



University Grants Commission (UGC)

Sanothimi, Bhaktapur

Date of Publication: 23 January 2024

Internship Announcement

The University Grants Commission (UGC) is the apex body of higher education in Nepal and provides financial, policy, and regulatory support to higher education institutions in the country. Please refer to the website for more information: www.ugcnepal.edu.np.

UGC is seeking results-oriented and aspiring interns to support the implementation of the Nurturing Excellence in Higher Education Program (NEHEP) funded by the World Bank to bring value addition for sustained transformational improvements in higher education.

1. 3. Position title: Intern, Procurement

Location : University Grants Commission, Sanothimi, Bhaktapur

Full/Part-Time : Full-time

Duration : 6 Months

Expected Start Date of Assignment: 10 February, 2024

Required academic qualifications, skills and attitudes:

- Active enrolment in 4th Semester or recent completion of a Master's level program in social science, economics, management or related field.
- Some experience in working with development agencies, academic institutions including in volunteer capacity in the field of results based management, monitoring and evaluation, indicators, statistics and or research methodologies is preferable.
- Relevant computer skills especially MS Office.
- Data analysis and analytical writing skills.
- Good interpersonal, networking and communication skills.
- Willingness to contribute and work as part of a team; and
- Flexible and open to learning and new experiences.
- Fluent in English.

3. Position title: Intern, Monitoring and Evaluation

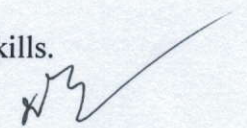
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- Willingness to contribute and work as part of a team; and
- Flexible and open to learning and new experiences.
- Fluent in English.

Candidates willing to apply can submit the application with bio-data at the UGC office, sanothimi, Bhaktapur or email: procurement@ugcnepal.edu.np no later than 17:00 Hours on the 31st January, 2024

To download TOR, please click the following link: www.ugcnepal.edu.np

Please note that only short-listed candidates will be contacted. Telephone enquiries will not be entertained.

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Terms of Reference Procurement Intern

Job Title : Intern, Procurement
Location : University Grants Commission, Sanothimi, Bhaktapur
Full/Part-Time : Full-time
Duration : 6 Months
Expected Start Date of Assignment: 10 February 2024

Background:

University Grants Commission (UGC), is an apex body of higher education in Nepal that provides financial, policy and regulatory supports to higher education institutions in Nepal. The main objectives of UCC are to coordinate among universities; allocate and disburse government grants to universities and Higher Educational Institutions (HEIs) and take appropriate steps for assurance and enhancement of quality of higher education in these institutions in Nepal. UGC allocates and distributes grants to the universities and their constituent and affiliated campuses. UGC with funding from 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): RA 1 - 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. These RAs are clustered around six key performance indicators (KPIs), 16 Intermediate Results Indicators (IRIs) and 17 Disbursement Linked Results, which will measure the overall progress of the program during implementation and upon completion.

UGC/NEHEP is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in program results. The input from intern is to support for program monitoring and Evaluation activities, coherence with respect to NEHEP scope, and relevance of activities and outcomes to the program needs.

Scope of the Position:

Under the direct supervision of the General Administrative Division of UGC, the intern will support the Program team in the project administration of the Nurturing Excellence in Higher Education Program (NEHEP) 2021-2026 and its program grants that will be mobilized during the current Fiscal Year (FY).

A work-plan with achievements for the duration of the internship and learning opportunities will be agreed upon. The performance in program activities leads to a beneficial environment for the Intern enhancing her/his skills and capacity in the Quality Assurance and Accreditation System under the NEHEP.



Duties and Responsibilities:

The intern will support the Project Support Unit (PSU) for the implementation process of the NEHEP program. The Procurement intern will be responsible for providing planning, implementation, monitoring, reporting, evaluation and indicator database management support for the NEHEP program and its result areas. He or She will also entail liaison with operations, program and technical teams and will focus on administrative support.

The key responsibilities of the Procurement Intern shall include, but not be limited to the following:

Planning

- Support to review and quality assure the interventions and activities in the UGC, Universities and HEIs to ensure that they are strongly linked to the program standard, operational policy and guideline (SOPG) output indicators.
- Assist program team to ensure all NEHEP implementing and participating HEIs are informed and share the same understanding on the definitions of the program indicators and grant criteria for funding and facilitate them where required.
- Support and contribute to prepare the NEHEP annual program and budget as outlined in Operations Manual.

