and enhancing inter-office connectivity, Punjab seeks to establish a sustainable framework that ensures the preservation of its natural heritage for future generations.

The key deliverables of the project:

1. Interactive Maps and Visualization of Wildlife Protected Areas
2. E-license for Hunting & Possession
3. Automation of Wildlife Dealer License Regime
4. Tagging of Wildlife Captive Animals
5. Registration of Wildlife Breeding Farms
6. Internship Programs for Wildlife Conservation & Protection
7. Registration of Wildlife Game Reserves
8. Regulation of International Wildlife Trade
9. Development of Centralized Dashboard
10. Implementation of eFOAS

11. Implementation of HRMS
12. CBC Application Module
13. Asset Management Module

DELIVERABLES OF PITB:

1. E-license for Hunting & Possession

Process Automation for the issuance of e-License/Permits for Hunting and Possession under Wildlife Act/Rules/Regulations;

- User Registration through Web Portal & Mobile App
- Online issuance of License through Web and Mobile App
- Automation of Wildlife Permits Regime
- Renewal of e-License through web and mobile app, where applicable
- Division/District-wise Profiling and History of issued Licensees
- Push Notifications /Alerts and General Guidelines for public users
- Integration with e-Pay Punjab for Payment Collection
- Online Availability of Tariff List

2. Automation of Wildlife Dealer License Regime

Salient features of the system are as follows;

1. Online registration of Wildlife Dealers/Shops through web platform and Mobile App
2. Complete dealer profiling along with the detail of shop, birds and animals
3. Integration with e-Pay Punjab for Payment Collection
4. Online Verification and issuance of Dealer license
5. Automated Renewal Mechanism

3. Registration of Wildlife Breeding Farms

The Private Wildlife breeding farms will be covered under this module, the key objectives of this component are as follows;

- Online Portal for the Registration of Wildlife Breeding Farms
- Check list of Facilities in compliance with the Wildlife Regulation
- Online availability of Farms' Information, animal stock positioning, location, contact details etc.
- Online info for the availability of Animal Meeting Facility, Adopting Facility, Breeding facility etc.

4. Internship Programs for Wildlife Conservation & Protection

This system will enable Wildlife & Parks Department to get the applications for internship under Wildlife Internship Program. The students will be able to apply and check their application/internship status. Key objectives of this component are as follows;

- Online Portal for Application Registration
- Assignment of internship location along with internship status
- Online issuance of Internship Completion Certificate

5. Registration of Wildlife Game Reserves

Salient features of the system are as follows;

- Online Portal to receive public requests for "Game Reserve declaration"
- Registration of Local Wildlife Communities
- Online Scrutiny Process
- Online Issuance of Game Permits
- Geo-Location of registered wildlife reserves
- Animals Census Reporting (if required)

6. Regulation of National & International Wildlife Trade

A centralized dashboard for the issuance of Wildlife Export & Import Permits comprising; applications

processing, tracking of applicants, NOC/ Approval mechanism, online payment gateway and issuance of e-permit for wildlife trade locally & globally.

7. Development of Centralized Dashboard

A centralized dashboard for the all users backed with their controlled access of roles/permissions will be developed for consolidation of information and reporting. The information regarding Wildlife Rules and Regulation, Notification, News along with the detail of process will be updated on this dashboard. It will further have the following

- Data reflection/analytics of all systems mentioned in the scope

8. Implementation of eFOAS

Electronic filling and Office Automation System (eFOAS) will be implemented in the Wildlife Department including their Head office and all Field Formations across Punjab. Following are the key features of eFOAS;

- Receipt and issuance management
- Workflow and collaboration
- Electronic Noting, Filling, DFA, etc.
- Document archival and record (Digitization of office Record)
- Information and knowledge sharing
- Performance monitoring and evaluation
- Meeting scheduler
- Helpdesk

9. Implementation of Human Resource Management System (HRMS)

The complete HRMS system will be implemented in the Wildlife & Parks Department along with the following components;

- Complete Employee Profiling (ICP Chart)
- Automated leave Module
- Automated Transfer & Posting
- Pension/Retirement module
- Fleet management
- Inquiry Module

9.1 Store and Inventory Management Module

Store and inventory management module will be developed and implemented in the Wildlife Department for effective monitoring of the resources. Key features of the system are as follows;

- Online record of assets including all store items and other tangible assets
- Online requisition and allocation of the required Assets
- Readily availability of location for each added assets
- Monitoring through the online available data

10. CBC Application Module

A dedicated online module will be established for End-to-end process automation of Community based Conservancies Registration including following key features:

- Online Portal for the Applicant Registration, Tracking of Applications and Approval/Rejection Mechanism
- Integration with e-Pay Punjab for Online Payment Collection
- Online record of Registered Conservancies

DELIVERABLES OF PUNJAB WILDLIFE & PARKS DEPARTMENT:

This project will implement a variety of innovative initiatives at the departmental level, including the following key components;

- Interactive Maps & Visualization of Wildlife Protected Areas (360o Virtual Tours)

- International standard Species Specific documentaries, still photography and other resources with respect to Wildlife Tourism
- Cover Area Identification within Wildlife Protected Areas
- Online availability of Bio-persity Digital Atlas
- Special Bio-Diversity Atlas of areas specified by the Department
- Establishment of Digital Communications Hub
- Promotion of mass awareness amongst the general public regarding wildlife conservation and its importance through various platforms of digital media

Most of the above mentioned scope of work will be outsource and final deliverable will be made part of the centralized Dashboard developed by PITB.

6.2 SECTORAL SPECIFIC INFORMATION:

The "Archives and Wildlife Resource Management System in Punjab" project represents a pivotal initiative by the Punjab Wildlife & Parks Department, Pakistan, aimed at modernizing and optimizing the management of wildlife resources across the province. By digitalizing departmental resources, the project seeks to establish a robust database that centralizes information on wildlife populations, habitats, and conservation efforts. This digital platform will facilitate efficient data management, enabling real-time monitoring of key wildlife areas and species. Moreover, the project aligns closely with broader departmental goals of biopersity conservation and sustainable ecosystem management. Furthermore, the formulation of high-level wildlife documentaries will serve to educate the public, raise awareness about Punjab's rich biopersity, and foster a sense of stewardship towards wildlife conservation. Ultimately, the Archives and Wildlife Resource Management System in Punjab aims to strengthen the department's capacity for evidence-based decision-making, promote environmental sustainability, and contribute significantly to global biopersity conservation efforts. Moreover, the establishment of digital communications hub, dedicated for promoting mass wildlife awareness will serve a great tool to educate general public regarding the importance of wildlife and its conservation.

7. CAPITAL COST ESTIMATES:

Financial Components: Revenue
Cost Center: OTHERS- (OTHERS)
Fund Center (Controlling): N/A

Grant Number: Development Revenue - (PC22036)
LO NO: N/A
A/C To be Credited: Account-I

PKR Million

Sr #	Object Code	2024-2025		2025-2026	
		Local	Foreign	Local	Foreign
1	A01106-Pay of Contract Staff	31.934	0.000	62.365	0.000
2	A09201-Purchase of Hardware	47.220	0.000	0.000	0.000
3	A03919-Payments To Others For Service Rendere	83.500	0.000	66.500	0.000
4	A03204-Electronic Communication	5.478	0.000	8.256	0.000
5	A03907-Advertising and Publicity	7.250	0.000	14.250	0.000
6	A03402-Rent for Office Building	7.000	0.000	13.000	0.000
7	A03807-P.O.L Charges A.Planes H.Coptors S.Car	2.100	0.000	4.200	0.000
8	A03901-Stationery	0.800	0.000	1.500	0.000
9	A09701-Purchase of Furniture and Fixture	3.600	0.000	0.000	0.000
10	A03205-Courier and Pilot Service	0.500	0.000	0.500	0.000
11	A13701-Repair & Maintenance of Hardware	0.500	0.000	1.500	0.000
12	A03805-Travelling Allowance	2.000	0.000	2.000	0.000
13	A03970-Others	2.261	0.000	2.376	0.000
14	A03904-Hire of Vehicles	2.700	0.000	5.400	0.000
15	A09601-Purchase of Plant and Machinery	31.700	0.000	0.000	0.000

16	A03959-Stipend, Incentives, Awards And Allied	18.000	0.000	18.000	0.000
Total		246.543	0.000	199.847	0.000

8. ANNUAL OPERATING COST (POST COMPLETION)

Financial Components: Revenue
Cost Center:OTHERS- (OTHERS)
Fund Center (Controlling):N/A

Grant Number:Development Revenue - (PC22036)
LO NO:N/A
A/C To be Credited:Account-I

		PKR Million
Sr #	Object Code	
Total		

9. Demand and Supply Analysis:

Not Applicable

10. FINANCIAL PLAN AND MODE OF FINANCING

10.1 FINANCIAL PLAN EQUITY INFORMATION:

The project will be financed through ADP of Government of Punjab

10.2 FINANCIAL PLAN DEBT INFORMATION:

Not Applicable

10.3 FINANCIAL PLAN GRANT INFORMATION:

Not Applicable

10.4 WEIGHT COST OF CAPITAL INFORMATION:

Not Applicable

11. PROJECT BENEFITS AND ANALYSIS

11.1 PROJECT BENEFIT ANALYSIS INFORMATION:

The implementation of an "Archives and Wildlife Resource Management System in Punjab" promises substantial social benefits for both the general public and departmental field formations across the province. This automated system will significantly enhance public access to comprehensive archives related to wildlife resources, fostering greater awareness and education among residents about Punjab's perse flora and fauna. By centralizing data and streamlining management processes, the system will empower departmental field formations to make informed decisions swiftly and efficiently. This initiative not only supports conservation efforts by ensuring better monitoring and protection of wildlife but also promotes sustainable practices that can mitigate human-wildlife conflicts. Ultimately, the project aims to engage local communities in wildlife conservation efforts, thereby fostering a sense of ownership and stewardship among residents while preserving Punjab's natural heritage for future generations.

11.2 ENVIROMENTAL IMPACT ANALYSIS:

The "Archives and Wildlife Resource Management System in Punjab" is poised to have a positive environmental impact through its implementation of automated workflows and processes. By reducing reliance on paper-based documentation, the project will significantly decrease paper consumption, thereby conserving precious forest resources and reducing the environmental footprint associated with paper production and disposal. Moreover, the automation of administrative tasks will minimize the need for physical travel and commuting, leading to a reduction in carbon emissions and fuel consumption. This streamlined approach not only enhances operational efficiency within the departmental field formations but also contributes to overall environmental sustainability by promoting greener practices and minimizing environmental costs associated with traditional paper-based and travel-intensive workflows. As a result, the project not only aims to improve wildlife resource management but also exemplifies a commitment to environmental stewardship and sustainable development in Punjab.

11.3 ECONOMIC ANALYSIS:

The "Archives and Wildlife Resource Management System in Punjab" promises significant economic benefits through the implementation of various IT-based systems. By enabling the Wildlife Department to access real-time, on-the-ground information, the project facilitates quicker and more informed decision-

making processes. This efficiency translates into cost savings by reducing the time and resources traditionally required for data collection, analysis, and dissemination. The automated processes introduced by the system streamline administrative workflows, allowing personnel to focus more on strategic tasks rather than routine operations. Moreover, the enhanced functionalities of the department fostered by this implementation contribute to overall operational effectiveness and resource utilization. By leveraging technology to optimize resource management and operational efficiency, the project not only improves the department's effectiveness in wildlife conservation but also demonstrates a commitment to prudent economic management and sustainable development in Punjab.

11.4 FINANCIAL ANALYSIS:

The financial analysis of the "Archives and Wildlife Resource Management System in Punjab" highlights several key benefits derived from its digitalization efforts within the Wildlife & Parks Department. By transitioning to digital archives and automated management systems, the project achieves significant cost efficiencies through reduced reliance on paper-based documentation and streamlined administrative processes. These improvements not only optimize resource allocation but also lower administrative costs associated with manual data handling and record-keeping. Furthermore, the system enhances revenue collection capabilities by facilitating more accurate monitoring of permits, licenses, and fees. This, in turn, supports better financial planning and forecasting within the department, promoting long-term sustainability and resilience. Overall, the project's financial analysis underscores its role in fostering financial efficiency, enhancing revenue streams, and ensuring prudent financial management practices in Punjab's efforts towards wildlife conservation and management.

12. IMPLEMENTATION SCHEDULE

12.1 IMPLEMENTATION SCHEDULE/GANTT CHART:

The project will be implemented W.E.F date of project approval to 30.06.2026.

12.2 RESULT BASED MONITORING (RBM) INDICATORS:

As enclosed in relevant Annexure

12.3 IMPLEMENTATION PLAN:

As enclosed in relevant Annexure

12.4 M&E PLAN:

The regular monitoring of the project during the implementation phase will be conducted by the PM&E wing of the wildlife department and DG M&E, while the evaluation of the project will be done by the Directorate General Monitoring & Evaluation, Planning & Development Department.

12.5 RISK MITIGATION PLAN:

As enclosed in relevant Annexure

12.6 PROCUREMENT PLAN:

As enclosed in relevant Annexure

13. MANAGEMENT STRUCTURE AND MANPOWER REQUIREMENTS

The Director General, Wildlife & Parks, Punjab being Head of Department will be the overall incharge of the project during its implementation. The Project Director PMU, Wildlife & Parks Department shall be the Project Incharge and responsible for its implementation. The staff as per Appendix-V will be required for successful implementation and operation of the project. However, the Director General W&P may depute

any officer of the department as project incharge in the interest of project implementation. The Directorate General Monitoring & Evaluation will undertake the final evaluation after its completion.

14. ADDITIONAL PROJECTS / DECISIONS REQUIRED

Not Applicable

15. CERTIFICATE

Focal Person Name:Junaid Nadeem

Email:junaidadw@hotmail.com

Fax No:

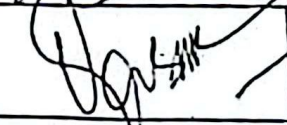
Address:Office of Director General Wildlife & Parks Punjab, 2-Sanda Road, Lahore.

Designation:Deputy Director Wildlife Headquarters

Tel. No.:042-99212384

Certificate

Certified that the project proposal has been prepared on the basis of instructions provided by the Planning Commission for the preparation of PC-I:

Prepared By	Monitoring & Evaluation Officer Punjab Wildlife & Parks Department	
Checked By	Deputy Director (HQ) Punjab Wildlife & Parks Department	
	Director (IT-Operations) Punjab Information Technology Board	
	Project Director (PMU) Punjab Wildlife & Parks Department	
Reviewed By	Additional Director General (IT-Ops) Punjab Information Technology Board	
	Director General Punjab Wildlife & Parks Department	
Approved By	Secretary Forest, Wildlife & Fisheries Department	

18. RELATION WITH OTHER PROJECTS

20. FOCUS ON MARGINALISATION

SR.NO.	CRITERIA	YES/NO	ACTION	COMMENTS
Description & Objectives				
1	Do the description / Objectives of the PC-I specify link / alignment with provincial strategies and sectoral policies?	NO		
Use of Gender Disaggregated Data				
1	Was gender disaggregated data used to determine rationale / need of the project for select beneficiaries?	NO		
Social Impact				
1	Do project objectives/justification include focus on marginalised groups (women, PWDs, minorities, transgender, poor etc.)?	NO		
1a	Have marginalised groups (Women, PWDs, Minorities, Transgender Persons, Poor etc.) been included in project objectives / justification and / or as beneficiaries of the project?	NO		
2	Does the PC-1 include specific provisions for capacity building / training of marginalised group (if applicable)?	NO		
Results Based Monitoring				
1a	Does the PC-I include a Results Based Monitoring Framework (RBMF)/Logical Framework?	NO		
2	Were SDG indicators used for determining targets included in the PC-I?	NO		
Inclusion/Participation				

1	Did the Stakeholder consultation(s) held during ADP Formulation and / or PC-I development include experts and representatives of marginalised groups and CSOs?	NO		
Monitoring & Evaluation				
1	Does the project provide a role to communities in project monitoring and/or implementation (if relevant)?	NO		
2a	Does the project include formation of a Steering Committee and/or Project Implementation Committees?	NO		
2b	Is there a provision to ensure representation of women in these committees?	NO		

APPENDIX-I

AREA STATEMENT

The project will be implemented across Punjab province.

