University Grants Commission Nepal

Sanothimi, Bhaktapur

Nurturing Excellence in Higher Education Program (NEHEP)
(2021-2026)

TERMS OF REFERENCE (TOR) FOR IT CONSSULTANT
(NEHEP/UGC/CS/IND-05/079/80)

1. Background

University Grants Commission (UGC), Nepal has instigated Nurturing Excellence in Higher Education Program (NEHEP) with the motive of supporting National Higher Education Program (NHEP) 2021/22 – 2025/26 for the development of higher education sector initiatives. The objectives of the program are a) to strengthen labor market relevance and quality of higher education, b) to boost collaborative research and innovation, and c) to enhance equitable access to underprivileged and disaster affected groups. NEHEP will strategically assist the national program through intervening in four key results areas viz. (a) improving employability, entrepreneurship, and collaborative research; (b) strengthening governance and financing of higher education; (c) widening access to quality higher education; and (d) extending digitization of higher education. The duration of the program will be of five years starting from 16 July 2021 to 15 July 2026.

Technical and IT tasks related to Disbursement Link Indicator(DLI) 6 covers Online teaching, learning and digitized administration has focused on the (a) policy, guidelines and strategies of digitalization (b) connectivity (c) Learning Management system (d) digital capacity enhancement (e) digital resources (f) educational governance.

2. Objective

The objective of the assignment is following aspects: a) Assess policy and operation level IT management activities in higher education level, b) Make recommendations for introducing and updating digitalization in higher education in Nepal under the NEHEP and, c) Assist in implementing IT friendly functions at UGC covering hosting web based system, online application, e-governance and email/internet at UGC.

3. Activities of the assignment/scope of work

- Coordinate the preparation of digitalization standards, and operational policy guidelines for digitalization of higher education to the UGC team and digitalization committee.
- Coordinate preparation and customization of UGC Learning Management System for blended and online courses.
- Coordinate to digitization and automation of UGC functional areas across all divisions.
- Support strengthening of the UGC EMIS system and integration with all HEI and other relevant institutes.
- Support the design and development of the UGC towards its automation including software, hardware and cloud services to run the UGC Integrated EMIS and other digital systems.
- Facilitate to subscribe, administer and create email services on the UGC system.
- Coordinate to develop a system for data backup and ensure system security of UGC system and network.
- Support conduct of the annual Ed-Tech Readiness mapping by UGC for Higher Education and digitalization progress and achievement.
- Track and Submit the Monthly progress report in relation with the higher education digitalization as explained in the Standards, Operations Policy and Guidelines on Digitalization prepared by the UGC(UGC-LMS, UGC EMIS, Universities/HEI's Connectivity's, Digitalization policy guidelines, development of LMS system at universities, Digital resources, Digital Capacity enhancement of faculties, EMIS at universities/HEIs. (Regular monthly basis)
- Prepare action plans to support universities/HEIs on digitization, and develop action plan for automation of UGC system through integrated EMIS system.
- Prepare/coordinate for development of framework for strategies/policy/guidelines framework.

4. Qualification and Experience

- At least a Master's degree in IT or equivalents with at least 5 years of experience as IT manager/team leader/developer or similar tasks.
- Good understanding about Nepal's higher education system including functioning in the new constitutional provision.
- Experience and proven ability in dealing with academia in IT and system analysis and design and online/blended programs, its software system being used in Nepal and areas of potential growth.

5. Duration of Service and Working Arrangement:

The consultant is expected to work 18 days per month at UGC office in Kathmandu. The work may require travel outside Kathmandu, within Nepal, on project related matters. The assignment shall tentatively commence from October 2022 and the duration of the contract will be the NEHEP period, subject to renewal in each fiscal year based on need of the project and on the basis of performance evaluation of consultant for the assigned period.

6. Facilities to be provided by UGC

UGC shall provide following facilities to consultant during his tenure of service:

a. Office space with computer and furniture

b. Email and internet access

c. Required office stationary

d. Photocopier

7. Selection Criteria

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