University Grants Commission  
Second Higher Education Project  

Terms of Reference for the Consultant  
(EMIS Specialist)  

I. Type of involvement: Full time  

II. Scope of Work:  
II.I. Setting up and operating EMIS in UGC for Higher Education Development  

1. Preparing scheme for developing EMIS in UGC  
2. Supporting development of the schemes of EMIS for assessing/monitoring institutional performances and quality of HE to support quality assurance and accreditation  
3. Developing HE data scheme in conjunction with other formal and non-formal education sector data to support planning, research and development activities in HE  
4. Identifying/listing indicators of HE for quality monitoring, planning and assessing the outcomes/impacts of HE  
5. Preparing or revising information collection tools  
6. Supervising information collection, data entry and data cleaning  
7. Undertaking data analysis - progress assessment of UGC HE programs, HE development trend analysis, and other analyses necessary for UGC  
8. Preparing list of documents, software and other supporting materials to implement EMIS development scheme  
9. Preparing other necessary EMIS related activities required for regular UGC activities as well as for HE development project  
10. Analyse hardware, software, networking and other computerized requirements and prepare documents of such requirements  

II. Duties  
Work with UGC team as a resource person for  
- Developing detailed guidelines for the UGC EMIS unit and personnel  
- Preparation of regular HE status reports with trend analyses for publication and dissemination  
- Supporting in preparation of progress report of higher education development projects  
- Supporting in preparation of monitoring report for quality assurance and accreditation of institutions and courses  
- Participating in UGC meetings relating to EMIS, monitoring, research, and program assessments  
- Supporting HE institutions in the development and use of EMIS
• Preparing short, intermediate and long term development plans for better development and use of EMIS in HE institutions
• Preparing documents of software, hardware, networking and other computer system related requirements
• Other EMIS related activities as required by UGC

III. Qualification
• ME in computer/Electronics with one year experience or Bachelor Level in Computer Science or equivalent (BIM, BCA, BIT, BEIT) with 4 years of experience.
• Knowledge of computer programming, networking and database management is essential

IV. Logistics and Remuneration
1. There will be provision for office space and work set up including computer facility as per task assignment
2. The consultant will have access to facilities of office and logistics during duty time and task assignment period that will include access to library, email, internet, transportation and communication.
3. The remuneration will be based on the rule of UGC.