University Grants Commission, Nepal

Sanothimi, Bhaktapur

Nurturing Excellence in Higher Education Project (NEHEP)

(2021-2026)

TERMS OF REFERENCE FOR TECHNICAL COORDINATOR (TC)
(NEHEP/UGC/CS/IND-02/079/80)

1. 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 UGC 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): 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. 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.

The total budget of NEHEP is USD 60 million which is credit support from the International Development Association (IDA)/ World Bank. The duration of the program will be of five years from 16 July 2021 to 15 July 2026.

2. Objective

The objective of the assignment of Technical Coordinator is to obtain technical and professional inputs to UGC for effective and efficient implementation of NEHEP. The input from TC is to ensure quality of project activities, coherence with respect to national higher education policy, and relevance of activities and outcomes to the national contexts and needs.

3. Scope of work

The Technical Coordinator (TC) shall work under the supervision of the UGC Chairman and Secretary, shall work closely with entire UGC team and coordinate with the World Bank team for the achievement of NEHEP program goals. The Technical Coordinator will be responsible

for coordination of the implementation of NEHEP working closely with different units of UGC and other implementing agencies. The TC is responsible for initiation of tasks guided by program documents and agreed actions with MoEST, MoF and World Bank.

4. Activities of the Assignment

Technical Coordinator's technical and professional activities and inputs to UGC include, but are not limited to, the following tasks:

- Undertaking Higher education policy dialogue and review of the operation manual and SOPs of UGC.
- Coordination for major HEIs reforms, developing strategy and plans for their implementation.
- Coordinate to mobilize units and personnel in the UGC for the implementation of NEHEP
- Ensure quality delivery of results with smooth supervision and close monitoring of the program implementation and achievement of results in accordance with the identified results areas and targets.
- Facilitate Universities and HEIs for performing program activities through orientation, training, and consultations and trend analyses of program intervention impact.
- Demonstrate accountability, autonomy and innovations in higher education and encourage to partner institutions to progress in similar ways.
- Review and update the program Operation Manual, SOPs and other guidelines including QAA guideline, Research development, and Digitization and innovation programs, as needed during the implementation period.
- Disseminate information of the guidelines and provide technical inputs to the participating institutions (through workshops, seminars, field visits, etc.) to prepare relevant guidelines.
- Coordinate the implementation of NEHEP quality audit scheme in the participating higher education institutions for building a culture of compliance with academic standards.
- Conduct regular progress reviews, revise strategies, plans and guidelines, and monitor achievement of targets to ensure quality of project activities and outcomes.
- Prepare progress reports and periodic achievement reports and share with the Independent Verification Agency (IVA) for verification, consulting with the IVA as required for final report to submit WB.
- Coordinate and communicate effectively within UGC divisions, HEIs and beneficiaries.
- Other necessary program activities as and when felt necessary by UGC and guided by document and donor partner.

5. Qualification and Experience

- Minimum Master Degree from recognized Universities in Education, Management, Science, Technical/professional areas, or Social Science. Preference will be given to PhD in relevant areas.
- Minimum 10 years of experience in education sector, preferably in handling project works /research related to higher education.
- Minimum of 3 years of specific experience in handling projects relating to higher education in donor funded program.
- Good understanding about National Higher Education Program (NEHP) and potential intervention through implementation and support to the Program.
- Good understanding about the implementation of Program, Monitoring, Evaluation, Reporting Mechanism and reimbursement practices.
- Worked experience as a senior official/ Expert/ Technical Advisor in any implementing and sub implementing agencies of Higher Education institutions.
- Ability to coordinate and communicate conscientiously within UGC divisions, HEIs and beneficiaries.
- Professional computer skills of MS functions of MS-WORD, MS-EXCEL and PowerPoint etc.

6. Duration of assignment/consultancy service

The consultant is expected to work at least 15 working days in a month during office hours at UGC in Kathmandu, except otherwise situation demands travel outside Kathmandu within Nepal on project related matters. The assignment shall tentatively commence from October 2022 and the duration of the contract for the assignment will be the NEHEP period, 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. Facilities to be provided by UGC

UGC shall provide following facilities to consultant during assignment period:

a. Office space with computer and furniture

b. Email and internet access

c. Required office stationary

d. Photocopier

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.