

Government of Madhya Pradesh  
Department of Higher Education  
State Project Directorate, MPHEQIP  
1<sup>st</sup> Floor, MP Private University Regulatory Commission Building  
Yashoda Vihar Colony, Kaliyasot Dam, Bhopal,  
Madhya Pradesh, India

Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP)  
(World Bank Assisted Project)

**Empanelment of Civil Expert for MPHEQIP**  
(Individual Selection)

S. No: 1046/MPHEQIP/18-19

Bhopal, Date: 23/01/2019

**INDIA**

**Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP)**

1. The State Project Directorate, MPHEQIP, Department of Higher Education, Govt of Madhya Pradesh has received a credit from the International Development Association (IDA) World Bank for QIP (Quality Improvement Program) in Higher Education sector of Madhya Pradesh and intends to apply part of the credit proceeds to make payments under the contract for individual services.
2. The State Project Directorate, MPHEQIP, an implementing agency for World Bank assisted MPHEQIP invites Application from eligible Individual for empanelment ("Herein after referred to as Civil Expert") to support in "**Civil Construction Monitoring of Government Colleges in Madhya Pradesh**".
3. Interested Civil Experts may submit their "CV and Application expressing their interest" electronically by email to [spdmpwb@gmail.com](mailto:spdmpwb@gmail.com) on or before February 07, 2019 16:00 IST (Indian Standard Time).
4. Hard Copies of CV & Application shall not be considered. The Civil Experts can obtain this document ( Detailed information regarding scope of work, remuneration, eligibility and selection criteria etc.) on the portal <http://highereducation.mp.gov.in/> index.htm. In case of any query for submitting the CV and Application, Civil Experts can email their query to [spdmpwb@gmail.com](mailto:spdmpwb@gmail.com).

**Prof. Ajay Prakash Khare**  
**Additional Project Director (WB)**

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**Detailed Advertisement**

**I. Background**

Madhya Pradesh Higher Education Quality improvement Project (MPHEQIP) – a collaborative effort of the Department of Higher Education, GoMP and the World Bank to improve quality of higher education in the state. The strategic objective of the project is to improve education outcomes for students in higher education in government institutions, and to increase the effectiveness of the higher education system in Madhya Pradesh.

GoMP plans to expand and improve its higher education institutions with a view to improve the state's higher education system's outcomes to national and international flagship standards. This can only be achieved by undertaking a comprehensive and sustained package of reforms and capacity building measures which improve the efficiency and effectiveness of all Higher Education Institutions (HEIs) operating in the state. The higher education quality improvement program in MP is fully aligned to Government of India's Higher Education Program named Rashtriya Uchchar Shiksha Abhiyan (RUSA). At the institutional level, GoMP is targeting both building academic, research and managerial capacity, increasing autonomy in order to better align institutions with local needs, and pursuing excellence of academic departments.

**II. Introduction-'MPHEQIP Project'**

The MPHEQIP will support the implementation of the Government of Madhya Pradesh's vision for the higher education sector as articulated in the Vision 2018 Document and the State Higher Education Plan 2014. It is envisioned as a 10-year project, with 5 years of project support, and an additional 5 years of monitoring and evaluation to determine the long-term sustainability of outcomes. This project aims to improve strategic planning and administrative capacity at all government colleges and state universities. Additionally, it will allow the DHE to modernize its systems and schemes.

**III. Scope of Duties**

It is proposed to empanel at least 10-15 Civil Experts in the state for support, who are qualified and experienced on Civil Construction and are available to support Higher Education Institutes (HEIs) on preparing planning documents (DPR, Design etc.), monitoring the construction work,

report to DHE and provide related support. Retired Civil Engineers from PWD/WRD/MPHIDB/RES/PSU from State government and Central Government can also apply.

Following are the major task of Civil Expert.

- Coordinate with the various stakeholders for planning, approval and monitoring of construction work.
- Monitor the implementation of infrastructure activities, identify gaps, issues and risks and assist in addressing these as necessary;
- Ensure that the construction activities are completed as per the approved plan and time.
- Ensure that construction/Development is carried out in accordance with the quality assurance standards as per the World Bank guidelines.
- Submit report on status of progress, reviewed against target and report to management.

Apart from above following could be the additional responsibility of Civil Experts.

- Attend meeting and assessment drives.
- Support HEI, AD of Division and DHE on reporting of compliances required by World Bank time to time.

Based on the work plan and priorities as decided by the SPD and with support from AD offices/HEIs, the empaneled Civil Experts will visit the HEIs and work offline/online to support in planning and monitor the construction works. If required Civil Experts will present with the staff of HEI to physical verification of sites. Staff at HEIs/AD offices/SPD will support Civil Experts to complete his/her assignment.