APPENDIX- II

CONSERVANCY & WORKS

- NIL -

APPENDIX- III

UNIT COST

Unit cost is given in all relevant appendices.

MACHINERY, STORE, TOOLS AND EQUIPMENT'S**(Rs. in million)**

Sr. No.	Items	Qty	Rate / Unit	2024-25	2025-26	Total Cost
PITB COMPONENT						
1.	Laptops (i7) with SSD	11	450,000	4.950	0	4.950
2.	Laptops (i5) with SSD	12	400,000	4.800	0	4.800
3.	All in One Printer	1	300,000	0.300	0	0.300
4.	IP Phone	3	40,000	0.120	0	0.120
5.	Android Phone	1	300,000	0.300	0	0.300
6.	External Hard Drive (2TB)	5	40,000	0.200	0	0.200
7.	Furniture & Fixture	L.S.	L.S.	0.600	0	0.600
Sub-Total:				11.270	0	11.270
WILDLIFE DEPARTMENT COMPONENT						
1.	Laptops (i7) Wildlife Department	15	450,000	6.750	0	6.750
2.	Desktop Computer along with UPS	22	500,000	11.000	0	11.000
3.	All in One Printer	31	300,000	9.300	0	9.300
4.	Drone with Thermal Sensor Camera	2	5,000,000	10.000	0	10.000
5.	License Card Printing Machine with cards and toners	3	1,300,000	3.900	0	3.900
6.	Animal Rings / Microchips	10000 / 1000	150 / 5000	6.500	0	6.500
Sub-Total:				47.450	0	47.450
DIGITAL COMMUNICATIONS HUB COMPONENT						
1.	High Tech Workstation for Data Processing complete set	L.S.	L.S.	3.000	0	3.000
2.	High End Desktop with Power Backup	6	550,000	3.300	0	3.300
3.	All in One Printer	2	300,000	0.600	0	0.600
4.	IMac M3 or equivalent	1	1,400,000	1.400	0	1.400
5.	Drone for Digital Content Development	1	1,200,000	1.200	0	1.200
6.	High End Professional Camera with Tripod, accessories with complete set and relevant software	1	10,000,000	10.000	0	10.000
7.	98-inches LED Screen	2	2,000,000	4.000	0	4.000
8.	Group video Conferencing System	1	300,000	0.300	0	0.300
Sub-Total:				23.800	0	23.800
G. Total:				82.520	0	82.520

Note: All machinery, store, tools and equipment procured in the project by PITB shall be handed over to the Punjab Wildlife & Parks Department upon project closure.

COST OF ESTABLISHMENT

(Rs. in million)

Sr. No.	Name of Post	PPS	No. of Posts	Monthly Pay	2024-25 (7 months)	Annual Increment	2025-26 Monthly Pay	2025-26 (12 months)	Total
PITB Human Resource									
1	Senior Program Manager	8	1	0.300	2.100	8%	0.324	3.888	5.988
2	Program Manager	7	1	0.225	1.575	8%	0.243	2.916	4.491
3	Program Officer	6	1	0.160	1.120	8%	0.173	2.073	3.193
4	Assistant Program Officer	5	1	0.091	0.637	10%	0.100	1.201	1.838
5	Senior Software Engineer (Web)	8	1	0.300	2.100	8%	0.324	3.888	5.988
6	Software Engineer (Web)	7	2	0.225	3.150	8%	0.243	5.832	8.982
7	Software Engineer (Mobile)	7	1	0.225	1.575	8%	0.243	2.916	4.491
8	Software Engineer (DevOps)	7	1	0.225	1.575	8%	0.243	2.916	4.491
9	Software QA Engineer	7	1	0.225	1.575	8%	0.243	2.916	4.491
Sub-total (A)			11		15.407			28.546	43.953
IT Support HR for Wildlife & Parks Department									
10	Program Officer	6	1	0.160	1.120	8%	0.173	2.074	3.194
11	Assistant Program Officer	5	11	0.091	7.007	10%	0.100	13.213	20.220
Sub-total (B)			12		8.127			15.287	23.414
Digital Communication Hub for Wildlife & Parks Department									
Sr. No.	Name of Post	PPS	No. of Posts	Monthly Pay	2024-25 (6 months)	Annual Increment	2025-26 Monthly Pay	2025-26 (12 months)	Total
12	Communication Lead	9	1	0.400	2.400	8%	0.432	5.184	7.584
13	Wildlife Photographer / Videographer	8	1	0.300	1.800	8%	0.324	3.888	5.688
14	Content Creator / Script Writer	8	1	0.250	1.500	8%	0.270	3.240	4.740
15	Video Editor	8	1	0.250	1.500	8%	0.270	3.240	4.740
16	Graphic Designer / Animator	7	1	0.200	1.200	8%	0.216	2.980	4.180
Sub-total (C)			5		8.400			18.532	26.932
G.Total			28		31.934			62.365	94.299

Note: All technical staff other than Digital Communication Hub will be recruited by PITB.

COMMODITIES & SERVICES

(Rs. In millions)

Sr. No	Item	Qty	Unit Rate	2024-25	2025-26	Total
PITB COMPONENT						
Electronic Communication						
1	Bandwidth & Hosting	1	450,000/month	4.050	5.400	9.450
2	Internet Connection	34	7000/month	1.428	2.856	4.284
Sub-Total				5.478	8.256	13.734
Payment to Others for Services Rendered						
3	eFOAS	LS		2.000	2.000	4.000
4	Google Map API / SMS	LS		0.500	0.500	1.000
Sub-Total				2.500	2.500	5.000
5	Advertising and Publicity	LS		0.250	0.250	0.500
6	Office Rent	LS		2.000	3.000	5.000
7	POL Charges	LS		0.600	1.200	1.800
8	Stationary / Computer Stationary	LS		0.300	0.300	0.600
9	R & M of Hardware	LS		0.000	0.500	0.500
10	TA/DA	LS		1.000	1.000	2.000
11	Hire of Vehicles	LS		0.900	1.800	2.700
Sub-Total				5.050	8.050	13.100
12	Contingency	2%		0.261	0.376	0.637
Total (PITB Component)				13.289	19.182	32.471

COMMODITIES & SERVICES

(Rs. In millions)

Sr. No	Item	Qty	Unit Rate	2024-25	2025-26	Total
WILDLIFE DEPARTMENT COMPONENT						
Payment to Others for Services Rendered						
1	Wildlife Documentary	LS		40.000	50.000	90.000
2	3D Virtual Tours	LS		24.000	12.000	36.000
3	Digital Atlas	LS		15.000	0.000	15.000
4	Content boosting	LS		2.000	2.000	4.000
Sub-Total				81.000	64.000	145.000
5	Advertising and Publicity	LS		7.000	14.000	21.000
6	Office Rent	LS		5.000	10.000	15.000
7	POL Charges	LS		1.500	3.000	4.500
8	Stationary	LS		0.500	1.200	1.700
9	Courier Services	LS		0.500	0.500	1.000
10	R & M of Hardware	LS		0.500	1.000	1.500
11	TA/DA	LS		1.000	1.000	2.000
12	Hire of Vehicles	LS		1.800	3.600	5.400
13	Stipend for Interns	100 students (2 sessions)	60000/ month	18.000	18.000	36.000
14	Contingency	LS		2.000	2.000	4.000
Sub-Total				37.800	54.300	92.100
Total (Wildlife Component)				118.800	118.300	237.100
G. Total (PITB and Wildlife Component)				132.089	137.482	269.571

SUMMARY OF COST

(Rs. In millions)				
Sr. No.	Component	2024-25	2025-26	Total
1.	Conservancy & Works	-	-	-
2.	Machinery, Store, Tools & Equipments	82.520	-	82.520
3.	Cost of Establishment	31.934	62.365	94.299
4.	Commodities & Services	132.089	137.482	269.571
Total		246.543	199.847	446.390

ANNUAL RECURRING COST AFTER COMPLETION OF SCHEME**(Rs. in million)**

Sr. No.	Item	2026-27	2027-28	2028-29
1.	Manpower	13.289	14.618	16.080
2.	Electronic Communication	9.082	9.990	10.989
3.	Other Contingency	3.000	4.500	6.000
Total:		25.371	29.108	33.069

APPENDIX- IX

BENEFITS / COST RATIO

BENEFITS OF THE PROJECT AND ANALYSIS

The key benefits of the scheme are provided as follows;

- Enhanced ability to monitor wildlife populations and habitats effectively.
- Streamlined licensing process, reducing administrative burdens and costs.
- Increased regulatory compliance and enforcement capabilities.
- Increased public awareness and engagement in wildlife conservation efforts.
- Education and training of future conservationists and environmental stewards.
- Sustainable management of tourism and hunting activities, benefiting local economies.

DETAIL OF JOB DESCRIPTION OF HUMAN RESOURCE

Sr. No.	Post	Job Descriptions
1	Senior Program Manager	Age: 45 Years Maximum. Qualification: 16 years of education from reputed foreign or local HEC recognized university in Computer Science/Computer Engineering/Project Management/Software Engineering/IT/Business Administration/Social Sciences or related field. Experience: 7 Years of relevant experience. Responsibilities: • Project Leadership: • Provide strategic leadership in the planning, execution, and delivery of the ERP based system related Forestry, Wildlife & Fisheries sector. • Collaborate with cross-functional teams to define project scope, goals, and deliverables. • Oversee the development and implementation of project timelines and ensure adherence to deadlines. • Plan and oversee the procurement of essential items for project execution. • Stakeholder Management: • Engage with internal and external stakeholders to gather requirements, address concerns, and ensure alignment with project objectives. • Foster strong relationships with government agencies, Wildlife Conservation & Protection Authorities, and technology partners. KPI's: • Risk Management: • Identify potential risks and challenges associated with project delivery and develop effective mitigation strategies. • Proactively address issues that may impact the project timeline or quality. • Resource Management: • Manage a multidisciplinary operations team. • Optimize resource allocation to ensure efficient project execution. • Quality Assurance: • Plan robust quality assurance processes to guarantee the reliability and performance of the all systems being developed for Punjab Wildlife & Parks Department ensuring improved public services delivery. • Budget Oversight: • Responsible for managing the project budget, tracking expenditures, and ensuring cost-effectiveness. • Reporting and Documentation - Ensure the reporting and documentation of project.
2	Senior Software Engineer (Web)	Age 45 Years Maximum. Qualification and Experience: • Minimum 16 Years of education with a degree in Computer Science, Computer Engineering, IT or related from a reputed HEC-recognized local or foreign institution. • 3 Years of relevant experience. • Expert knowledge of OOPs, RDBMS, MVC, and ORM concepts • Must have strong expertise integrating with REST APIs using JSON with the ability to create advanced parsing and data manipulation functions • Understanding of design patterns

		Human Resource debugging skills. • Must have the ability to learn new languages and frameworks in a short time. • Demonstrable knowledge of web technologies including HTML, CSS, JavaScript, AJAX etc. • Understanding accessibility and security compliance • Strong knowledge of the common web server exploits and their solutions • Understanding fundamental design principles behind a scalable application • User authentication and authorization between multiple systems, servers, and environments • Integration of multiple data sources and databases into one system • Familiarity with SQL/NoSQL databases and their declarative query languages • Proficient understanding of code versioning tools, such as Git, SVN • Having experience with Angular will be a plus. • Ability to establish priorities. • Good analytical skills and has experience working on dynamic solutions. • Excellent command over Data Structures, Algorithms, complexity analysis and optimization of solution. • Ability to translate conceptual designs into user interfaces. • Good communication, analytical and problem solving skills. • Should be able to add new code and ability to modify existing code. • Understanding of User Interface workflows. • Enthusiastic, self-motivated and team player. • Ability to work under pressure Roles and Responsibilities: • Coordinate with client to understand the requirements/ tasks. • Provide plan and timelines for given task(s). • Provide work breakdown structure (WBS) for tasks assigned to him. • Enter tasks in Task Management System provided by PITB for each Feature/ Requirement regularly. • Write clean, optimized and scalable code for assigned tasks(s) according to coding standards provided by PITB. • Check-in the written code properly (release wise/ feature wise) in central code repository provided by PITB and tag / name as per guidelines regularly. • Create unit test cases and perform unit testing. • Provide documentary evidence of time spent on Tasks mentioned in Task Management System.
3	Program Manager	Age: 45 Years Maximum. Qualification: 16 years of education from reputed foreign or local HEC recognized university in Computer Science/Computer Engineering/Project Management/Software Engineering/IT/Business Administration/Social Sciences or related field. Experience: 5 Years of relevant experience. Responsibilities: • Project Execution: • Implement comprehensive project plans, outlining tasks, timelines, and resource requirements. • Coordinate with cross-functional teams to ensure the seamless execution of project activities. • Execute the procurement plan and liaison with the vendors for timely delivery of project hardware.

		Human Technology Integration: - Oversee the implementation of different systems developed for Punjab Wildlife & Parks Department, ensuring integration with existing infrastructure and technologies. - Collaborate with technical teams to address challenges and ensure the successful deployment of technology solutions. KPI's: Training and Capacity Building: - Lead efforts to build capacity of wildlife department by organizing periodic training session for head office and field formations. - Work closely with domain experts to refine implementation strategies. Stakeholder Management: - Engage with internal and external stakeholders, including government agencies and technology partners. - Communicate project progress, address concerns, and foster positive relationships with key stakeholders. Resource Allocation: - Effectively manage project resources, including personnel, budget, and technology assets.
4	Software Engineer (Web)	Age: 45 Years Maximum. Qualification and Experience: - Minimum 16 Years of education with a degree in Computer Science, Computer Engineering, Software Engineering, IT or related from a reputed HEC-recognized local or foreign institution. 1 Year of relevant experience. - Experience of at least one widely used MVC framework (Laravel or CodeIgnitor preferred) - Hands-on experience with SQL schema design, SOLID principles, REST API design. - Good HTML, CSS and JavaScript knowledge. - Should be able to add new code and ability to modify existing code. - Understanding of User Interface workflows. - Experience with Agile, Scrum. - Knowledge and experience of VueJS (React or Angular also a bonus), Frontend Frameworks, AJAX. - Ability to establish priorities. - Good understanding of code versioning tools, such as Git, SVN. - Good analytical skills and has experience working on dynamic solutions. - Excellent command over Data Structures, Algorithms, complexity analysis and optimization of solution. - Ability to translate conceptual designs into user interfaces. - Good communication, analytical and problem solving skills. - Should be able to add new code and ability to modify existing code. - Understanding of user interface workflows. - Enthusiastic, self-motivated and team player. - Ability to work under pressure Roles and Responsibilities: - Coordinate with client to understand the requirements / tasks. - Provide plan and timelines for given task(s). - Provide work breakdown structure (WBS) for tasks assigned to him. - Enter tasks in Task Management System provided by PITB for each Feature/ Requirement regularly. - Write clean, optimized and scalable code for assigned tasks(s) according to coding standards provided by PITB.

