

Government of Madhya Pradesh
Department of Higher Education
State Project Directorate, MPHEQIP
1st 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 Focal Point for MPHEQIP
(Individual Selection)

S. No:1045/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 ("Herein after referred to as Focal Point") to support in "**Governance Benchmarking exercise of Government Colleges in Madhya Pradesh**".
3. Interested Focal Points may submit their "CV and Application expressing their interest" electronically by email to spdmprwb@gmail.com on or before 07th February, 2019 16.00 hours IST (Indian Standard Time).
4. Hard Copies of CV & Application shall not be considered. The Focal Points can obtain this document (Detailed information regarding scope of work, remuneration, eligibility and selection criteria etc.) on the portal [http://highereducation.mp.gov.in/](http://highereducation.mp.gov.in/index.htm) index.htm. In case of any query for submitting the CV and Application, Focal Points can email their query to spdmprwb@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, 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. Introduction-'Governance Benchmarking'

Higher education governance is an important driver of change and how higher education institutions (HEIs) are managed is one of the most decisive factors in achieving their goals. In this context, the World Bank (along with UNESCO and the International Association of Universities) has thus developed a Higher Education Governance Screening Card (HEGSC) for HEIs. The

Screening Card assesses the extent to which HEIs are following governance practices aligned with their institutional goals and international trends and monitors their progress over time. Strengthening institutional governance is a thematic focus under MPHEQIP, and governance benchmarking for selected grant-supported HEIs is a Disbursement Linked Indicator (DLI) in the project.

IV. Scope of Duties

To carry out the work of assisting HEIs governance benchmarking, a group of persons who will be 'focal points' for this activity is needed. As each focal point can be assigned up to 10-15 HEIs, for 150 HEIs. Based on the above calculation the SPD will empanel up-to 25-30 focal points.

The short-term focal point will be responsible for the following:

- Engagement in the training on the mode of implementation of the HEGSC, including administration of the tool. Training will also engage the focal points in the necessary knowledge of the different dimensions within the tool and how to best ensure that misconceptions and misrepresentation of data is avoided. The focal point will be trained on how to ensure confidentiality as prime to the success of the implementation of the HEGSC. Finally, the focal point will be trained on post-implementation, to include reporting and presentation of results.
- Delivery of workshop to colleges and universities on the Higher Education Governance Score Card (HEGSC) scope of work and implementation. The workshop aims at preparing the HEIs in the state for administering the HEGSC and presenting the tool and its use. The workshop will include an introduction to the tools, the scope of dimensions included in the tool, the mode of implementation, and the subsequent results and next steps as a result of the state and institutional participation;
- Liaise with the government in order to coordinate the workshop preparing higher education institutions identified to participate in the benchmarking.
- Reach out to the leaders of the participating higher education institutions to secure participation and identify the contact person at the higher education institution (if not identified via the government contacts).
- Conduct individual meetings with local institutional representatives in order to administer the HEGSC.
- Prepare completed surveys for analysis and share with the Bank team responsible for governance benchmarking.
- Prepare initial analysis of results and individual reports of participating local institutions of higher education in collaboration with the consultant working on the project;
- Provide revisions as deemed necessary by the World Bank team.
- Assist the World Bank team in preparing state report on the HEGSC.
- Assist the World Bank team in preparing the presentation for the state workshop to launch the results of the implementation of the HEGSC;

Deliverables

The focal point will manage the implementation of the governance benchmarking surveys – including workshops, training and survey and report writing support - in partnership with the state government project team and the World Bank team and have the overall responsibility for drafting the State report in collaboration with the World Bank consultant.

Duration

The focal point assignment should tentatively be for a period of minimum 50 days in a year (number of days will be double of the number of higher education institutions the focal point is responsible for, as it is estimated that each institution will have following activities related to the benchmarking exercise;

For each college, following is the tentative time requirement.

| S# | Activity | Days required (8 hours in a day) |
|----|---|----------------------------------|
| 1 | Sensitization Workshop at College | 1 |
| 2 | Implementing the screening card | 1 |
| 3 | Revising the survey and drafting the institutional report | 3 |
| 4 | providing support for drafting the state report | 4 |
| 5 | Presentation of report to college | 1 |
| | Total Number of days required for each college | 10 |

Following table describe the indicative Time-Lines for the roll out of the Governance Benchmarking Initiative. The initiative will be carried out in selected colleges as per the schedule decided by the SPD.

| S No | Action Step | Expected Date of completion |
|------|---|-----------------------------|
| 1 | Identification of focal points | January 2019; |
| 2 | Training of focal points | February 2019 |
| 3 | Outreach and dissemination to HEIs | February 2019 |
| 4 | Institution filling surveys | March 2019 |
| 5 | Interviews and site-visits by Focal Points | April-Jun 2019 |
| 6 | Writing of reports and discussion with institutions | July-September 2019 |
| 7 | Dissemination workshop | October-November 2019 |

SPD reserve the right to cancel the empanelment at any time without mentioning the reason. SPD also reserve the right to increase/decrease the number of focal points based on the progress of activities.

