

University Grants Commission
Sanothimi, Bhaktapur
Nurturing Excellence in Higher Education Project (NEHEP)
(2021-2026)

TERMS OF REFERENCE FOR QAA Expert
(NEHEP/UGC/CS/IND-06/079/80)

1. Background

University Grants Commission (UGC), with the credit funding support of the World Bank is implementing Nurturing Excellence in Higher Education Program (NEHEP) as an integral part of the National Higher Educational Program (NHEP) initiatives. The NEHEP supports specific reform initiatives of the NHEP in four Result Areas (RA): RA1 - Improved Labor-market relevance, Entrepreneurship, and Collaborative Research; RA2 - Strengthening Governance and Financing of higher education for Quality Enhancement; RA3: Widening Access to Quality Higher Education for Disadvantaged Students; and RA4: Extending Digitalization of Higher Education. The duration of the program will be of five years from 16 July 2021 to 15 July 2026. The program details including the Project Appraisal Document (PAD) are available on www.ugcnepal.edu.np.

2. Objectives

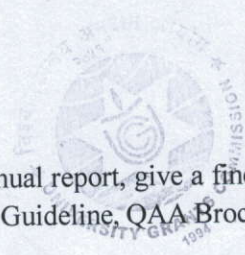
The objective of the TOR is to seek service of a Quality Assurance and Accreditation (QAA) Expert in UGC to facilitate NEHEP to expedite the implementation support of the Quality Assurance and Accreditation and Quality Enhancement of Higher education institutions, which is an integral parts of the Disbursement Linked Indicators under Results Area -2.

3. Scope of work of the QAA Experts

Under the UGC/QAA Council, the expert/consultant(s) shall work in close coordination with the QAA Division staff, the Technical Committee, and the peer reviewers. The expert will work under the supervision of the UGC Chairman in close coordination with the Technical Adviser.

The major functions of the QAA Expert will include, but not limited to, the following:

- Review existing QAA framework, and QAA guidelines, appraisal evaluation criteria -benchmarks and procedures, indicators for further improvement and support the Quality Assurance and Accreditation Division (QAAD) to revise existing QAA guidelines.
- Support QAAD in reviewing QAA assessments of institutions/programs for accreditation, including review of the HEIs submitted Self-Study Reports (SSRs) to UGC under QAA process.

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- Support QAAD to prepare its annual report, give a fine touch to the documents, including but not limited to its annual report, QAA Guideline, QAA Brochure, SSR assessment handbook, and those are to be published from QAAD
 - Provide technical support to carry out activities of QAAD.
 - Support QAAC and QAAD to prepare Strategic Plan of the QAAC and support for its implementation, as well as to review the progress review, identify the outcomes and impacts, and explore the challenges.
 - Facilitate and encourage HEIs to participate in QAA system, particularly by providing them technical guidance in developing Internal Quality Assurance and Accreditation Systems and mechanisms.
 - Prepare programme coding framework, and conduct thoroughly, a feasibility study and prepare a draft of fundamental elements / propose framework or strategies to be adopted, for programme accreditation of HEIs in long run.
 - Prepare draft of the interactive system of information management for smooth operation of QAA process (Online Data Kit, Interactive Website, Inter-division networking and information exchange/unification).
 - Other technical and professional services as deemed necessary by the UGC, or QAAC and QAAD to accomplish the assignment to consolidate and further strengthen the QAA System in Nepal.
 - The expert is also expected support UGC to transform the conceptual and theoretical components of the QAA system and process to the technological part.
 - Develop progress reports: Trimester Progress Report, Disbursement Linked Indicators Report, and other reports as required, and annual report.
 - Generate project implementation progress report and provide strategic feedback for policy implementation as well as to reform the overall system.
 - The QAA expert is also expected to be engaged in other assessments as required for UGC strengthening and capacity building.

4. QAA Expert (Consultant's) Qualification and Experience

The QAA prospective Expert should have the following qualification and experience:

- Academic Degree:
 - PhD from a recognized university. Since QAA process is a highly technical and the expert will deal with professors and experts of the Quality Assurance and Accreditation Council and the peer review teams to deal with the QAA indicators largely focused on academic activities specifically, quality, relevance and governance the PhD Degree and sound experience in QAA process is essential.
 - Knowledge and understanding of QAA process being practiced in Nepal and have an ability of making critical appraisal to the benchmarks and indicators of QAA.



- **Work experience:**

- Should have minimum of 10 years of work experiences in education sector preferably in higher education institutions.
- Should have minimum of 5 years of work experience in quality assessment and monitoring of academic institutions or have worked as a Coordinator or Member in at least three Peer Review Teams.
- Familiar with higher education system in Nepal, Knowledge of legislative provisions and mechanisms in higher education.
- Good communication and writing skill, and co-ordination capacity in the areas of higher education including interpersonal skills.

The prospective expert must be keenly interested to learn international best practice of QAA and draw positive inputs for improvements of Quality Assurance and Accreditation system in Nepal.

5. UGC's (The Client's) Input to the QAA Expert

The QAA Expert will be provided with office space, computer facilities, and access to UGC internet, telephone, and library services. Necessary stationery and printing and copying facilities will be available. The office facilities and logistic support will be available during the office duty hours.

6. Duration of assignment/consultancy service

The expert is expected to work for 18 working days in a month on intermittent basis during office hours at UGC, Sanathimi except otherwise situation demands to travel outside Kathmandu within Nepal on project related matters. The assignment shall tentatively commence from July 2023 and the duration of the contract for the assignment will be until the implementation closing deadline of NEHEP (July 15, 2026), subject to renewal in each fiscal year based on need of the program and on the basis of performance evaluation of consultant for the assigned period.

7. Deliverables

The QAA expert shall submit monthly progress report along with the time sheet verified by Member Secretary of UGC at the time of claiming remuneration.

8. Selection Criteria

A consultant will be selected in accordance with the procedures as Individual Consultant Selection set out in the World Bank's 'procurement regulations of IPF borrowers for goods, equipment, works and consulting services, 4th edition November 2020.



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Sanothimi, Bhaktapur

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Expression of Interest

University Grants Commission invites for the purpose of shortlisting the qualified eligible and experienced individual consultant as QAA Expert in Nurturing Excellence in Higher Education Project (NEHEP) implemented by UGC. Individual experienced consultant and willing to provide their services are hereby invited to submit Expression of Interest (EOI) to UGC office, Sanothimi, Bhaktapur or procurement@ugcnepal.edu.np no later than 17:00 Hours on the 28 June 2023.

Further information and clarification on EOI can be obtained from the UGC during office hours. The TOR can be downloaded from the website: <http://ugcnepal.edu.np>