Job Description of PITB	Human Resource	written code properly (release wise/ feature wise) in central code repository provided by PITB and tag / name as per guidelines regularly. Create unit test cases and perform unit testing.
5	Software Engineer (Mobile)	Age: 45 Years Maximum. Qualification and Experience: - Minimum 16 Years of education with a degree in Computer Science, Computer Engineering, Software Engineering, IT or related from a reputed HEC-recognized local or foreign institution. 1 Year of relevant experience. - Good understanding of Android application development, Java, Android SDK and NDK (hands on Kotlin and react native will be preferred). - Understanding of Google's Android design principles and interface guidelines. - A firm understanding of object-oriented design patterns and architecture, SDLC programming techniques. - Good analytical skills and has experience working on dynamic solutions. - Familiarity with integration with other hardware devices i.e. Bluetooth, Biometric devices - Good knowledge of the complete cycle of RESTful and SOAP APIs, to connect with back-end server. - A strong understanding of SQL, SQLite and ORMs. - Experience with version control software especially GIT or SVN. - Good knowledge of offline storage, threading, and performance tuning. - Understanding of fundamental design principles behind a scalable application. - Review and analyze requirements/write estimates. The developer will review requirements and design documents to produce estimates and task lists based on those requirements. - Excellent command over Data Structures, Algorithms, complexity analysis and optimization of solutions. - Ability to translate conceptual designs into user interfaces. - Good communication, analytical and problem-solving skills. - Enthusiastic, self-motivated and team player. Roles and Responsibilities: - Coordinate with client to understand the requirements/ tasks. - Provide plan and timelines for given task(s). - Enter tasks in Task Management System provided by PITB for each Feature/ Requirement regularly. - Write clean, optimized and scalable code using Java android SDK for assigned tasks(s) according to coding standards provided by PITB. - Check-in the written code properly (release wise/ feature wise) in central code repository provided by PITB and tag/ name as per guidelines regularly. - Create unit test cases and perform unit testing.
6	Software Engineer (DevOps)	Age: 45 Years Maximum. Qualifications and Experience: - Minimum 16 Years of education with a degree in Computer Science, Computer Engineering, IT or related from a reputed HEC-recognized local or foreign institution. 1 Year of relevant experience. - Proven experience as a DevOps Engineer or similar role. - In-depth knowledge of Docker, Kubernetes, Linux, Gitlab, Ansible, CI/CD pipelines, Firewalls, Bash Scripting, MySQL Administration, and Network concepts.

		Human Resource with infrastructure as code (IaC) tools such as Terraform is a plus. • Strong problem-solving skills and attention to detail. • Excellent communication and collaboration skills. • Ability to work independently and as part of a team in a fast-paced environment. Roles and Responsibilities: • Design, implement, and maintain scalable and reliable infrastructure using Docker, Kubernetes, and other containerization technologies. • Manage and optimize Linux-based systems to ensure high availability and performance. • Implement and manage CI/CD pipelines using Gitlab and other relevant tools. • Automate infrastructure provisioning, configuration, and deployment processes using Ansible and other automation tools. • Configure and maintain firewalls and other security measures to protect our infrastructure and applications. • Develop and maintain Bash scripts to automate routine tasks and streamline operations. • Perform MySQL administration tasks such as database configuration, tuning, backup, and recovery. • Monitor and troubleshoot network issues to ensure smooth and uninterrupted operation of our services. • Collaborate with development teams to optimize application performance and reliability.
7	Software QA Engineer	Age: 45 Years Maximum. Qualifications and Experience: • Minimum 16 Years of education with a degree in Computer Science, Computer Engineering, IT or related from a reputed HEC-recognized local or foreign institution. • 1 Year of relevant experience. • Good knowledge of SDLC & STLC. • Knowledge of Agile methodologies, Scrum and Agile Testing Life Cycle. • Hands-on experience in black box testing & regression testing. • Experience in writing complete, clear, concise and comprehensive test cases. • Knowledge of white box testing, and test case automation is a plus. • Good knowledge in transforming use cases into performance scripts using industry-standard tools such as LoadRunner, JMeter etc • Good Knowledge of SQL and scripting. • Good communication, analytical and problem-solving skills. • Can effectively interact with the development team and stakeholders. • Must be a team player with the ability to manage multiple tasks in a deadline-driven environment. Roles and Responsibilities: • Coordinate with the client to understand the requirements/ tasks. • Provide a plan and timelines for a given task(s). • Enter tasks in the Task Management System provided by PITB for each Feature/ Requirement regularly. • Ensures best practices are followed. • Review requirements, and specifications documents to provide timely and meaningful feedback • Create test cases and plan testing activities. • Convert features/ scenarios to test cases. • Identify, reproduce, document and track bugs throughout its life cycle. • Create automated test scripts from test cases (not a must but a plus to have). • Create performance test scripts (not a must but a plus to have).

		Age: 45 Years Maximum. Qualification: 16 years of education from reputed foreign or local HEC recognized university in Computer Science/Computer Engineering/Project Management/Software Engineering/IT/Business Administration/Social Sciences or related field. Experience: 2 Years of relevant experience. Responsibilities: • Project Coordination: • Assist in developing and maintaining detailed project plan, ensuring alignment with project objectives and timelines. • Coordinate project activities, monitor progress, and provide support to ensure the successful execution of tasks. • Coordination & follow-ups from development team • Stakeholder Engagement: • Serve as a key point of contact between internal teams and external stakeholders. • Gather and document stakeholder requirements, ensuring effective communication and collaboration. KPI's: • Documentation: • Maintain accurate and up-to-date project documentation, including meeting minutes, action items, and project status reports. • Prepare clear and concise presentations and reports for internal and external stakeholders. • Prepare project relevant documents such as SRS, FDD etc. • Resource Support: • Assist in resource allocation and tracking, ensuring efficient utilization of personnel, budget, and technology assets. • Collaborate with project teams to address resource needs and challenges. • Quality Assurance: • Contribute to the implementation and monitoring of quality assurance processes, ensuring project deliverables meet established standards. • Participate in quality control activities to maintain high standards throughout the project lifecycle.
9	Assistant Officer	Age: 45 Years Maximum. Qualification: 16 years of education from reputed foreign or local HEC recognized university in Computer Science/Computer Engineering/Project Management/Software Engineering/IT/Business Administration/Social Sciences or related field. Experience: 1 Year of relevant experience. Responsibilities: The Assistant Officer will be posted in Field Formations of Punjab Wildlife & Parks Department across Punjab. He will be assisting the field formations during day to day operations related to systems being developed. KPIs: Monitor the project to ensure timely generation of all project progress reports. Data/information collection as per specified Formats. Also, to coordinate with client department and ensure documentation and timely resolution of issues. Responsible to act as PITB's Focal Person for the Project under the directions of leads including SPM/Program Manager. Coordinate with client department for data/information collection as per specified Formats.

SELECTION CRITERIA FOR DIGITAL COMMUNICATIONS HUB STAFF

Sr. No.	Name of Post	PPS	Per Month Salary	Criteria
1	Communication Lead	9	400,000	Qualification: • Master's/Bachelor's degree (16 years qualification) in Information Technology, Digital Media, Communication Studies, Mass Communication, Humanities or relevant field from an HEC recognized university. Experience: • Minimum 10 years of experience in communication, digital media, or related fields, with experience in conservation or environmental related topics and individuals with previous advertising agency experience will be preferred. Age Limit: Max. 45 Years Responsibilities: • Oversee the communication strategy for wildlife conservation efforts, using digital platforms. • Lead digital content creation for public awareness campaigns. • Ensure the consistent online presence of the Punjab Wildlife & Parks Department. • Collaborate with internal teams to develop engaging content focused on wildlife protection and environmental issues. • Engage with stakeholders, including government bodies, NGOs, and local communities.
2	Wildlife Photographer / Videographer	8	300,000	Qualification: • Intermediate (12 years qualification) from a recognized university / Board Experience: • Practical Experience Emphasis: Candidates with substantial experience in wildlife photography and videography, particularly in conservation-related projects, will be preferred. Individuals with hands-on experience working on wildlife documentary projects at national and international levels, and those whose work has been published or featured on prominent national and international platforms, are highly desirable. Age Limit: Max. 45 Years Core Responsibilities: • Capture high-quality images and videos to support documentation, promotional campaigns, and storytelling efforts related to wildlife conservation. • Collaborate closely with content creators and the communication team to develop engaging digital content for online platforms and conservation campaigns. • Produce visual content that aligns with the department's messaging on wildlife protection and promotes sustainable practices. Additional Requirements: • Technical Proficiency: Skilled in using advanced camera equipment, including DSLRs, mirrorless cameras, and professional video cameras, along with a range of lenses and accessories tailored to wildlife photography. Outdoor Skills: • Comfortable working in challenging environments, including remote areas, rugged terrains, and various weather conditions, often with minimal support. Editing Skills: • Proficient in photo and video editing software (e.g., Adobe Lightroom,

Sr. No.	Name of Post	PPS	Per Month Salary	Criteria
				Photoshop, Premiere Pro, or Final Cut Pro) to deliver polished, high-quality content. Patience and Adaptability: • Ability to work patiently and stay alert for extended periods to capture elusive or fast-moving wildlife subjects. Strong Portfolio: • Must provide a portfolio of high-quality wildlife images and/or videos that demonstrate an ability to capture the beauty and diversity of wildlife, ideally including examples of conservation-focused work.
3	Graphic Designer / Animator	7	200,000	Qualification: • Master's/Bachelor's degree (16 years qualification) in Fine Arts, Graphic Design, Film & TV, Computer Science, or related field from an HEC recognized university. Experience: • Minimum 5 years of experience in graphic design, with preference for those with experience in environmental or wildlife-related design, also individuals with previous advertising agency experience and animation skills will be preferred. Age Limit: Max. 35 Years Responsibilities: • Design visually appealing and effective graphics for social media, websites, print materials, and digital campaigns related to wildlife conservation and public awareness. • Collaborate with communication teams to create engaging visual content.
4	Video Editor	8	250,000	Qualification: • Master's/Bachelor's degree (16 years qualification) in Fine Arts, Film & TV, Media Studies, or related field from an HEC recognized university. Experience: • Minimum 5 years of experience in video editing, with preference for experience in wildlife-related media and also individuals with previous advertising agency experience will be preferred. Age Limit: Max. 35 Years Responsibilities: • Edit and produce high-quality videos for wildlife conservation campaigns, educational videos, and public outreach programs. • Work with the communication team to develop content tailored for social media and digital platforms.
5	Content Creator / Script Writer	8	250,000	Qualification: • Master's/Bachelor's degree (16 years qualification) in Mass Communication, Media Studies, Journalism, or related field from an HEC recognized university. Experience: • Minimum 5 years of experience in content creation, with experience in environmental or wildlife-focused content a plus. Individuals with previous advertising agency experience and animation skills will be preferred. Age Limit: Max. 35 Years Responsibilities: • Create engaging, informative, and creative content (articles, blogs, social media posts, videos) to raise awareness about wildlife conservation. • Develop and execute content strategies for various digital platforms including social media, website, and campaigns.

LIST OF OFFICES (LAPTOPS)

Sr. No.	Cadre	Grade	No. of Officers
1.	Director General, Wildlife & Parks, Punjab.	20	01
2.	Deputy Director Wildlife	18	13
3.	Monitoring & Evaluation Officer	17	01

LIST OF OFFICES (DESKTOP COMPUTERS)

Sr. No.	Cadre	Grade	No. of Officers
1.	Assistant Director Wildlife	17	22

LIST OF OFFICES (PRINTERS)

Sr. No.	Cadre	Grade	No. of Officers
1.	Deputy Director Wildlife	18	03
2.	Monitoring & Evaluation Officer	17	01
3.	Assistant Director Wildlife	17	27

SPECIFICATIONS OF HARDWARE

Laptop i7		
Sr.	Item Description (Minimum Specification)	QTY
1	Processor: 13 Generation Intel Core i7 (5.0 Ghz max Turbo frequency) or higher Chipset: Integrated with TPM 2.0 Chipset: Integrated System Memory: 16 GB DDR4 or Higher Hard Disk Drive: 500GB SSD or higher Keyboard/Touchpad: Standard keyboard and Precision Touchpad Display: 15"-16" FHD Display. Network Adapter: Built-in Gigabit Ethernet card (Microsoft Windows Supportive) WIFI and Bluetooth: Wireless (802.11 b/g/n/ac or WiFi 6) Carrying Case: original carrying case of same brand Mouse: Wireless Optical Mouse of same brand Audio: built-in speakers I/O Ports: Audio/ Microphone Jack, 2 x USB 2.0/3.0/3.1 or more, 1X HDMI/VGA port. Battery and Adaptor: minimum 3-4 hours battery life Camera: Built-in Camera with Privacy Shutter Windows: Pre-Installed OEM Licensed Windows 11 Note: One (01) Year Parts and Labor warranty for all components on site.	26
Laptop i5		
Sr.	Item Description (Minimum Specification)	QTY
2	Processor: 13 Generation Intel Core i5 (5.0 Ghz max Turbo frequency) or higher Chipset: Integrated with TPM 2.0 Chipset: Integrated System Memory: 8 GB DDR4 or Higher Hard Disk Drive: 500GB SSD or higher Keyboard/Touchpad: Standard keyboard and Precision Touchpad Display: 15"-16" FHD Display. Network Adapter: Built-in Gigabit Ethernet card (Microsoft Windows Supportive) WIFI and Bluetooth: Wireless (802.11 b/g/n/ac or WiFi 6) Carrying Case: original carrying case of same brand Mouse: Wireless Optical Mouse of same brand Audio: built-in speakers I/O Ports: Audio/ Microphone Jack, 2 x USB 2.0/3.0/3.1 or more, 1X HDMI/VGA port. Battery and Adaptor: minimum 3-4 hours battery life Camera: Built-in Camera with Privacy Shutter Windows: Pre-Installed OEM Licensed Windows 11 Note: One (01) Year Parts and Labor warranty for all components on site.	12

Desktop Computer		
Sr.	Item Description (Minimum Specification)	QTY
3	Processor: Intel® 13th Generation Core™ i5 (4.6 GHz Max Turbo frequency) or higher Mother Board: Intel Chipset Memory: 16 GB DDR-4 or higher Hard Disk Drive: 500 GB SSD or higher.	28

Annexure13 - Specification of Hardware

	Video/Display Card: Integrated Sound Card: Integrated Network Adapter: Built-in Gigabit Ethernet card (Microsoft Windows Supportive) LCD Display: 18.5" or higher LED Monitor. Integrated I/O Interfaces: Six USB Ports (USB 2.0/3.0/3.1), PCI/PCIe slot etc. HDMI/VGA Port Wireless LAN: Wireless 802.11b/g/n/ac or WiFi 6. Mouse & Key Board: USB Wired Keyboard, 2-Button USB 2.0 Optical Mouse with Scroll. Windows(Optional): Pre-Installed OEM Licensed Windows 11 Note: One (01) Year Parts and Labor warranty for all components on site.	
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UPS		
Sr.	Item Description (Minimum Specification)	QTY
4	1KVA with dry batteries, surge protection, processor control, Line Interactive Technology, at least 10 minutes backup time or higher on 70% load, 0.7 Power factor, Serial/USB Port, Plug and Play, UPS Monitoring Software, 6-8 hours recharge time, with other standard features.	28