SPD reserve the right to increase/decrease the number of Civil Experts empaneled or cancel the empanelment at any time without mentioning the reason.

#### **IV. Process of Selection**

- Once the application is submitted, SPD will shortlist the Civil Experts.
- Marks shall be allotted based on the table at VIII. selection criteria.
- Based on the marks, the top 10-15 candidates will be listed as most preferred candidate and empanelment letter shall be issued after the approval from Competent Authority.
- The candidate should sign the contract before commencement of work.

#### **V. Time Requirement**

- The Civil Expert will spend minimum 10 working days in a month on this project related activities.
- More time if required can be requested to Civil Expert based on the priority/emergency/immediate/Routine requirement of work.

#### **V. Remuneration**

- The Civil Expert shall be paid not less than Rs.4000/- on a per day basis (8 hours in a day).
- TA/DA shall be paid for visiting HEIs, AD offices and SPD (MPHEQIP) office based on approved rates.
- Policy of TA/DA rates will be provided at the time of issuing empanelment letter.
- Officer from SPD office will verify the time involvement of Civil Expert.
- SPD office will process the payment through treasury system on a monthly basis.
- The statutory tax obligation like GST or any other tax would be paid based on actual separately.
- Any tax liability arises out of the services like TDS or any statutory tax will be deducted based on the prevailing rates.

#### **VI. Specific Responsibilities:**

- The Civil Expert will prepare a work plan with time lines in consultation with SPD and submit to SPD office for approval, before any site visit/meeting/activity.
- The Civil Expert will submit a monthly progress report of construction activities, indicating the issues/risk.

#### **VII. Required Minimum Qualification and experience:**

- The Completed age of the candidate should not be more than 70 years as on last date of application.
- Candidate should have valid Degree in Civil Engineering and pose professional experience as Civil Engineer for minimum 15 years post qualification.
- In case of Government Servant, the candidate should worked on the position of Executive Engineer or higher.
- Candidate should have experience of completing 2 sites as Civil Engineer with a minimum cumulative cost of Rs. 5 Crore.
- The Candidate must possess adequate knowledge of quality assurance in construction work and social/environmental issues for at least 2 construction project where he/she served as civil engineer.

#### **VIII. Selection Criteria**

1. The candidates who have the required qualification & Experience as per clause (VII) of this invitation document shall be shortlisted.
2. Shortlisting shall be done based on the following marking criteria table.

**Table of Marking Criteria**

S#	Criteria	Maximum Marks
1	Master Degree in Civil Engineering	10
2	Retired Civil Engineer from Government/PSU with minimum Executive Engineer level.	10
3	Relevant Experience post qualification as Civil Engineer for minimum 15 years; Equal to or more than 15 Year & less than 20 years 10 Marks Equal to or more than 20 Year & less than 25 years 20 Marks Equal to or more than 25 Year 30 Marks	30
4	Number of Construction Projects in Government/PSU sector experience for a minimum 6 month duration; Two Project 5 Marks Three Project 10 Marks Four or More Project 15 Marks	15
5	Construction Projects with value of more than 5 Cr. in government/private sector experience; Two Project with value of >5 Cr. 15 Marks Three Project with value of >10 Cr. 20 Marks Four or More Project with value of >15 Cr. 25 Marks	25
6	Certificate on Social & Environmental Safeguards from World Bank or any other multilateral donor agencies.	10
<b>Total Marks</b>		<b>100</b>

**IX. Reporting and Counterparts:**

- The Civil Experts will work under direct supervision of Project Director, MPHEQIP.
- The Civil Experts will keep the Senior authorities informed on a regular basis about the progress and achievements.
- A web based software will be used to monitor the progress and upload relevant documents.

**X. Other Skills & Abilities:**

- Good computer skills with knowledge and experience on working with Microsoft tools (Word, Excel and Power Point) and internet.
- Good in English writing; ability to speak Hindi.

- Good written and oral communication skills.
- Ability to work effectively with the team.
- Professionalism in appearance and demeanor.
- Willingness of traveling to the different locations of Madhya Pradesh is required.

#### **XI. Closing Date:**

The closing date for applications is on or before February 07, 2019, 2019 16:00 IST (**Indian Standard Time**).

#### **Submission Guidelines:**

- Interested candidates should e-mail their application and CV in MS-Word and PDF format.
- The attachment should not be encrypted or zipped.
- Format of application and CV should be as per the format prescribed at Annexure 1.
- The subject line of email should be “**Application for appointment of Civil Expert**”.
- The email should be send to: [spdmpwb@gmail.com](mailto:spdmpwb@gmail.com) on or before February 07, 2019, 2019 16:00 IST (Indian Standard Time).