Implementation

- Support and contribute to the implementation of the NEHEP program as outlined in Operations Manual.
- Coordinate and facilitate to the HEIs to implement the NEHEP program

Reporting

- Assist Program Team on the quality assurance of periodical Progress and indicator milestones.
- Contribute to Program Funding Partner's Meetings via the progress status update
- Assist in ensuring baseline and targets data for the indicators are collected consistently as per the program plan.
- Provide assistance to the development the Achievements Report to provide Independent Verification Agency (IVA)

Project Administration

- Support in day-to-day operations of the NEHEP program, including, but not limited to budget and finance, human resource management, procurement. Grants management, communication, report writing and records management.
- Assist the program team in the implementation, tracking, follow up and update of the progress Report
- Carry out any other additional tasks assigned by the Division head and Secretary

Qualification and Experience:

- Active enrolment in 4th Semester or recent completion of a Master's level degree program in social science, education, economics, business administration, public administration or related field.
- Some experience in working with development agencies, academic institutions including in volunteer capacity in the field of results based management, project management, monitoring and evaluation, indicators, statistics and or research methodologies is preferable.
- Relevant computer skills especially MS Office excel
- Strong data analysis and analytical writing skills.
- Good interpersonal, networking and communication skills
- Willingness to contribute and work as part of a team; and
- Flexible and open to learning and new experiences
- Fluency in English.
- Physically fit and sound mind.

Learning Elements:



Upon completion of the assignment, and depending on its duration, the Procurement Intern will gain the following knowledge assets:

1. Increased understanding of the National Higher Education Program and its scope.
2. Understand key project management competencies and practices within UGC and relevant policies and procedures related to higher education program
3. Understand the UGC/NEHEP project management tools and guidelines
4. Understand the UGC/NEHEP mandate and policies and standards.
5. Understand procurement process followed by UGC/NEHEP as per PPA, PPR and the World Bank Guidelines.
6. Understand the dynamics of operational and program support and communications to the HEI level
7. Learn donor funding project environment, working procedures, and coordination mechanisms
8. Write and formulate substantive documents
9. Network with HEIs in Nepal
10. Work experience as a team member in a academic setting

Financial Aspects:

Interns will receive a stipend to help cover basic travel and lunch expenses. UGC provides DSA equivalent to assistant-level upon travel out of Kathmandu valley.

Other Facilities to be provided by UGC:

- Office space with computer and furniture
 - Email and internet access
 - Office stationery
 - Photocopier
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How to Apply

Please email your applications including a brief statement on your interest in the internship program, to procurement@ugcnepal.edu.np before 31st January, 2024 with the title "Internship – Procurement".

Due to the anticipated high volume of applications, only shortlisted candidates will be contacted for an interview.



Learning Elements:

- Upon completion of the assignment and depending on its duration, the Procurement Intern will gain the following knowledge assets:
1. Increased understanding of the National Higher Education Program and its scope.
 2. Understand key project management competencies and practices within UGC and relevant policies and procedures related to higher education program
 3. Understand the UGC/NHEP project management tools and guidelines
 4. Understand the UGC/NHEP mandate and policies and standards
 5. Understand procurement process followed by UGC/NHEP as per PPA, PPR and the World Bank Guidelines.
 6. Understand the dynamics of operational and program support and communications to the HEI level
 7. Learn donor funding project environment, working procedures, and coordination mechanisms
 8. Write and formulate substantive documents
 9. Network with HEIs in Nepal
 10. Work experience as a team member in a academic setting

Financial Aspects:

Interns will receive a stipend to help cover basic travel and lunch expenses. UGC provides DSA equivalent to assistant-level upon travel out of Kathmandu valley.

Other Facilities to be provided by UGC:

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- Email and internet access
- Office stationery
- Photocopier

Terms of Reference

Monitoring and Evaluation Intern

Job Title : Intern, Monitoring and Evaluation
Location : University Grants Commission, Sanothimi, Bhaktapur
Full/Part-Time : Full-time
Duration : 6 Months
Expected Start Date of Assignment: 10 February 2024

Background:

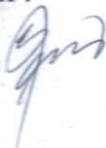
University Grants Commission (UGC), is an apex body of higher education in Nepal that provides financial, policy and regulatory supports to higher education institutions in Nepal. The main objectives of UCC are to coordinate among universities; allocate and disburse government grants to universities and Higher Educational Institutions (HEIs) and take appropriate steps for assurance and enhancement of quality of higher education in these institutions in Nepal. UGC allocates and distributes grants to the universities and their constituent and affiliated campuses. UGC with funding from 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): RA I - 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. These RAs are clustered around six key performance indicators (KPIs), 16 Intermediate Results Indicators (IRIs) and 17 Disbursement Linked Results, which will measure the overall progress of the program during implementation and upon completion.

UGC/NEHEP is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in program results. The input from intern is to support for program monitoring and Evaluation activities, coherence with respect to NEHEP scope, and relevance of activities and outcomes to the program needs.