All in 1 Printer		
Sr.	Item Description (Minimum Specification)	QTY
5	Printer: Print Technology: Laser Print Speed: 38PPM or higher (A4) Print Resolution: up-to 1200x 1200 or higher Duplex Printing: Yes Processor: 1Ghz or higher Memory: 256MB or higher Connectivity/ Interfaces: 1x USB ports or more, 1 x Gigabit Ethernet Paper Handling Size: A4/ Legal/ Letter Input: 50 sheets tray, 200 sheets tray, Output: 50 sheets bin OS Support: Compatible with Windows 8/ 8.1/10 and latest Accessories: USB Cable, Power Cable, Toner and other allied accessories Scanner: Document feeding: Flatbed & Automatic Document Feeder: (ADF) Document Size: A4 on flatbed Scanning Resolution: 600 by 600 or higher. Scanning Modes: B/W & Color. Scanning Speed: 12ppm (A4 size B/W) or higher. With other standard features along with USB cable. Drivers: Microsoft windows 7/8/10 Supportive. Photocopy: Up to 35 CPM or better Accessories: USB Cable, Power Cable, and other allied accessories Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.	34

Drone with Thermal Sensor Camera		
Sr.	Item Description (Minimum Specification)	QTY
7	Aircraft Weight: As per standard Dimensions: As per standard for a quadcopter Max Flight Speed: 15 m/s or higher Wind Speed Resistance: Yes Max Take-off Altitude Above Sea Level: 3000 m	3

Annexure13 - Specification of Hardware

	Min Flight Time: 45 mins Min Flight Distance: 20 km Support for GPS + Galileo + BeiDou + GLONASS: Yes Internal Storage: 128 GB Thermal Camera: Yes Thermal Imager: Uncooled VOx Microbolometer or higher technology Frame Rate: 30 Hz or higher Lens: DFOV: 61° or better Format Equivalent: 40 mm Temperature Measurement Method: Spot Meter, Area Measurement Others: all other standard features required for heat/thermal geo mapping (heat frequency collection and processing) Warranty: 01 year onsite warranty	

IP Phone		
Sr.	Item Description (Minimum Specification)	QTY
8	- Full duplex speaker phone. - Minimum Two lines or Higher. - RJ9 head set support. 2x 10/100 Base-T Ethernet. (One for PC Connectivity) - Phone should receive power through POE. 2-line display with white backlight. - SIP feature should be available. - Support of G.711, G.722 & G.729. - Must support auto provisioning via TFTP/Web.	3

Android Phone		
Sr.	Item Description (Minimum Specification)	QTY
9	Build: Android 11.0 or higher SIM: Dual Sim, Dual Standby (Nano-SIM) (PTA Approved) 4G Band: LTE band 2100/1800/850/900, 8(900), Processor: CPU Octa-core, 3.1 GHz or higher Size: 6 Inches or higher Resolution: Quad HD or higher Memory: Built-in 128GB Built-in, 8GB RAM Card: micro SD card (supports up to 1TB) (dedicated slot) Camera - Main: Camera: 50 MP or higher , LED Flash Features: Geo-tagging, touch focus, face detection, panorama, HDR, Video (UHD@30fps) Front: 16 MP or higher Video (1080p@30fps) Connectivity: WLAN Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct, hotspot and USB type-c Bluetooth: v5.0 with A2DP, LE GPS: Yes + A-GPS support Battery Capacity: (Li-Po Non removable), 5000 mAh or higher Standard Warranty for one (01) year after purchase of equipment.	1

External Hard Drive		
Sr.	Item Description (Minimum Specifications)	QTY
10	Capacity: 2TB, Interface: 3.0 USB Texture: Plastic/ Rubber Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.	5

Note: These specifications are baseline and will be finalized at the time of procurement/tendering.

IMPLEMENTATION / WORK / ACTIVITY PLAN

#	Activities (FY-2024-25)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Approval of PC-1												
2	Hiring of HR												
3	Procurement of Hardware												
4	Requirement gathering for; 1. Interactive Maps & Visualization of Wildlife Protected Areas 2. E-license (Hunting & Possession) 3. Automation of Wildlife Dealers License Regime 4. Registration of Wildlife Breeding Farms												
5	Web Design Document												
6	App Design Document												
7	Software development of the above modules and implementation of HRMS & eFOAS												
8	QA												
9	UAT												
10	Go-Live												
#	Activities (FY-2025-26)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Training of developed IT modules												
2	Requirement gathering for; 1. Tagging of Wildlife Captive Animals 2. Internship Programs for Wildlife Conservation & Protection 3. Registration of Wildlife Game Reserves 4. Regulation of International Wildlife Trade 5. Development of Centralized Dashboard												
3	Web & App Design Document												
4	Software development of the above mentioned modules												
5	QA, UAT, Go-Live												
6	PC-IV												
7	Support												

* The timelines are subject to timely approval of PC-1.

RECRUITMENT PLAN OF HUMAN RESOURCE

Particulars	2024-25		
	November	December	January
Advertisement			
Receipt of Applications			
Scrutiny of Documents / Shortlisting of Candidates			
Test / Interview			
Selection of Candidates			
Issuance of offer letters / orders			
Medical fitness / Joining			

ANNUAL PROCUREMENT PLAN IN LINE WITH PPRA

ANNUAL PROCUREMENT PLAN FOR 2024-25

(Under Rule 8 and 9 of the Public Procurement Rule 2004)

(Rs. In millions)

Sr No.	Name of Procurement (Description)	Estimated Cost	Quantity	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of Award of contract	Tentative date of completion	Remarks (if any)
2024-25								
1.	Laptops (i7) with SSD	4.950	11	Tender	12.12.2024	27.1.2025	11.03.2025	
2.	Laptops (i5) with SSD	4.800	12	-do-	12.12.2024	27.1.2025	11.03.2025	
3.	All in One Printer	0.300	01	Quotation	05.12.2024	13.12.2025	16.12.2025	
4.	IP Phone	0.120	03	-do-	05.12.2024	13.12.2025	16.12.2025	
5.	Android Phone	0.300	01	-do-	05.12.2024	13.12.2025	16.12.2025	
6.	External Hard Drive (2TB)	0.200	5	-do-	05.12.2024	13.12.2025	16.12.2025	
7.	Laptops (i7) Wildlife Department	6.750	15	Tender	12.12.2024	27.1.2025	11.03.2025	
8.	Desktop Computer along with UPS	14.300	28	-do-	12.12.2024	27.1.2025	11.03.2025	
9.	All in One Printer	9.900	33	-do-	12.12.2024	27.1.2025	11.03.2025	
11.	Drone with Thermal Sensor Camera	15.000	03	-do-	12.12.2024	27.1.2025	11.03.2025	
12.	License Card Printing Machine with cards and toners	3.900	03	-do-	12.12.2024	27.1.2025	11.03.2025	
13.	Animal Rings / Microchips	6.500	10000 / 1000	-do-	12.12.2024	27.1.2025	11.03.2025	

Sr No.	Name of Procurement (Description)	Estimated Cost	Quantity	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of Award of contract	Tentative date of completion	Remarks (if any)
14.	Furniture & Fixture	3.600	Lump sum	Direct Contracting	12.12.2024	27.1.2025	11.03.2025	
15.	IMac M3 or equivalent	1.400	1	Tender	12.12.2024	27.1.2025	11.03.2025	
16.	Drone for Digital Content Development	1.200	1	-do-	12.12.2024	27.1.2025	11.03.2025	
17.	High End Professional Camera with Tripod, accessories with complete set and relevant software	10.000	1	-do-	12.12.2024	27.1.2025	11.03.2025	
18.	80-inches SMD Screen (Media Wall)	2.100	1	-do-	12.12.2024	27.1.2025	11.03.2025	

FURNITURE & FIXTURES

Sr. #	ITEM NAME	Description (Minimum Specifications)
1	Manager Chair	HIGH BACK CHAIR: HIGH Back Executive Revolving Chair upholstered in fabric of approved colors.
2	Manager Table	Size: W= 4'- 0" x D=2'-6" x H= 2'-6" Structure made of 16mm Laminated Board, Approx. 32mm thickness Top enhanced by laminating strip of 2mm thick PVC edging. Moveable 03 lock drawer pedestal (W=14" x D= 20"x H=24" (6",6",12"))

Note: *These specifications are baseline and will be finalized at the time of procurement/tendering.*

RISK MITIGATION STRATEGY

Sr. #	Risk	Impact	Mitigation
1.	Preparation and approval of PC-1	Delayed approval of PC-1 and issuance of AA would result in overall delay in the project deliverables	Timely preparation, submission and approval of PC-1 by competent authorities
2.	Relevant changes in the Policy/requirements w.r.t digitized and revised process for the system.	Launching of the system would get delayed in case the changes in policy/requirement takes time	Department may initiate its process timely if any change is anticipated.
3	Delays in staff training and Implementation of the system.	Delay in data collection, verification and audit	Requires robust training system to enable the effective usage at the lowest tier.

TERM OF REFERENCE

FOR THE PROCUREMENT OF 360-DEGREE VIRTUAL TOUR VIDEOS FOR WILDLIFE PROTECTED AREAS

TORs of the firm to be engaged for the provision of 360-degree virtual tour videos for wildlife-protected areas. These virtual tours will serve to enhance the public's understanding and appreciation of these areas, promote conservation efforts, and support educational and tourism initiatives.

Objectives

The main objectives of this project are:

- To create immersive 360-degree virtual tour videos for the selective (note more than 40) wildlife-protected areas.
- To provide high-quality, interactive visual content that can be used for educational and promotional purposes.
- To ensure the content is accessible across various platforms including websites (web applications), mobile apps, and VR headsets.

Scope of Work

The selected firm will be responsible for:

- **Pre-production Planning:**
 - Conducting site visits to selected wildlife-protected areas.
 - Developing a comprehensive project plan including timelines, resource allocation, and risk management.
- **Production:**
 - Capturing high-resolution 360-degree videos for each protected area.
 - Ensuring minimal disturbance to wildlife and adherence to environmental guidelines during filming.
 - Including relevant audio, such as natural sounds and expert narrations (optional).
- **Post-production:**
 - Editing and stitching the 360-degree videos to create seamless virtual tours.
 - Adding interactive elements such as hotspots, informational text, and navigation aids.
 - Incorporating multilingual support if required.
 - Updation while capturing new videos minimum after 06 months and within the project timelines (if required by the client department).
- **Quality Assurance:**
 - Conducting thorough reviews and tests to ensure video quality and functionality across different platforms.
 - Providing revisions based on feedback from the stakeholders

- **Delivery:**
 - Supplying the final 360-degree virtual tours in the required formats
 - Offering support required in terms of integration with the centralized dashboard

Qualifications and Experience

Firms must demonstrate the following qualifications:

- Proven experience in producing high-quality 360-degree videos.
- Previous work in wildlife or nature filming.
- Technical expertise in video editing, post-production, and interactive content creation.
- Ability to work within tight timelines and manage multiple locations.
- Strong environmental and wildlife ethics.

Time Frame:

The process will be carried out over two years (Not beyond the project gestation period) from its initiation including, pre-production, production, and post-production. Whereas, the firm shall be responsible to deliver content based on agreed upon timelines.

Selection of Firm:

The domain specific firm will be selected through competition from the shortlisted firms by DGPR for the said purpose or through the open tendering process as per PPRA Rules.

TERM OF REFERENCE

FOR THE SELECTION OF FIRM TO PROVIDE DOCUMENTRIES & PHOTOGRAPHY OF WILDLIFE SANCTUARIES, NATIONAL PARKS AND PROTECTED AREAS

TORs of the firm to be engaged for the provision of Documentaries, Photography and other Wildlife Tourism material will be as follows;

Background:

The Punjab Wildlife and Parks Department is dedicated to the conservation and protection of wildlife across Punjab. The department oversees approximately 100 Wildlife Sanctuaries, National Parks, and Protected Areas, each safeguarding unique wildlife species. These areas have the potential to become premier tourist destinations if their biodiversity and conservation significance are showcased at an international level.

Objective:

To highlight the breathtaking biodiversity of Pakistan's Punjab, a Blue-chip series of nature documentaries is proposed. Filming will cover the province with emphasis on unique habitats, including Potohar, wetlands, deserts, and riverine ecosystems. The series will feature iconic species such as the Punjab Urial, pangolin, gharial, and river otters, presenting them in a new light. The goal is to create:

- One feature-length documentary
- A mini-series of four documentaries
- Ten species-specific short films. All content must meet the international standards of Natural History Filmmaking, with scientific accuracy and cinematic quality.

Time Frame:

The entire project, including pre-production, production, and post-production, is planned for a period of two years. Filming will include five months in the field spread over different times of the year to capture wildlife during optimal seasons. Post-production is estimated to require eight months, with the firm responsible for researching ideal filming times for target species and landscapes.

Content/Deliverable:

- **Feature-Length Documentary:** One 4K Blue-chip natural history documentary (45-60 minutes) for national and international theatrical releases, TV, and streaming platforms.
- **Mini-Series:** A four-episode series (25 minutes each) covering four major habitats of Punjab—Potohar, wetlands, deserts, and riverine ecosystems. The series should be broadcast-ready for TV and streaming platforms.
- **Species-Specific Short Films:** Ten short films focusing on iconic species like the common leopard, Punjab Urial, gharial, river otters, pangolin, and more. These videos should have an educational angle and be suitable for online and social media.
- **Professional Stills Photography:** High-quality photography capturing the unique biodiversity of the region.

Filming Techniques & Approach

- **Focus on Wildlife Behavior:** Films should showcase intimate and elusive wildlife behavior.
- **Field Craft:** Use techniques like hide photography and remote camera operation to avoid disturbing wildlife.
- **High-Quality Equipment:** Filming should use internationally accepted equipment such as Red cameras with super-telephoto zoom lenses, preferably CN 20, and shoot in Redcode Raw for maximum quality.

- **Aerial Cinematography:** Cine drones with telephoto capabilities are required.
- **Groundbreaking Footage:** Documentaries should feature unique footage, especially of elusive species such as common leopards, river otters, Indian jungle cats, Asiatic wildcats, and barking deer, or any other species of concern, achieved through advanced camera trapping.
- **Stabilization:** Gimbals and stabilizers should be used for a cinematic look.

Distribution:

The selected firm will be responsible for the international distribution of the documentaries, ensuring they reach global audiences. Distribution costs will include festival entry fees and content customization for various broadcasters (e.g., BBC in the UK, ARTE in France, NHNZ in New Zealand, and NHK in Japan). Any revenue generated from the project will be shared, with 30% allocated to the Punjab Wildlife and Parks Department and 70% to the firm. This higher share for the firm covers its responsibility for distribution costs and associated fees.

Selection of Firm:

The firm will be selected through a competitive process.

Eligibility Requirements:

1. Mandatory Requirements:

- **Corporate Registration:** Valid documents showing corporate status (e.g., memorandum, articles of association, certificate of incorporation).
- **Income Tax Registration:** Valid National Tax Number (NTN).
- **Affidavit:** Certification that the firm is not blacklisted by any government or autonomous body.

2. Experience Requirements:

- Minimum of 5 years' experience in the field.
- Experience in producing at least two broadcast-length Natural History Films for international clients.
- At least four documentaries broadcast on national television.
- Past involvement in large-scale productions with renowned natural history organizations (e.g., BBC, National Geographic).
- Documentaries selected for international film festivals.
- Any international awards will add extra points.