#### **XII. Tenure:**

The Contract will be initially for a period of 1 year and can be extended yearly for up to the project duration based on the mutual consent and satisfactory performance.

#### **XIII. Termination of contract:**

- In case of unsatisfactory performance or violation of any of the condition of contract, contract can be terminated by State Project Director, MPHEQIP at any time.
- Similarly, the Civil Experts can submit request for discontinuing after giving one-month notice.
- The decision of the Project Director, MPHEQIP shall be final in this regard.

#### **XIV. Special Note:**

- SPD reserve the right to increase or decrease the numbers of empaneled civil expert.
- Please note that applications received after the closing date and or without mentioning title of the post applied for in subject line of the Email will not be given consideration.
- The State Project Directorate Office, MPHEQIP is not liable for any kind of submission delay/Non-receipt of email/Attachment missing or corrupt/ Technology fault.
- Only Short-listed candidates whose applications correspond to the above criteria and requirements will be contacted for contract signing.
- Civil Experts will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of consultant by World Bank Borrowers. (January, 2011 edition Revised July 2014).  
<http://documents.worldbank.org/curated/en/2014/07/24361451/guidelines-selection-employment-Civil-Expertss-under-ibrd-loans-ida-credits-grants-world-bank-borrowers>

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Annexure 1 (a): Format of Application

{Name of City, Date}

To:

**Project Director (WB),**  
MP Higher Education Quality Improvement Project, MPHEQIP,  
Department of Higher Education,  
Government of Madhya Pradesh

Dear Sir:

I, the undersigned, offer to provide my services as Civil Expert for **MPHEQIP (Madhya Pradesh Higher Education Quality Improvement Program)** World Bank assisted Project to Higher Education Department GoMP in accordance with your Advertisement Consultancy Reference Number:1046/MPHEQIP/18-19 dated 23.01.2019.

I hereby submitting my CV for your kind consideration which is as per the requirements mentioned in the advertisement.

I hereby declare that:

- I. All the information and statements made in the CV are true and I accept that any misinterpretation or misrepresentation contained in the CV may lead to my disqualification by the State Project Directorate (MPHEQIP), Department of Higher Education, GoMP any time and/or may be sanctioned by the World Bank.
- II. I have no conflict of interest in accordance with paragraph 1.9 of Consultant Guidelines: Selection and Employment of Consultant [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers January 2011, updated July 2014 (Consultant selection Guidelines), setting forth the World Bank's policy on conflict of interest.
- III. I meet the eligibility requirements as stated in this Advertisement, and I confirm my understanding of obligation to abide by the Bank's policy in regard to corrupt and fraudulent practices.
- IV. My Proposal is binding upon me and subject to any modifications/ amendments by Department of Higher Education made before the date of submission.
- V. I do not face any sanction or any pending disciplinary action from any authority or have not been punished for misconduct in the past during the service tenure.
- VI. I have no pending tax liability, including income tax.
- VII. I understand that the State Project Directorate (MPHEQIP), Department of Higher Education, GoMP is not bound to accept application they receive.

Yours sincerely,

Signature {In full}: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

**Annexure 1 (b): Format of CV**

1. Name of Expert :
2. Proposed Position : Civil Expert
3. Current Employer :  
(If no current employer, then provide the last employer name)
4. Date of Birth : <DD/MM/YYYY format> Nationality:
5. Education :  
<Start with the highest education qualification>

<u>S#</u>	<u>Degree/certificate or other specialized education obtained</u>	<u>School, college, Institute and/or University Attended</u>	<u>Degree/certificate Issuing University/ Board/ Agency</u>	<u>Year Obtained</u>

6. Professional Certification or Membership in Professional Associations:
7. Other Relevant Training/ Certification:
8. Countries of Work Experience:
9. Languages Known:

Language	Read	Write	Speak

*10. Employment Record (Post-Degree Qualification):*

From [Year/Month]: To  
 Employer/ Client:  
 Positions held:  
 Detailed Tasks Assigned [*List all tasks performed under this Employment/Assignment*]:

11. Work Undertaken that Best Illustrates Capability of adequate knowledge of quality assurance system.

Assignment 1

Name of assignment or project:	
Year/ Month (From & To)	
Location	



Value of Project handled	
Client	
Main project features	
Positions held	
Activities performed	

12. Social/Environmental issues or Quality Assurance initiatives/experience.

Name of assignment or project:	
Year/ Month (From & To)	
Location	
Value of Project handled	
Client	
Main project features	
Positions held	
Activities performed	

Date & Place

Signature