



University Grants Commission
Higher Education Reform Project (HERP)

2015-2020

Terms of Reference

for

Director: Higher Education Reform Project

I. Type of involvement: Full time, 1 year contract extendable up to the project period (2015-2020) or as provisioned by UGC.

II. Scope of Work:

- 1) Coordinate with MOE and other HERP implementing bodies including TU and SFAFDB for ensuring effective, timely and harmonized implementation of HERP
- 2) Coordinate with other Divisions, sections/units of UGC for ensuring effective and efficient and timely implementation of HERP program activities under UGC
- 3) Prepare DLI progress report and Implementation Progress report in coordination with all implementing agencies.
- 4) Implement all the program activities listed in the Project Implementation Manual regarding the provisions of Reform Grants relating to DLI 1, DLI 2, and DLI 5 in coordination with other implementing bodies.
 - i) Support and follow-up performance and reform grants as per PIM
 - ii) Support and follow-up the participation of universities and community campuses following the PIM and reform grant guideline.
 - iii) Support the participating community campuses and the universities to finalize strategic planning for reform with the use of the grants support and follow up the implementation of the plans
 - iv) Prepare financial and administrative framework for assessing and approving the applications for funding support, provision the fund flow and follow-up monitoring
 - v) Draft policies and devise strategies to promote HERP programs and activities in academic institutions
 - vi) Monitor the programs supported under the Reform Grants funding
 - vii) Coordinate with other funding institutions for ensuring effective and efficient use of resources
 - viii) Organize dialogues with the various stakeholders
 - ix) Facilitate the participating higher education institutions to develop system of progress monitoring and ensuring quality and efficiency in reform endeavors
 - x) Support for safeguarding the societal interest regarding the reform in higher education.

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III. Duties

- Develop and implement guidelines, criteria and procedures for facilitating effective and efficient implementation of reform grants duly following UGC procedures.
- Supervise implementation of Reform Grants
- Arrange for periodic evaluation and support regular status review and prepare monitoring report for Reform Grants
- Develop schemes of training, resourcing for effective implementation and better outcomes from the reform grants.
- Conduct regular meetings regarding Reform Grants
- Prepare short, intermediate and long term development plans for better implementation of reform grants
- Regular publication and dissemination of the outcomes of Reform Grants activities
- Establishment of linkage of the reform grants with the EMIS, Monitoring, and planning system of UGC in preparation of baseline data and regular data updates for progress monitoring and evaluation
- Other HERP reform grants activities of UGC

IV. Qualification

- Academic Degree: PhD Degree, preferably in the area of education, management and institutional development from recognized university.
- Work experience: Minimum Five years of work experiences in the relevant fields, preferably in development and implementation of institutional reform plan and capacity building in the area of Higher Education, or undertaking research in the relevant area. Additionally, teaching experience in higher education institution or work experiences in institutional management would be an asset.
- Knowledge and working experiences of educational development project involving development of academic infrastructure, institutional capacity development and management reform is essential, preferably in the area of higher education.

V. Logistics and Remuneration

1. The Director will work under the Member- Secretary of UGC from Reform Unit office with the supervision of the Technical Adviser and with the cooperation of overall UGC team.
2. There will be provision for office space and work set up including computer facility as per task assignment
3. The office facilities and logistic support during duty time and task assignment include computer with online internet access, telephone, library, transportation and communication, etc.
4. Remuneration as per UGC/HERP provisions for the first class level.
5. There will be provision of pick up and drop off service to and from office and home, alternately a lump sum amount of transportation cost will be provide.

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