3. Technical Expertise:

- **High-End Camera Equipment:** Firm must have access to advanced equipment, specifically Red cameras and super-telephoto zoom lenses, with CN 20 being preferred.
- **Wildlife Camera Operator:** Experienced and certified in using high-end cameras like Red with telephoto lenses on wildlife shoots.
- **Advanced Skills:** Team members must be skilled in filming elusive wildlife and trained in advanced camera trapping technology.
- **Drone Operation:** Core team must have experience and be trained with cine drones.
- **Letters of Recommendation:** Two letters from international producers of natural history films.

TENTATIVE TRAININGS PLAN

Tentative training plan under the scheme titled “Archives and Wildlife Resource Management System” is provide as follows;

#	Training Component	FY 2024-25				FY 2025-26				Location
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1	Implementation of eFOAS (Orientation and hands-on)									Across Punjab (03 days training sessions for all Wildlife Offices at district level)
2	Implementation of HRMS (Orientation and hands-on)									Across Punjab (03 days training sessions for all Wildlife employees and nominated focal persons for HRMS)
3	e-License for Hunting & Possession (Training and hands-on)									Across Punjab (03 days training sessions for all Wildlife Offices at district level)
4	Wildlife Dealers License (Orientation and Training)									Across Punjab (03 day training session on Divisional Level)
5	Training regarding verification of Wildlife Breeding Farms and Game Reserves (Orientation and Training)									Across Punjab (03 day training session on Divisional Level)
6	Refresher Training Sessions									On demand basis

Terms of Reference (TOR) for the Punjab Wildlife Digital Atlas Project

1. Background

The Punjab Wildlife Digital Atlas aims to create a comprehensive, accessible digital mapping system for Punjab's protected wildlife areas. The Atlas will serve as a resource for conservation planning, biodiversity monitoring, and public awareness. The project requires an upgrade of existing GIS infrastructure, data collection, software integration, and the development of an interactive web portal.

2. Objective

To develop and maintain a digital atlas that will:

- Map Punjab's wildlife protected areas, habitats, species distributions, and conservation information.
- Offer real-time data on conservation efforts, threats, and ecosystem resources.
- Serve as a tool for planning, management, and community awareness of Punjab's biodiversity and conservation areas.

3. Scope of Work

A. Initial Development and Deployment

1. Infrastructure and GIS Lab Maintenance

- Conduct a full assessment and upgrade of GIS hardware and software at the Lahore head office and six regional GIS labs (Islamabad, Sargodha, Kalarkahar, Bahawalpur, Multan, Gujranwala).
- Ensure secure VPN connectivity between regional labs and Lahore head office.
- Purchase and install additional equipment for data collection, such as GPS units and drones.

2. GIS Software Licensing and Hosting

- Renew and upgrade ArcGIS Server and Desktop licenses.
- Set up secure and scalable cloud hosting for the public-facing web portal.

3. Personnel and Data Collection

- Engage existing GIS Officers in data collection, management, and analysis at their respective locations.
- Conduct field surveys, supported by temporary hires or consultants, to gather comprehensive habitat, species, and environmental data.

4. Advanced Analytics and AI Integration (Optional)

- Develop AI models for wildlife movement tracking, species abundance estimation, and habitat analysis.
- Train models using existing and newly collected data and validate them with the help of data scientists.

5. Web Portal Development and UI Design

- Develop a public-facing web portal featuring interactive mapping with multiple filter layers, location-based information, and analysis tools.
- Design a user-friendly and accessible interface with features like search, filtering, and data export options.

6. Stakeholder Engagement and Communication

- Organize workshops for training GIS Officers and stakeholders on system use and data management.
- Conduct community engagement activities to integrate local knowledge into conservation efforts.

B. Ongoing Maintenance (Optional)

1. Licensing

- Manage the renewal of software licenses annually or Foss Stack Maintenance.

2. Data Collection and Updates

- Conduct periodic data updates with support from GIS Officers/QGIS.
- Maintain accurate and up-to-date maps, infrastructure, and species data.

3. Web Hosting and Analytics Updates

- Ensure uptime, security, and performance of the web portal.
- Update analytical models and GIS layers based on new data and feedback.

4. Deliverables

Deliverable	Description	Timeline
Inception Report	Detailed project plan including timelines, resources, and communication strategy	1 month from project start
Infrastructure Assessment and Report	Evaluation of GIS lab requirements and upgrades in Lahore and regional offices	2 months
GIS Database and Atlas Development	Digital atlas with baseline maps and data on protected areas, habitats, species, and threats	6 months

Deliverable	Description	Timeline
AI Model for Wildlife Tracking	Models for analyzing species distribution and habitat based on collected data	8 months
Web Portal Launch	Interactive portal with search, map layers, and public access	9 months
Stakeholder Workshops	Training workshops for GIS Officers, stakeholders, and conservationists	3, 6, and 9 months
Final Atlas and Project Report	Comprehensive project completion report with recommendations	12 months

5. Roles and Responsibilities

- **Project Manager:** Oversee project implementation, budgeting, and timeline adherence.
- **GIS Officers:** Conduct data collection, management, and support for GIS model development at their respective locations.
- **Data Scientists:** Develop, train, and validate AI models for wildlife tracking and habitat analysis.
- **Web Developer:** Design and deploy the web portal, ensuring functionality and ease of use.
- **Stakeholders and Community Representatives:** Contribute local knowledge and review data accuracy.

6. Project Implementation Timeline

Phase	Activities	Duration
Phase 1: Planning and Assessment	Inception report, GIS lab assessments, VPN setup	Month 1
Phase 2: Data Collection	Field surveys, data integration, AI model development	Month 2-8
Phase 3: Portal Development	Web portal design, GIS data integration, testing	Month 6-9
Phase 4: Training and Engagement	Workshops and stakeholder feedback collection	Months 3, 6, and 9
Phase 5: Finalization and Handover	Finalize Atlas, provide training, and submit project report	Month 12

7. Budget Estimate

Category	Description	Cost Estimate (USD)
Infrastructure & Lab Maintenance	Server upgrades, equipment, VPN	\$15,000 - \$20,000
Software Licensing & Hosting	ArcGIS licenses, cloud hosting	\$10,000 - \$15,000
Personnel and Data Collection	GIS Officer salaries, fieldwork costs, consultants	\$25,000 - \$40,000
Analytics and AI Integration	AI model development and data scientist support	\$10,000 - \$20,000
Web Portal Development & UI	Portal and UI design	\$8,000 - \$15,000
Stakeholder Engagement	Community meetings, workshops, and training	\$5,000 - \$10,000
Total Initial Costs	Initial Development and Deployment	\$73,000 - \$120,000
Ongoing Maintenance	Annual licensing, data updates, hosting, and analytics maintenance	\$20,000 - \$35,000 annually

8. Terms of Payment

- **Milestone-Based Payment:** Payments to be released upon completion of key deliverables as per the timeline.

9. Reporting and Monitoring

- **Monthly Progress Reports:** To be submitted by the Project Manager to update on milestones and identify challenges.
- **Final Completion Report:** A comprehensive report upon project completion detailing achievements, challenges, and recommendations for future maintenance.

RECRUITMENT COMMITTEE

The following recruitment committee shall be notified for recruitment of Digital Communication Hub project posts:

1.	Director General Wildlife & Parks Punjab.	Chairman / Competent Authority
2.	Project Director Project Management Unit, Wildlife & Parks Department Punjab	Member
3.	A representative of the Administrative Department to be nominated by Secretary FW&F.	Member
4.	Representative of S&GAD not below the rank of Section Officer.	Member
5.	Representative of Finance Department	Member
6.	Representative of Planning & Development Board	Member
7.	Any other co-opted member(s) nominated by Director General Wildlife & Parks.	Member

**SECRETARY
FW&F DEPARTMENT**



ARFA SOFTWARE TECHNOLOGY PARK
PUNJAB INFORMATION TECHNOLOGY BOARD
GOVERNMENT OF THE PUNJAB

QUOTATION

Date: 10-06-2024

QTN # 91

Bill To:

Tenant Name: Punjab Information Technology Board
Floor No. Level 14
Office No. L14-MT-02

On Account Of Rent

Arfa Software Technology Park,
346-B, Ferozpur Road,
Lahore
Phone: +92 42 35880062

Against The Service	Payment Terms
Tenancy Charges	Due on receipt

Description	
Contract Period: July 01, 2024 to June 30, 2025	
Rent Duration: July 01, 2024 to June 30, 2025	
Rent Rate: Rs. 385 per Sq. Ft. $\times$ 625 Sq. ft. Covered Area $\times$ 12 months	3,000,000
+ Electricity Charges $\times$ 12 months	
Annual Charges	3,000,000
Inclusive of All Taxes	

Terms & Conditions:

- All payment should be credited against "Punjab Information Technology Board ASTP" Bank of Punjab ASTP Branch Acc. # 6580003205600036 # PK68BPUN6580003205600036 Swift Code: bpunpkka0320, Branch Code: 0320
- PKR 500 or PKR 350 will be charge as penalty in case of dishonor cheques intra city/intercity respectively
- If you have any query feel free to contact with us on 24/7 Hours Helpline 042-35880062 Ext: 4040, 4041 & 1179.
- Payment relevant to Datacenter wouldn't be acceptable in the above mentioned account. Please contact Bank of Punjab ASTP Branch for the more information.
- Payment are acceptable in Pakistani Rupees Only.

Date:- July 11, 2024

M/S

PUNJAB INFORMATION TECHNOLOGY BOARD,
13TH FLOOR, ARFA SOFTWARE TECHNOLOGY PARK (ASTP)
 346-FREOZEPUR ROAD, LAHORE

QUOTATION

S.NO	ITEMS	Qty	Price	GST	Price/Unit	TOTAL
1	Laptop Model: Lenovo Thinkbook 16 Processor: Intel® Core™ i7-1355U 13th Generation (1.7GHz to 5.0GHz) Chipset: Integrated with TPM 2.0 System Memory: 16 GB DDR5-5200 SDRAM Storage: 512GB M.2 PCIe® NVMe SSD Keyboard/Touchpad: Standard keyboard and Precision Touchpad Display: 16" diagonal FHD Display 1920x1200, IPS, narrow bezel, anti-glare, Network Adapter: Built-in Gigabit Ethernet card (Microsoft Windows Supportive) WiFi and Bluetooth: Wi-Fi® 6, 802.11ax 2x2 Wi-Fi® + Bluetooth® 5.2 Carrying Case: Lenovo Standard Carrying Case Mouse: Lenovo Standard Wireless Optical Mouse Audio: built-in speakers Integrated I/O Interfaces: 1x USB 3.2 Gen 1, 1x USB 3.2 Gen 1 (Always On), 1x USB-C® 3.2 Gen 2 (support data transfer, Power Delivery 3.0 and DisplayPort™ 1.4), 1x Thunderbolt™ 4 / USB4® 40Gbps (support data transfer, Power Delivery 3.0 and DisplayPort™ 1.4), 1x HDMI® 2.1, up to 4K/60Hz, 1x Headphone / microphone combo jack (3.5mm), 1x Ethernet (RJ-45), 1x SD card reader Battery and Adaptor: 3-4 hours battery life Camera: Built-in HD Camera (HD 720p) Operating System: Microsoft Windows 11 Pro OEM Liscensed Warranty: One-year comprehensive warranty	1	350,000	63,000.00	413,000.00	413,000.00
2	Desktop PC Model: Dell Optiplex 7010 Processor: Intel® Core™ i5-13500 (13th Generation) (up to 4.8 GHz with Intel® Turbo Boost Technology, 24 MB L3 cache, 14 cores, 20 threads) Chipset: Intel® Q77 Express Chipset Memory: 16GB, DDR4 3200 MHz Storage: 512 GB PCIe® NVMe™ M.2 SSD Video/Display Card: Integrated Intel UHD Graphics Sound Card: Integrated Network Adapter: Built-in Gigabit Ethernet card (Microsoft Windows Supportive) LCD Display: Monitor 19.5 inch (Dell E2020H) I/O Ports: Front: 2x USB 3.2 Gen 1 ports, 2x USB 2.0 ports, 1x Universal audio port; Rear: 2x USB 3.2 Gen 1 ports, 2x USB 2.0 ports with Smart Power On, 1x HDMI 1.4b port, 1x DisplayPort 1.4 ports (HBR2), 1x RJ45 Ethernet Port 10/100/1000 Mbps; Wireless LAN: Wireless 802.11b/g/n/ac Optical Drive: Dell 8x DVD+/-RW 9.5mm I/O Ports: Front: 2x USB 3.2 Gen 1 ports, 2x USB 2.0 ports, 1x Universal audio port; Rear: 2x USB 3.2 Gen 1 ports, 2x USB 2.0 ports with Smart Power On, 1x HDMI 1.4b port, 1x DisplayPort 1.4 ports (HBR2), 1x RJ45 Ethernet Port 10/100/1000 Mbps; Mouse & Key Board: Dell USB Wired Keyboard, Dell 2-Button USB 2.0 Optical Mouse with Scroll. Windows(Optional): Pre-Installed OEM Liscensed Windows 11 Pro Warranty: One (01) Year Parts and Labor warranty for all components on site.	1	450,000.00	81,000.00	531,000.00	531,000.00

LHR/AH/5697
July 11, 2024

M/s Punjab Information Technology Board Lahore

Purchase Plan for
Canon Latest Laser Printer MF445dw

A4 Size Network Printing Solution

Salient Features of MF 445dw

Print Technology: Laser Duplex Printing: Auto

Display: LCD/ Screen Processor: 800 Mhz x 2 = 1.6Ghz

Memory: 1GB Connectivity/ Interfaces: 1 x USB ports or more, 1 x Gigabit Ethernet and WiFi
Paper Handling: Size: A4/ Legal/ Letter • Input: 100 sheets, 250 sheets tray • Output: 150 sheets bin

Print: • Speed: 38PPM (A4, B&W)

• Resolution: up-to 1200 x 1200 Scan:

• Type: Flatbed and ADF • Speed: 38PPM (B&W), Color 13 PPM • Resolution: 600 x 600 dpi

Copy: • Speed: 38CPM • Resolution: 600 x 600 dpi OS Support: Compatible with Windows 8/ 8.1/ 10 and latest YES Accessories: USB Cable, Power Cable, Toner and other allied accessories YES

Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document YES

S.	Item	Qty	Unit Price with GST
1	Canon Image Class MF 445dw	1 Unit	Rs. 200,000

TERMS & CONDITIONS:

Warranty : 01-Year

Delivery : 12-18 weeks Subject to LC opening; Force Majeure Applies because of Government restrictions/ban on imports.

Payment : 100% delivery

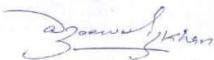
Validity : 10 days

NOTE:

Prices are based on current Exchange Rate, any change in currency exchange rate will affect the quoted price accordingly.

Yours sincerely,

For Shirazi Trading Company Pvt. Ltd.,

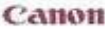


Azeem Hafiz
Assistant Manager Sales
0321-4963467

Shirazi Trading Co. (Pvt.) Ltd.

