University Grants Commission

Sanothimi, Bhaktapur, Nepal

Terms of Reference (TOR) for Paid Volunteer

1 Introduction:

The University Grants Commission (UGC) was established as an autonomous and statuary institution, under the *University Grants Commission Act* (1993), to promote, facilitate, support, and enhance the quality of higher education in the country, thereby enabling educational institutions to meet the national need for the educated workforce; it also aims at developing Nepali academia as per the global standard.

UGC is working in the field of higher education in Nepal since 2051 BS. There are officially registered 1407 campuses, 11 universities and 5 deemed universities in Nepal. UGC is planning to have higher education mapping in order to support policy maker to regulate, monitor and supervise the expansion of higher education based on scientific way. The higher education institution are scattered all over the country. Therefore, UGC is hiring some paid volunteer to collect data from all higher educational institution of the country.

2 Objectives of hiring the Paid Volunteer :

The overall objective of hiring the volunteer is to collect data from all higher education institution of Nepal and to prepare HEI mapping.

3 Duties and the Responsibilities of the Paid Volunteer:

S/he shall work closely with Monitoring and Evaluation Division. The duties and responsibilities include:

- To collect data from 1407 campuses, 11 universities, 5 deemed universities and other
- To verify, interpret and analyse the collected data
- To design web-based mapping of higher educational institution of the country
- To disseminate the mapping to the concerned authorities

4. Duration and Services:

The involvement in the assignment shall be full time. The service duration of the volunteer shall be 120 working days. If required duration may get extend for 60 days.

5. Qualification of the Paid Volunteer:

The volunteer shall be required to possess bachelor level in Humanities and Social Sciences (Specialization in Geography, experience of GIS operation is required).

6. Logistics and Remuneration UGC:

- Volunteer will receive daily per diem NRs. 1800 while working in field all over the country.
- Volunteer will receive daily per diem NRs. 900 while working in UGC office.
- Per campus visit inside Valley and Terai will get NRs.200 and respectively NRs. 500 in remote district additionally.
- Per month NRs. 500 will be provided for communication facility.
- Per person NRs. 5000 will be provided for Bag and Stationeries expenses for the whole contract period.
- Other logistics and remuneration details will be explained during contract time.