Scope of the Position:

Under the direct supervision of the Monitoring Divisional Head, the intern will support the Program team in the planning, monitoring and evaluation of the Nurturing Excellence in Higher Education Program (NEHEP) 2021-2026 and its program grants that will be mobilized during the current Fiscal Year (FY).

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. The performance in program activities leads to a beneficial environment for the Intern enhancing her/his skills and capacity in the monitoring and evaluation of the thematic areas under the NEHEP.



Duties and Responsibilities:

The Monitoring and Evaluation intern will be responsible for providing planning, implementation, monitoring, reporting, evaluation and indicator database management support for the NEHEP program and its result areas. The M&E support will also entail liaison with operations, program and technical teams and will focus on M&E support. The key responsibilities of the Monitoring and Evaluation Intern shall include, but not be limited to the following:

Planning

- Review and quality assure the interventions and activities in the UGC, Universities and HEIs to ensure that they are strongly linked to the program standard, operational policy and guideline (SOPG) output indicators.
- Ensure all NEHEP implementing and participating HEIs are informed and share the same understanding on the definitions of the program indicators and grant criteria for funding and facilitate them where required.
- Support and contribute to prepare the M&E framework for NEHEP program as outlined in Operations Manual.
- Provide M&E support for resource mobilization and grant proposal to HEIs.

Implementation

- Support and contribute to the implementation of the M&E Plan for NEHEP program as outlined in Operations Manual.
- Assist in the implementation to M&E division of UGC

Monitoring and Reporting

- Assist Program Team on the quality assurance of periodical Progress and indicator milestones.
- Contribute to Program Funding Partner's Meetings via the monitoring matrix update
- Assist in ensuring baseline and targets data for the indicators are collected consistently as per the M&E Plan
- Provide assistance to the development the Achievements Report to provide Independent Verification Agency (IVA)

Evaluation

- Provide support to the Monitoring Divisional Head in the evaluative activities and the NEHEP Program Evaluation
- Assist the Monitoring Divisional Head in the implementation, tracking, follow up and update of the M&E Report
- Carry out any other additional tasks assigned by the Program Team and M Monitoring Divisional Head

Qualification and Experience:

- Active enrolment in 4th Semester or recent completion of a Master's level degree program in social science, economics, business administration, public administration or related field.
- Some experience in working with development agencies, academic institutions including in volunteer capacity in the field of results based management, monitoring and evaluation, indicators, statistics and or research methodologies is preferable.
- Relevant computer skills especially MS Office excel
- Strong data analysis and analytical writing skills.
- Good interpersonal, networking and communication skills
- Willingness to contribute and work as part of a team; and
- Flexible and open to learning and new experiences
- Fluency in English.

Learning Elements:



Upon completion of the assignment, and depending on its duration, the M&E Intern will gain the following knowledge assets:

1. Increased understanding of the National Higher Education Program and its scope.
2. Understand key M&E principles and practices within UGC and relevant policies and procedures related to Program Monitoring, Reporting and evaluation
3. Understand the UGC/NEHEP planning, monitoring and evaluation tools and guidelines
4. Understand the UGC/NEHEP mandate and policies and standards
5. Understand the coordination of planning, monitoring and evaluation of the program and sub program within universities of Nepal
6. Understand the dynamics of operational and program support and communications to the HEI level
7. Learn donor funding project environment, working procedures, and coordination mechanisms
8. Write and formulate substantive documents
9. Network with HEIs in Nepal
10. Work experience as a team member in a academic setting

Financial Aspects:

Interns will receive a stipend to help cover basic travel and lunch expenses. UGC provides DSA equivalent to assistant-level upon travel out of Kathmandu valley.

Other Facilities to be provided by UGC:

- Office space with computer and furniture
 - Email and internet access
 - Office stationary
 - Photocopier
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Due to the volume of applications received, only shortlisted candidates will be contacted for an interview



- Relevant computer skills especially MS Office excel
- Strong data analysis and analytical writing skills
- Good interpersonal, networking and communication skills
- Willingness to contribute and work as part of a team and
- Flexible and open to learning and new experiences
- Fluency in English

Learning Elements:

Upon completion of the assignment and depending on its duration, the M&E Intern will gain the following knowledge areas:

1. Increased understanding of the National Higher Education Program and its scope.
2. Understand key M&E principles and practices within UGC and relevant policies and procedures related to Program Monitoring, Reporting and Evaluation
3. Understand the UGC/NHEP planning, monitoring and evaluation tools and guidelines
4. Understand the UGC/NHEP mandate and policies and standards
5. Understand the coordination of planning, monitoring and evaluation of the program and sub-program within our entities of Nepal
6. Understand the dynamics of operational and program support and communications to the UGC level
7. Learn donor funding project environment, working procedures, and coordination mechanisms
8. Write and formulate substantive documents
9. Network with HEIs in Nepal
10. Work experience as a team member in a academic setting

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