67/A, Block XX, Phase III (Commercial), Defense Housing Authority, Lahore Ph: (92-42) 35744601-09
UAN: 111-782-242 (111 STC ACD) FAX: (992-42) 35744610 Email: sales@shirazitrading.com.pk Website: www.shirazitrading.com.pk
Head Office: 8th Floor, Adamjee House, I.I. Chundrigar Road, Karachi 74000. Pakistan. UAN: 111 242 782 (111 AGC STC)
FAX: (92-21) 32417659, 32417737, 32417746, Fax: (92-21) 32417747, 32420417



















QUOTATION

ONLINE QUOTATION FOR DRONE WITH THERMAL SENSOR



 Shopping Cart **1**

Sign In or Create an account

PRODUCTS	PRICE	QUANTITY	TOTAL
 DJI Mavic 3T Thermal Delivery Time 2 To 3 Days / Without 1 Year Warranty / Mavic 3T + D-RTK2 Mobile Station and Tripod + 3 x Battery Kit + RTK Module	Rs.3,919,999	1	Rs.3,919,999 X

Additional comments

Special instruction for seller...

ORDER SUMMARY

Sub Total:

Rs.3,919,999

Coupon Code:

Coupon code will be applied on the checkout page

Total:

RS.3,919,999



Allied Traders

Importer & Government Indentor

GST : 03-05-8500-212-19
NTN : 1428137-6



Authorised Distributors
Safety & Security Equipment



Authorised Dealer
Quick Disconnect Coupling

Head Office

Suite No.1 & 2, First Floor, Gohar Plaza, 17-Karim Block,
Commercial Zone, Allama Iqbal Town, Lahore, PAKISTAN.
Tel: +92-42-35427562 Fax: +92-42-35435962
Cell: 0333-4245156 E-mail: alliedtraderspk@hotmail.com
www.alliedtraders.co

Branch Office

AL/240509/PITB/Q-01

11/07/24

Procurement Department
Punjab Information Technology Board
11th Floor, Arfa Software Technology Park,
346-B, Ferozepur Road,
Lahore Ph : 042-99000000

Subject: -

QUOTATION

Dear Sir,

With refer to your requirement; we are highly delighted to quote the best competitive price as mentioned below.

Sr. No.	Item Name	Qty	Unit Price	Total Price	18%GST	G. Total
01	TCL 65 INCH SMART & 4K UHD ANDROID TV Model 65P635	01	253,000.00	253,000.00	45,540.00	298,540.00

TERMS & CONDITIONS:

- Validity: 10 Days
 - Availability: One Week
 - Sometime few items are gone out of stock so we will provide the in lieu (above version) of that part no/model.
 - Payment immediate after delivery
 - GST will be charge as per government Rule
 - Warranty: As per Company Policy from date of shipment.
- Warranty (does not cover error & malfunctioning due to mishandling or improper power supply or environmental conditions) against manufacturing fault (Electrical / Electronic items not included in warranty).

Looking forward for a long-term relationship with you.
Thank you and assuring of our best services.

Best Regards,

Mirza A Saeed
For Allied Traders

Allied Traders
Off # 1, 1st Floor Gohar Plaza
17 Karim Block Commercial Zone
A. I. Town Lahore.
Ph: 042-5436084, 5427562
Fax: 042-35435962 Cell: 0333 4245156



WM Solutions

Office # 44 1st Floor Al Hafeez Shopping Mall Gullberg III Lahore

Email : wmsolutions27@gmail.com

Contact : 0300-4688694

Quotation

M/S : PITB

Date:

11- Jul-24

Address: Arfa Karim Tower Ferozpur Road Lhr.

Mobile:

Sr.No	Description	Qty	Unit Price	Total Amount Without GST	GST 18%	Total With GST
1	USB External HDD. WD My Passport 2TB 1 year Warranty	1	25850	25850	4653	30503
2	USB External HDD. Adata HD330 2TB 1 year Warranty	1	24800	24800	4464	29264
3	USB External HDD. Transcend 25M3 2TB 1 year Warranty	1	28330	28330	5099.4	33429.4

Terms & Conditions:

- 50% Advance & Remaining 50% at the Time of Delivery.
- Quotation is Valid for 7 Days Only.
- Price will change if Dollar Rate change.
- Prices Inclusive of All Govt Taxes.

Ref: **AYK-PITB-IPP(AA)-24/JUL1**Dated: **11th July, 2024**

To,

Punjab Information Technology Board (PITB)
13th Floor, Arfa Software Technology Park (ASTP),
346-B, Ferozepur Road, Lahore, Pakistan
Phone: 042-35880062, Fax: 042-99232123

SUBJECT: QUOTE FOR PROCUREMENT OF IP PHONE

Respected Sir/Madam,

Reference to your office requisition, we are pleased to offer you our most competitive solution as follows :-

Sr.#	Description	Offered Specifications	Qty.	Unit Price (PKR)	Total Price (PKR)
01	<u>IP PHONE</u> MODEL: VIP-1120PT MAKE: PLANET TECHNOLOGY CORPORATION, TAIWAN.	Full duplex speaker phone. Support Two lines. With RJ9 Head Set Support. With 2x10/100 Base-t Ethernet Support (One for PC Connectivity). PoE Supported 2-Line Display with Colored LED. Support SIP Protocol. Support of G.711, G.722 & G.729. Support Provisioning Via Web or Auto Provisioning via TFTP.	05 Nos.	30,000	150,000
Grand Total inclusive of GST (PKR)					150,000

Terms & Conditions: -

- | | |
|-----------------------|---|
| 1) Price: | FOR/DDP Basis inclusive of Taxes in PKR. |
| 2) Validity of Offer: | 3 Months. |
| 3) Payment Terms: | As per requisition. |
| 4) Delivery Period: | 5-07 Working Days after Order Confirmation. |
| 5) Warranty: | 01 Year Standard Warranty for IP Phone. |

Thanks with Best Regards!

ENGR. ABDUL HANAN SHAHID
MANAGER SALES & PROJECTS (ICT)
0321-6456472

For Inquiries: Sales@ayk.com.pk | Services: technical@ayk.com.pk | General: info@ayk.com.pk

LAHORE OFFICE:

Fiat # 4, 3rd Floor, 16-B, Sheraz Plaza,
Main Market Gulberg-II, Lahore. Ph: 042-35752679
Cell: 0321-6456480 E-mail: m.saeed@ayk.com.pk

ISLAMABAD OFFICE:

Office# 3, 1st Floor, Capital Plaza, G-11 Markaz,
Islamabad. Ph: 051-2364047 Cell: 0321-6456483
E-mail: m.ashraf@ayk.com.pk

KARACHI OFFICE:

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**No. SOP(WL)1-1/DDSC/2024-25
GOVERNMENT OF THE PUNJAB
FORESTRY, WILDLIFE & FISHERIES
DEPARTMENT**



Dated: 15.11.2024

Subject: **MINUTES OF 3RD DEPARTMENTAL DEVELOPMENT SUB- COMMITTEE (DDSC) MEETING 2024-25 (WILDLIFE SECTOR) HELD ON 15.11.2024 UNDER THE CHAIRMANSHIP OF THE SECRETARY FW&F DEPARTMENT.**
(List of Participants attached)

3rd meeting of DDSC of FW&F Department for the financial year 2024-25, was held on **15.11.2024** at 11:00 AM under the Chairmanship of Secretary, Forestry, Wildlife & Fisheries Department in the Committee Room of this Department. The meeting started with recitation from the Holy Quran. The Chair welcomed the participants.

2. The Director General, Wildlife & Parks Punjab gave detailed briefing on the following development schemes included in ADP 2024-25 pertaining to Wildlife & Parks Department:

AGENDA ITEM NO.1: ARCHIVES AND WILDLIFE RESOURCE MANAGEMENT SYSTEM IN PUNJAB.

1.	Name of Project	Archives and Wildlife Resource Management System in Punjab (ADP G.Sr.No.3274)
2.	Location (Name of District and Province)	Punjab Province.
3.	Sponsoring Agency	Government of the Punjab, Forest, Wildlife & Fisheries Department
4.	Execution Agency	i. Punjab Wildlife & Parks Department ii. Punjab Information and Technology Board (PITB)
5.	Operation & Maintenance	i. Punjab Wildlife & Parks Department ii. Punjab Information and Technology Board (PITB)
6.	Date of Approval by DDSC / PDWP	Not Applicable
7.	Implementation Period	24-Months (01.07.2024 to 30.06.2026) (Original)
8.	Total Cost (PC-I Scheme)	Rs.449.475m (Revenue)
9.	Funds released & utilized till end June, 2024	Not Applicable.

10.	Funds withdrawn by FD during 2023-24	Not Applicable.
11.	ADP Provision for 2024-25	Rs.250.000m
12.	Proposed Provision (2024-25) PC-1	Rs.247.824m
13.	Annual Recurring Cost	Rs.88.265m
14.	Quantitative Objectives / Target	• Integrated Digital Platform: Implement a standardized digital platform to automate workflows and improve operational efficiency across the Punjab Wildlife & Parks Department. • Enhanced Public Access: Streamline services such as licenses, permits, and information, making them more accessible and transparent to the public. • Data-Driven Decision Making: Use digitized data collection and reporting for informed decision-making, optimizing resource allocation and conservation strategies. • Creative Awareness Initiatives: Produce wildlife documentaries, photography, and 360-degree virtual tours and establishment of a department's Digital Communications Hub to raise mass public awareness and promote conservation. • Networking System: Establish a comprehensive networking infrastructure to facilitate seamless communication, collaboration, and data sharing among wildlife offices. Sustainable Conservation: Foster community engagement and support sustainable wildlife conservation practices across Punjab.
15.		Not Applicable.

The Director General Wildlife & Parks briefed the sub-committee regarding the background concept and objectives of the PC-1 scheme titled "Archives and Wildlife Resource Management System in Punjab". The scheme envisions automation of departmental services e.g. shooting and possession license, special permits, breeding farms registration, dealer licenses, import / export, private wildlife reserve and CBC registrations, etc. Moreover, an archives of the digital GIS maps of habitats and protected areas will be developed in the form

of digital atlas. Other major components of the project include wildlife photography, 3D virtual tours, and establishment of a digital communication hub to highlight the biodiversity of Punjab.

Discussion:

The Chair enquired regarding the mechanism and procedure of license issuance, which was briefed by the representative of PITB, who also explained the verification process through a QR based code. The Chair directed that a component should also be included for geo-tagging of hunters through the App to ensure sustainable / legal hunting. Furthermore, the Representatives of Finance Department and Planning & Development Board questioned the PC-1 model of hiring human resource instead of outsourcing for development of app and dashboards. The Director General, Wildlife & Parks Punjab explained that PITB being a technical department and being already engaged in a wide range of automation projects in the Government sector are well-versed with its dynamics. The Chair directed that training, capacity building of department and certifications shall be incorporated in the PC-1 to ensure smooth transition after project closure. PITB will also incorporate the project exit strategy, wherein capacity building of department will be ensured and no extension in gestation period will be accorded for training purpose.

The Representative of Finance Department also inquired regarding the fate of equipment proposed to be procured for the PITB HR component. The Director General, Wildlife & Parks Punjab replied that it will be incorporated in the PC-1 that after closure of scheme, all procured equipment shall be handed over to the client department. The Chair also directed that an Asset Management Module should also be included in the PC-1 to develop a complete inventory for the department to facilitate and streamline its asset management.

Furthermore, the department has proposed an internship programme in the project. The Chair directed that the minimum internship stipend should be Rs. 60,000/- while the house also agreed to increase the offered internships to 100 students. Further, the internship program will be integrated through web portal for applications and registration to be designed by PITB.

The Representatives of Finance Department and Planning & Development Board inquired regarding the justification for establishment of a separate communication hub in the wildlife department. The Director General, Wildlife & Parks Punjab briefed that the cornerstone of any effective wildlife conservation strategy is 'public awareness' which required a dedicated and wildlife specialist communication team. The project envisions hiring a small team of wildlife related experts, including a communication lead, wildlife photographer and content developer among others. He further stressed that the proposed communication hub would not be a duplication and rather it would be linked to the communication cell at the Administration Department to provide crucial support. Following is the justification for a dedicated digital communication hub at wildlife department:

1. Wildlife is a highly specialized field, understanding of which is congenial to those who have experience in the field. Therefore, Forest Department cell will not suffice the requirements of specialized wildlife scope.
2. The scope and workload for photography, editing and other wildlife related tasks related to communication and public awareness are enormous and need greater number of resources.

After deliberations the sub-committee agreed to delete the posts of SEO Specialist and Digital Media Monitor. The scheme was approved subject to incorporation of following decisions in the scheme:

Decisions:

1. Training, capacity building and certifications would be incorporated in the PC-1.
2. An Asset Management Module will be incorporated in the PC-1 and at project closure, all equipment / items provided to the PITB HR will be handed over to the client department.
3. Hundred (100) internships will be offered to students at a monthly stipend of Rs. 60,000/-.
4. The provision of contingent paid staff shall be deleted.
5. The posts of SEO Specialist and Digital Media Monitor will be deleted, while the PPS scale of Communication Lead will be reduced from PPS-10 to PPS-09.
6. The approval is subject to clearance of IT component from the IT Section of Planning & Development Board. While the staff component shall be placed before PDWP as per instructions of Planning & Development Board.
7. PITB will ensure capacity building of department and no extension in gestation period will be accorded for training purpose.
8. Scheme should be in line with the instructions already communicated time to time by this Department and Planning & Development Board.

"The proponent shall submit 07 copies of the PC-I Scheme at the earliest for further necessary action".

AGENDA ITEM NO.2: EXPERIENCE DEVELOPMENT AT CAPTIVE FACILITIES IN PUNJAB

1.	Name of Project	Experience development at Captive facilities in Punjab (ADP G.Sr.No.3271)
2.	Location (Name of District and Province)	Bahawalpur, Lahore.
3.	Sponsoring Agency	Government of the Punjab, Forest, Wildlife & Fisheries Department
4.	Execution Agency	i. Forest, Wildlife & Fisheries Department ii. Punjab Wildlife & Parks Department
5.	Operation & Maintenance	i. Punjab Wildlife & Parks Department
6.	Date of Approval by DDSC / PDWP	Not Applicable.

7.	Implementation Period	12-Months (01.07.2024 to 30.06.2025) (Original)
8.	Total Cost (PC-I Scheme)	Rs. 599.427m (Revenue)
9.	Funds released & utilized till end June, 2024	Not Applicable.
10.	Funds withdrawn by FD during 2023-24	Not Applicable.
11.	ADP Provision for 2024-25	Rs.600.000m
12.	Proposed PC-1 Provision (2024-25)	Rs.599.427m
13.	Annual Recurring Cost	Rs.21.500m (1 st year)
14.	Quantitative Objectives / Target	• Enhance Visitor Engagement: Develop interactive exhibits and immersive experiences to increase visitor engagement. • Educational & Awareness Programs: Conduct educational programs at every targeted facility in the PC-I scheme, targeting local schools and community groups. • Conservation Awareness: Integrate conservation messaging into all exhibits and increase public awareness through engaging content. • Immersive & Themed Animal Exhibits: Design themed habitat exhibits replicating natural environments to enhance educational and visual appeal. • Adoption of Modern Technology: Install interactive digital displays to provide immersive wildlife experiences for visitors. • Community Engagement: Create volunteer opportunities and host community outreach programs to strengthen local involvement. • Sustainable Practices: Implement eco-friendly infrastructure upgrades and reduce the carbon footprint of facilities. • Economic Impact & Tourism Growth: Increase annual visitor numbers, boosting local tourism and generating more revenue from ticket sales. • Wildlife Welfare & Animal Care: Ensure all enclosures meet international animal welfare standards and conduct annual health assessments. • Technological Advancements: Develop a mobile app to enhance visitor experience,

		ensuring full accessibility and interactive features for all audiences. Marketing & Publicity: Run major promotional campaigns, targeting individuals through online and offline channels.
15.	Reasons for Revision	Not Applicable.