V. Process of Selection

- Once the application is submitted, SPD will shortlist the Focal Points.
- Marks shall be allotted based on the table at IX. selection criteria.
- Based on the marks, the top 25-30 candidates will be listed as most preferred candidate and empanelment letter shall be issued after the approval from Competent Authority with allotment of colleges.
- The candidate should sign the contract before commencement of work as Focal Point.
- The empanelment is open for government and private candidates.
- Outside state expert/ Retired academicians can also be empaneled.

VI. Time Requirement

- The Focal Point will spend time based on the duration mentioned in the scope (IV) of this document on the benchmarking related activities.
- More time if required can be requested to Focal Point based on the priority/emergency/immediate/Routine requirement of work.

V. Remuneration

- The Focal Point 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 Focal Point.
- 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.

VII. Specific Responsibilities:

- The Focal Point 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 Focal Point will submit a monthly progress report of activities, indicating the issues/risk.

VIII. Required Minimum Qualification and experience:

- The Age of the candidate should not be more than 70 years as on last date of application.

- Candidate should have valid Doctorate Degree and served as Associate Professor or higher for minimum 5 years.
- The Candidate must possess adequate knowledge of Assessment, Benchmarking/Audit exercise in academic area.
- Actively engaged in research with evidence of published work with a minimum of two research publications in the peer reviewed / UGC listed journals.

IX. Selection Criteria

1. The candidates who poses the required qualification & Experience as per clause (VIII) 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 | Relevant Experience post qualification as Associate Professor or higher for minimum 5 years; More than 5 Years & less than 10 years 10 Marks Equal to or more than 10 Years & less than 15 years 20 Marks Equal to or more than 15 Years 30 Marks | 30 |
| 2 | Experience of Benchmarking/Academic Audit. One Institution 6 Marks Two Institutions 8 Marks Three or More Institutions 10 Marks | 10 |
| 3 | Experience of running IQAC Cell for more than one year. Equal to or more than 1 Year & less than 3 years 10 Marks Equal to or more than 3 Years 20 Marks | 20 |
| 3 | NAAC Accreditation Support at HEIs ; One Cycle 10 Marks Two Cycle 20 Marks Three or More Cycle 30 Marks | 30 |
| 4 | Research Paper Publication experience in UGC listed Journals; Two Research Papers 6 Marks Between Three to Five Research Papers 8 Marks More than Five Research Papers 10 Marks | 10 |
| Total Marks | | 100 |

X. Reporting and Counterparts:

- The Focal Points will work under direct supervision of Project Director, MPHEQIP.
- The Focal Points 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.

XI. 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.

XII. Closing Date:

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

XIII. 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 Focal Point**”.
- The email should be send to: spdmpwb@gmail.com not later than is 07th February, 2019, 16:00 hours, IST (Indian Standard Time).

XIV. 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.

XV. 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 Focal Points can submit request for discontinuing after giving one-month notice.
- The decision of the Project Director, MPHEQIP shall be final in this regard.

XVI. Special Note:

- SPD reserve the right to increase or decrease the numbers of empaneled Focal Point.
- 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.

- Focal Points 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-Focal-Points-under-ibrd-loans-ida-credits-grants-world-bank-borrowers>

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 Focal Point for **MPHEQIP (Madhya Pradesh Higher Education Quality Improvement Program)** World Bank assisted Project to Higher Education Department GoMP in accordance with your Advertisement Reference Number: 1045/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.
- 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 : Focal Point
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-Doctoral 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. Division interested to work;

| S# | Priority | Name of Division in Madhya Pradesh |
|----|----------|------------------------------------|
| 1 | First | |
| 2 | Second | |
| 3 | Third | |

(Name of Division :- Bhopal, Hoshangabad, Indore, Gwalior-Chambal, Rewa, Ujjain, Sagar, Jabalpur.)

Date & Place

Signature