The Director General Wildlife & Parks briefed the house the sub-committee regarding the proposed project which envisions enhance visitor experience at Lahore, Safari and Bahawalpur Zoo's. It involves a major IT component (3D screens), thematic work through sculptures, photo-points, branding, dancing fountain, and a wildlife float show.

Discussion:

The Chair directed that due diligence should be ensured in purchase of IT / tech component of the project. The Director General, Wildlife & Parks Punjab explained that PITB is included in the PC-1 as technical consultant to supervise the procurement and deployment process for all tech components. Furthermore, a Service-Level-Agreement (SLA) will be included during the purchase of 3D screens and maximum warranty period will be ensured. The Chair directed to incorporate SLA in deployment of dancing fountain as well to avoid operational complications.

The Representatives of Finance Department and Planning & Development Board questioned the rationale for recurring cost in the proposed project, which was deliberated and agreed to be deleted. The Finance Department proposed to reduce the branding and publicity component. However, DG Wildlife explained that the component is already rationalized and it is essential for media marketing, promotion as well as public awareness. The scheme was approved subject to incorporation of following decisions in the scheme:

Decisions:

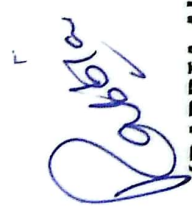
1. The approval is subject to clearance of IT component and consultancy TORs from the IT and Consultancy Sections of P&D Board.
2. Service Level Agreement will be incorporated in purchase of 3D screens and dancing fountain.
3. The proposed recurring cost will be deleted from the PC-1 as the same is included into the warranties and SLA.
4. Scheme should be in line with the instructions already communicated time to time by this Department and Planning & Development Board.

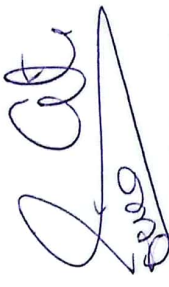
"The proponent shall submit 07 copies of the PC-I Scheme at the earliest for further necessary action".


(MUDDASIR WAHEED MALIK)
SECRETARY FW&F DEPARTMENT


(HAYAT HASSAN)
ADDITIONAL SECRETARY (TECHNICAL)
FW&F DEPARTMENT


(CAPT. (R) TAHIR ZAFAR ABBASI)
SPECIAL SECRETARY,
FW&F DEPARTMENT


(RABBIA ALI)
ASSISTANT CHIEF (FW&F)
PLANNING & DEVELOPMENT BOARD


(SONIA ATA TUNG)
SECTION OFFICER(L&DD/F&W)
FINANCE DEPARTMENT

No. & Date Even.

Copy is forwarded for information and further necessary action to the following: -

1. The Secretary Govt. of Punjab, P&D Board, Lahore.
2. The Secretary Govt. of Punjab, Finance Department, Lahore.
3. The Secretary Govt. of Punjab, Environment Department, Lahore.
4. The Secretary Govt. of Punjab C&W Department Lahore, with the request that Buildings Department will not surrender ADP Funds without approval from Administrative Department.
5. The Director General, Wildlife & Parks Punjab.
6. The Director (B&A) Forest, 24- Cooper Road, Lahore.
7. The Assistant Chief (FW&F) Govt. of Punjab, P&D Board, Lahore.
8. The Section Officer (L&DD/F&W), Govt. of Punjab, Finance Department.

CC:


SECTION OFFICER (WILDLIFE)

PS to Secretary, FW&F Department.

ARCHIVES AND WILDLIFE RESOURCE MANAGEMENT SYSTEM IN PUNJAB

ANNOTATED REPLY ON THE DECISIONS OF DDSC MEETING HELD ON 15.11.2024

Sr #	Observations	Reply
1.	Training, Capacity Building and Certification would be incorporated in the PC-I.	Detail of Training capacity building component is incorporated in the PC-I scheme at Page No. 48 as Annexure-21.
2.	An Asset Management Module will be incorporated in the PC-I and at project closure, all equipment / items provided to the PITB HR will be handed over to the client department.	Asset Management Module will be developed by PITB and has been mentioned in the PC-I scheme at Page No. 6 as one of the key deliverables of PITB. While all the equipment / items will be handed over by PITB to client department as mentioned in Annexure-4 at Page No. 19 of PC-I scheme.
3.	Hundred (100) internships will be offered to students at a monthly stipend of Rs. 60,000/-.	Hundred (100) internships will be offered to students at a monthly stipend of Rs. 60,000/- as mentioned in Annexure-6 of PC-I scheme at Page No.22.
4.	The Provision of Contingent Paid Staff shall be deleted.	The Provision of Contingent Paid Staff is deleted from PC-I scheme.
5.	The Posts of SEO Specialist and Digital Media Monitor will be deleted, while the PPS scale of communication Lead will be reduced from PPS 10 to PPS 9.	The Posts of SEO Specialist and Digital Media Monitor are deleted from the PC-I scheme and also the PPS scale of communication Lead reduced from PPS 10 to PPS 9.
6.	The approval is subject to clearance of IT component from the IT section of Planning & Development Board. While the staff component shall be placed before PDWP as per instructions of Planning & Development Board.	IT component has been vetted from IT section of P&D Board. Noted for compliance as the staff component shall be placed before PDWP for approval.
7.	PITB will ensure Capacity Building of department and no extension in gestation period will be accorded for training purpose.	As per Annexure-21 of PC-I scheme at Page No. 48, the training / capacity building component will be completed within the approved gestation period.
8.	Scheme would be in line with instructions already communicated time to time by this department and the Planning & Development Board.	Noted for compliance.



042-99059325

No. 16 (54)AC(FWF)P&D/24
Government of the Punjab
Planning & Development Board
Dated Lahore the 6th December, 2024

To,

The Director General,
Wildlife & Parks,
Punjab.

Subject: CLEARANCE OF IT COMPONENT OF PC-I SCHEME TITLED "ARCHIVES & WILDLIFE RESOURCE MANAGEMENT SYSTEM IN PUNJAB"

I am directed to refer to letters bearing No. 3031/DG.W&P/PL:2(91)/2024 dated 25.11.2024 and 3070/DG.W&P/PL:2(91)/2024 dated 27.11.2024 on the subject cited above, whereby replies to the observations of IT section, P&D Board has been forwarded for clearance as per the decision of DDSC meeting dated 15.11.2024. The same has been examined by the IT section of P&D Board. Now, IT section has agreed with the amendments / replies submitted by the Administrative Department.

Keeping in view of the above, Administrative Department may proceed accordingly, however, a fresh copy of PC-I after making necessary rectifications may be submitted to this office, dully signed by the Competent Authority for record, please.

ASSISTANT CHIEF (FW&F)

No. & Date Even:

A copy is forwarded to the Secretary, Forestry, Wildlife & Fisheries Department for information, please.

ASSISTANT CHIEF (FW&F)

C.C

1. PS to Member (Env. & CC.), P&D Board
2. PA to Chief (Env. & CC.), P&D Board.

NO. 31.042-99059302

NO.12(9) PO(COORD-II)P&D/2024
GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
Dated Lahore the 20th December, 2024

- 16(S1)
16(S4)✓
1. The Secretary to Government of the Punjab,
 - i. Finance Department
 - ii. FW&F Department
 - iii. Environment Protection Department
 2. The Secretary, P&D South Punjab Secretariat, Bahawalpur.
 3. The Chief Economist / All Members, P&D Board.
 4. The Director, Punjab Economic Research Institute (PERI).
 5. The Director General, Monitoring & Evaluation (M&E).
 6. The Chief Executive Officer, Urban Unit, Lahore.

Subject: **MINUTES / DECISIONS OF THE MEETING OF PROVINCIAL DEVELOPMENT WORKING PARTY (PDWP). (SECTOR: FW&F)**

I am directed to enclose herewith a copy of minutes of **51st PDWP meeting held on 13th December, 2024** under the chairmanship of Chairman P&D Board, for information and further necessary action of the following Item(s):-

Agenda Item No.	ADP No. (2024-25)	Name of the Item (s)	Status
10	3274 (New)	Archives and Wildlife Resource Management System In Punjab.	Position paper for pay packages approved
11	3268 (New)	Punjab Wildlife Census	Position paper for approval of Recruitment Committee approved

(MUSA RAZA)
ASSISTANT CHIEF (COORD-II)

A Copy, along-with copy of the minutes, is forwarded to the:

50

Sr. No.	PARTICULARS
	PLANNING & DEVELOPMENT BOARD:
1	Sr. Chiefs:- (Coord. & Mont.), ENV & FW&F / Chiefs: ECA, Technical, Consultancy / Consultant (Coord)
2	Manager (MIS) P&D Board
3	PSO to Chairman, P&D Board.
4	PS to Secretary, P&D Board.
	C.C.
5	Chief (ENV & CC), M/o Planning, Dev. & Special Initiatives, Govt. of Pakistan, "P" Block, Pak Secretariat, Islamabad.

ASSISTANT CHIEF (COORD-II)

		GOVERNMENT OF THE PUNJAB PLANNING & DEVELOPMENT BOARD FW&F SECTION
MINUTES OF 51ST PDWP MEETING HELD ON 13.12.2024		
Agenda Item No. 10	Position paper for approval of project staff on PPS under scheme titled "Archives and Wildlife Resource Management System in Punjab" ADP No. 3274 (New)	
Date & Time:	13.12.2024 (Friday) At 12:45 P.M	
Venue:	Auditorium P&D Board	
Participants:	List Attached	

Chief (Env. & CC.), P&D Board briefed the forum that the project titled "Archives and Wildlife Resource Management System in Punjab" has been included in ADP 2024-25 at Gs. No. 3274 as a new scheme having an allocation of Rs. 250.00 million. The scheme was approved by DDSC in its meeting dated 15.11.2024 at a cost of Rs. 449.196 million with a gestation period of 34 months (2024-2026). She further informed that by implementing this project, AD intends to automate the management of wildlife resources and operations within the department.

2. She apprised the forum that PITB is the executing agency along with the FWF Department for the automation of the Wildlife. For this purpose, 28 posts have been recommended by DDSC under this project; 23 for PITB and 05 for the Wildlife Department. Now, AD has approached P&DB for approval of following project staff under the subject scheme:

Sr. No.	Name of Post	PPS	No. of Posts	Monthly Pay (Rs.)	Total Cost (Rs. In Million)
PITB Human Resource					
1	Senior Program Manager	8	1	0.300	5.988
2	Program Manager	7	1	0.225	4.491
3	Program Officer	6	2	0.160	6.387
4	Assistant Program Officer	5	1	0.091	1.838
5	Senior Software Engineer (Web)	8	1	0.300	5.988
6	Software Engineer (Web)	7	2	0.225	8.982
7	Software Engineer (Mobile)	7	1	0.225	4.491
8	Software Engineer (DevOps)	7	1	0.225	4.491
9	Software QA Engineer	7	1	0.225	4.491
	Sub-total (A)	11			47.147
IT Support HR for Wildlife & Parks Department					
10	Program Officer	6	1	0.160	3.194
11	Assistant Program Officer	5	11	0.091	20.220
	Sub-total (B)	12			23.414
Digital Communication Hub for Wildlife & Parks Department					
12	Communication Lead	9	1	0.400	7.584
13	Wildlife Photographer / Videographer	8	1	0.300	5.688
14	Content Creator / Script Writer	8	1	0.250	4.740
15	Video Editor	8	1	0.250	4.740
16	Graphic Designer / Animator	7	1	0.200	3.792
	Sub-total (C)	5			26.544
	Grand Total				97.493

ASSTANT CHIEF
PLANNING & DEVELOPMENT BOARD
GOVT. OF THE PUNJAB, LAHORE

DISCUSSION:

3. The Chair inquired regarding the rationale for the different posts proposed by PITB. The representative of PITB explained that the proposed project posts include administrative, technical and support staff essentially required for the development of modules and their successful implementation. The Director General Wildlife & Parks added that twelve (12) support staff will be deputed to regional offices and the Directorate of Wildlife to streamline the implementation of the automation system. Member (Governance & IT), P&D Board was of the view that the 23 project posts proposed under the PITB component needs to be rationalized. After detailed deliberation, it was decided by the forum that the 02 posts proposed for 'Program Officer' under PITB shall be reduced to 01 post.
4. The Chair further inquired regarding the duplication of posts proposed under the Digital Communication Hub with an existing approved scheme titled "GIS Based Protection Regime & Establishment of Digital Communication Cell in FWF Department". The Director General Wildlife & Parks clarified that the referred scheme is being implemented by the Forest Department which involved developing a full-fledge communication cell. However, in the instant scheme, only essential communication posts have been incorporated. He emphasized the importance of establishing a digital communication hub within the Wildlife Department to align with government policy on strengthening wildlife advocacy, communication, and awareness. This hub would support the development and implementation of an effective communication strategy, crucial for wildlife conservation.
5. Member (Governance & IT), P&D Board also added that AD should provide a road map of deliverables for the proposed digital communication hub so that quantifiable targets may be provided for performance evaluation of the project staff.

DECISIONS:

7. After detailed deliberations, the proposed project staff and proposed PPS were approved by the PDWP and following decision were made:
 - a. The post of 'Program officer' shall be reduced from 02 to 01 under PITB component.
 - b. The cost of 'PITB Human Resource' be reduced from Rs. 47.147 million to Rs. 43.953 million, resulting in overall cost of Establishment from Rs. 97.493 million to Rs. 94.299 million.
 - c. Deliverables for the project posts of PITB as well as Digital Communication Hub be made part of the PC-I.
 - d. The FWF Department submit the amended PC-I after incorporating aforementioned decisions.

Meeting ended with a vote of thanks

ASSISTANT CHIEF
PLANNING & DEVELOPMENT BOARD
GOVT. OF THE PUNJAB, LAHORE

LIST OF PARTICIPANTS51st PDWP MEETING, FY 2024-25

Dated: 13.12.2024

Name of the Officer		Designation / Department
PLANNING & DEVELOPMENT BOARD		
1.	Barrister Nabeel A. Awan	Chairman, P&D Board (In Chair)
2.	Dr. Asif Tufail	Secretary, P&D Board / Member (Env. & CC.)
3.	Mr. M. Masood Anwar	Chief Economist
4.	Mr. Abid Bodla	Member (ID / Water)
5.	Mr. Ahmed Mustajab Karamat	Member (Social Development)
6.	Mr. Yawar Hussain	Member (Education)
7.	Mr. Shafaat Ali	Member (Health)
8.	Mr. Aslam Javed	Member (Agriculture)
9.	Mr. Sadaqat Hussain Khan	Member (Energy)
10.	Mr. Agha M.Ali Abbas	Member (Governance)
11.	Mr. Mohsin Abbas Shakir	Member (Water)
12.	Mr. Mahmood-ul- Hassan	Sr. Chief (RP)
13.	Mr. Sohail Rauf	Sr. Chief (C&M)
14.	Ms. Shafaq Saleem	Sr. Chief (Consultancy)
15.	Ms. Saba Asghar Ali	Chief (Env. & CC.)
16.	Mr. Syed M. Vajhaydeer Hyder	Assistant Chief (Technical)
17.	Mr. Musa Raza	Assistant Chief (Coord-II)
18.	Ms. Rabbia Ali	Assistant Chief (FW&F)
URBAN UNIT		
19.	Mr. Umar Masud	CEO, UU
DG (M&E)		
20.	Mr. Hafiz Waheed-ul-Hasam	Director Coordination
ENVIRONMENT PROTECTION DEPARTMENT		
21.	Ms. Sughra Kashif	SPIU
PUNJAB ECONOMIC RESEARCH INSTITUTE (PERI)		
22.	Mr. M. Ansar	Director (PERI)
FOREST, WILDLIFE & FISHERIES		
23.	Mr. Muddassir Riaz Malik	Director General (Wildlife & Parks, Punjab)
24.	Mr. Junaid Nadeem	Deputy Director Wildlife (Headquarter)
PUNJAB INFORMATION AND TECHNOLOGY BOARD (PITB)		
25.	Muhammad Ammad Zia	Project Director
26.	Muhammad Saad Malik	Senior Program Manager
27.	Bilal Sikandar	Program Manager
FINANCE DEPARTMENT		
28.	Ms. Nur-ul-Ain	AS(F)

ASST. CHIEF
PLANNING & DEVELOPMENT BOARD
GOVT. OF THE PUNJAB, LAHORE

**GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
FW&F SECTION**

MINUTES OF 51ST PDWP MEETING HELD ON 13.12.2024

Agenda Item No. 11	Position paper regarding approval of 'Recruitment Committee' to recruit the Project Staff (PPS) under the scheme "Punjab Wildlife Census" ADP No. 3268 (Ongoing)
Date & Time:	13.12.2024 (Friday) At 12:45 P.M
Venue:	Auditorium P&D Board
Participants:	List Attached

Chief (Env.&CC.), P&D Board briefed the forum that the scheme titled "Punjab Wildlife Census" has been included in ADP 2023-24 and approved by PDWP in its meeting dated 10.05.2024 at a cost of Rs. 530.00 million with gestation period of 27 months (2023-2026). She also informed that with this project the FWF Department intends to undertake a detailed biodiversity assessment and wildlife profiling of the Punjab province through wildlife and habitat-based survey.

2. She apprised the forum that at the time of approval of PC-I, no recruitment committee had been proposed in PC-I for selection of the following project staff:

- Senior Ecologist (PPS-08)
- Senior Biodiversity Specialist (PPS-08)

3. Now, AD has approached P&DB for approval of the following recruitment committee:

1.	Director General Wildlife & Parks Punjab.	Chairman / Competent Authority
2.	A representative of the Administrative Department to be nominated by Secretary FW&F	Member
3.	Representative of Services & General Administration Department	Member
4.	Representative of Finance Department	Member
5.	Representative of Planning & Development Board	Member
6.	Deputy Director Wildlife to be nominated by the Director General Wildlife & Parks	Member
7.	Any other co-opted member(s) nominated by Director General Wildlife & Parks.	Member

DISCUSSION:

4. The Chair sought clarification on the scope of work for the proposed project posts. In response, the Director General Wildlife & Parks explained that the technical positions are specifically designed to oversee the census process in Punjab. These experts will provide critical technical support to the department, ensuring that the survey

is conducted efficiently and adheres to the highest quality standards, thereby enhancing the reliability and credibility of the results.

DECISIONS:

5. After incorporation of decision of PDWP, the following Recruitment Committee has been approved by PDWP under the scheme titled "Punjab Wildlife Census":

1.	Director General Wildlife & Parks Punjab.	Chairman / Competent Authority
2.	A representative of the Administrative Department to be nominated by Secretary FW&F	Member
3.	Representative of Finance Department	Member
4.	Representative of Planning & Development Board	Member
5.	Deputy Director Wildlife to be nominated by the Director General Wildlife & Parks	Member / Secretary
6.	Any other co-opted member(s) nominated by Director General Wildlife & Parks.	Member

Meeting ended with a vote of thanks

ASSISTANT CHIEF
PLANNING & DEVELOPMENT BOARD
GOVT OF THE PUNJAB, LAHORE

LIST OF PARTICIPANTS**51st PDWP MEETING, FY 2024-25****Dated: 13.12.2024**

Name of the Officer		Designation / Department
PLANNING & DEVELOPMENT BOARD		
1.	Barrister Nabeel A. Awan	Chairman, P&D Board (In Chair)
2.	Dr. Asif Tufail	Secretary, P&D Board / Member (Env. & CC.)
3.	Mr. M. Masood Anwar	Chief Economist
4.	Mr. Abid Bodla	Member (ID / Water)
5.	Mr. Ahmed Mustajab Karamat	Member (Social Development)
6.	Mr. Yawar Hussain	Member (Education)
7.	Mr. Shafaat Ali	Member (Health)
8.	Mr. Aslam Javed	Member (Agriculture)
9.	Mr. Sadaqat Hussain Khan	Member (Energy)
10.	Mr. Agha M.Ali Abbas	Member (Governance)
11.	Mr. Mohsin Abbas Shakir	Member (Water)
12.	Mr. Mahmood-ul- Hassan	Sr. Chief (RP)
13.	Mr. Sohail Rauf	Sr. Chief (C&M)
14.	Ms. Shafaq Saleem	Sr. Chief (Consultancy)
15.	Ms. Saba Asghar Ali	Chief (Env. & CC.)
16.	Mr. Syed M. Vajhaydeer Hyder	Assistant Chief (Technical)
17.	Mr. Musa Raza	Assistant Chief (Coord-II)
18.	Ms. Rabbia Ali	Assistant Chief (FW&F)
URBAN UNIT		
19.	Mr. Umar Masud	CEO, UU
DG (M&E)		
20.	Mr. Hafiz Waheed-ul-Hasam	Director Coordination
ENVIRONMENT PROTECTION DEPARTMENT		
21.	Ms. Sughra Kashif	SPIU
PUNJAB ECONOMIC RESEARCH INSTITUTE (PERI)		
22.	Mr. M. Ansar	Director (PERI)
FOREST, WILDLIFE & FISHERIES		
23.	Mr. Muddassir Riaz Malik	Director General (Wildlife & Parks, Punjab)
24.	Mr. Junaid Nadeem	Deputy Director Wildlife (Headquarter)
PUNJAB INFORMATION AND TECHNOLOGY BOARD (PITB)		
25.	Muhammad Ammad Zia	Project Director
26.	Muhammad Saad Malik	Senior Program Manager
27.	Bilal Sikandar	Program Manager
FINANCE DEPARTMENT		
28.	Ms. Nur-ul-Ain	AS(F)

ARCHIVES AND WILDLIFE RESOURCE MANAGEMENT SYSTEM
IN PUNJAB

**ANNOTATED REPLY ON DECISIONS OF PDWP MEETING HELD ON 13.12.2024
REGARDING POSITION PAPER FOR APPROVAL OF RECRUITMENT
COMMITTEE TO RECUIT THE PPS STAFF**

Sr. No.	Decisions	Reply
i.	The post of 'Programme Officer' shall be reduced from 02 to 01 under PITB component.	The post of 'Programme Officer' under PITB component is reduced from 02 Nos. to 01 No.
ii.	The cost of 'PITB Human Resource' be reduced from Rs.47.147 million to Rs.43.953 million, resulting in overall cost of Establishment from Rs.97.493 million to Rs.94.299 million.	The cost of 'PITB Human Resource' is reduced from Rs.47.147 million to Rs.43.953 million, resulting in overall cost of Establishment from Rs.97.493 million to Rs.94.299 million.
iii.	Deliverables for the project posts of PITB as well as Digital Communication Hub be made part of the PC-I.	Deliverables / Roles / Responsibilities for the project posts of PITB as well as Digital Communication Hub have been made part of the PC-I as Annexure-10 and Annexure-11 respectively.
iv.	The FWF Department submit the amended PC-I after incorporating aforementioned decisions.	The amended PC-I Scheme after incorporating aforementioned decisions is submitted to FWF Department.

SELECTION CRITERIA

As per para 8 of the Recruitment Policy 2022, the following selection criteria is prescribed for specialized PPS posts under the project:

1. Educational Qualification (Maximum 30 marks):

a. Where prescribed minimum qualification is Masters / equivalent:

Sr. No	Qualification	1st Div	2nd Div	3rd Div
1	Masters 50%	15	10	5
2	Bachelors 30%	9	6	3
3	Intermediate (15%)	4.5	3	1.5
4	Matric 5%	1.5	1	0.5

b. Where prescribed minimum qualification is Intermediate / equivalent:

Sr. No	Qualification	A+	A	B	C	D	E
1	Intermediate (60%)	18	15	12	9	6	3
2	Matric 40%	12	10	8	6	4	2

2. Experience in the relevant field (Maximum 20 marks)

(10 marks for fulfilment of prescribed experience. 2 marks additional for per year above the prescribed experience).

3. Interview (Maximum 50 marks)

Note: This selection criteria is specifically for the hiring of Digital Communication Hub staff.

DELIVERABLES OF DIGITAL COMMUNICATION HUB

1. Communication Lead (PPS-09)

Primary Responsibilities & Deliverables:

- **Leadership & Collaboration:**
 - Ensure smooth collaboration between the Wildlife Photographer/Videographer, VideoEditor, and Content Creator, setting clear objectives and timelines for socialmedia campaigns.
 - Regularly report on progress in team meetings, focusing on content creation milestones.
- **Documentary & Content Strategy:**
 - Oversee the creation of **1-2 full-length wildlife documentaries** per month, ensuring the content aligns with the organization's mission.
 - Guide content themes for **social media campaigns**, focusing on endangered species, habitat conservation, and the organization's efforts.
- **Coffee Table Book:**
 - Lead the creation of the **annual Coffee Table Book**, ensuring the integration of social media content into the book's visual storytelling. Coordinate with the Wildlife Photographer/Videographer and Graphics Designer.
- **Wildlife Excursions:**
 - Lead **1-2 wildlife excursions per month** and coordinate content collection from the Wildlife Photographer/Videographer for social media use.
- **Social Media Engagement:**
 - Ensure content is **scheduled for Instagram, Facebook, and YouTube** to maximize engagement, using tools like Hootsuite or Buffer.
 - Manage monthly social media content calendar and align deliverables with key organizational events.

Monthly Deliverables:

- **1-2 Full-Length Documentaries** for YouTube/Facebook.
- **1 Coffee Table Book** (Annual).
- **Wildlife Excursion Content** for Instagram/Facebook/YouTube.
- **Content Calendar for Social Media** (Instagram, Facebook, YouTube) with detailed weekly posts.

2. Wildlife Photographer/Videographer (PPS-08)

Primary Responsibilities & Deliverables:

- **Content Capture:**
 - Deliver **5-7 high-quality wildlife photos** per week for use on social media platforms (Instagram, Facebook).
 - Provide **raw video footage (rushes)** for documentaries and other projects, delivered within **48 hours** of shoot completion.
 - Capture and deliver **5-10 photos per wildlife excursion** for use in campaigns,

social media posts, and the Coffee Table Book.

- **Wildlife Photography Excursions:**
 - Plan and execute **2-3 photography excursions per month**, delivering content that highlights specific species or conservation efforts.
- **Social Media Engagement:**
 - Support the **Instagram stories** and **Facebook posts** with relevant images from shoots, keeping the content fresh and engaging.
- **Workshops & Engagement:**
 - Deliver **bi-weekly photography workshops**, capturing behind-the-scenes content for social media.
- **Photo Contests & Event Coverage:**
 - Organize **monthly photo contests** with **weekly posts** to promote engagement on Instagram and Facebook.

Weekly Deliverables:

- **5-7 Photos** for Instagram and Facebook.
- **2-3 Instagram/Facebook Stories** featuring new content.
- **Raw footage** for upcoming documentaries (delivered within 48 hours of shoot).

3. Video Editor (PPS-08)

Primary Responsibilities & Deliverables:

- **Video Editing:**
 - Edit and deliver **5-7 short videos per month** (1-2 minutes) for social media platforms such as Instagram, Facebook, and YouTube.
 - Produce **1-2 long-form documentaries** (8-15 minutes) per month for YouTube and Facebook.
 - Deliver edited content within **2 days of receiving raw footage**.
- **YouTube & Social Media Content:**
 - Edit **teaser videos (30-60 seconds)** for Instagram and Facebook from long-form videos for cross-platform promotion.
 - Produce **YouTube video titles, descriptions, and thumbnails** optimized for search and engagement.
- **Sound Design & Music:**
 - Implement sound design, background music, and sound effects for social media video content to enhance viewer engagement.
- **Archiving:**
 - Ensure all video content (raw footage and final edits) is **properly archived** and accessible for future campaigns.

Weekly Deliverables:

- **2-3 Short Videos** (1-2 min) for Instagram and Facebook.
- **1 Long-Form Documentary** (8-15 min) for YouTube or Facebook.
- **1-2 Teaser Videos** (30-60 seconds) for Instagram/Facebook Stories.
- **YouTube Thumbnails & Titles** for new videos.

4. Content Creator / Script Writer (PPS-08)

Primary Responsibilities & Deliverables:

- **Social Media Content Creation:**
 - Produce **15-20 engaging posts per week** for Instagram, Facebook, and other platforms, focusing on wildlife conservation and awareness.
 - Ensure posts are **informative, educational, and visually engaging**, using a mix of photos, videos, and graphics.
- **Campaign Management:**
 - Develop and execute **1-2 social media campaigns per month** focused on specific conservation issues, such as endangered species or habitat protection.
 - Collaborate with the Wildlife Photographer/Videographer and Video Editor to ensure content is visually aligned.
- **Research & Articles:**
 - Write **2-3 blog posts/articles per month** related to wildlife conservation for the website and share them on social media.
- **Collaborative Content:**
 - Work with the team to create **Instagram Reels, Stories, and Facebook posts** that align with the organization's social media strategy.

Weekly Deliverables:

- **15-20 Social Media Posts** (Instagram, Facebook) focused on conservation.
- **2-3 Social Media Stories/Reels** (Instagram/Facebook) per week.
- **1-2 Blog Articles** per month, shared across social media platforms.
- **Social Media Captions** for YouTube, Instagram, and Facebook videos.

5. Graphics Designer (PPS-07)

- **Animation Design:** Develop two animations per week.
- **Graphic Design:** Create 5 to 7 graphics per week to support organizational objectives and campaigns.
- **Digital Content:** Video titles and transition for five to seven video per month
- **Informative Content:** Develop Promotional materials / infographics

SUMMARY OF DELIVERABLES

Role	Weekly Deliverables	Monthly Deliverables
Communication Lead	Oversee content production, lead wildlife excursions, set social media content strategy	1-2 full-length documentaries, 1 Coffee Table Book (Annual), monthly social media content calendar
Wildlife Photographer/ Videographer	5-7 photos for Instagram/Facebook, 2-3 Instagram/Facebook Stories, Raw footage for documentaries	Photos for 1-2 wildlife excursions, support for 1-2 social media campaigns
Video Editor	2-3 short videos (1-2 min) for Instagram/Facebook, 1 Long-form documentary, 1-2 teaser videos	1-2 full-length documentaries (8-15 min), YouTube thumbnails, social media teaser videos, archived footage
Content Creator / Script Writer	15-20 posts for Instagram/Facebook, 2-3 Instagram/Facebook Stories/Reels, 1-2 Blog Articles	1-2 campaigns, social media articles, monthly post strategy for Instagram/Facebook/YouTube
Graphic Designer / Animator	02 animations, 5-7 graphics	video titles and transition for 5-7 videos