

Government of Madhya Pradesh  
Department of Higher Education  
State Project Directorate, RUSA  
192, AVN Tower, Mezzanine Floor  
Zone 1, M P Nagar, Bhopal (MP), India

Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP)

**REQUEST FOR EXPRESSION OF INTEREST  
(CONSULTING SERVICES– FIRMS SELECTION)**

**(World Bank Assisted Project)**

S. No: 670 /RUSA/17

Bhopal, Date: 08/09/2017

**INDIA**

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

1. The RUSA Project Directorate, 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 consulting services.
2. The RUSA State Project Directorate now invites **Expression of Interest** from eligible consulting firms ("Consultants") to conduct a "**Review of Financial Assistance Schemes to Disadvantaged Students in Higher Education**".
3. Interested consultants may submit their "Expression of Interest" electronically on the portal [www.mpeproc.gov.in](http://www.mpeproc.gov.in) latest by 12.00 noon on 6<sup>th</sup> October 2017.
4. Hard Copies of EOIs shall not be considered. The Consultants may obtain further information on the portal [www.mpeproc.gov.in](http://www.mpeproc.gov.in) and <http://highereducation.mp.gov.in/index.htm>. In case of any query for submitting the "Expression of Interest" consultants can email their query to [rusamphe@gmail.com](mailto:rusamphe@gmail.com).

**Prof. Amiya Pahare**  
**Contact: 9425075205**  
**Officer on Special Duty (WB)**  
**MP Higher Education Quality Improvement**  
**Project**

Government of Madhya Pradesh  
 Department of Higher Education  
 State Project Directorate, RUSA  
 192, AVN Tower, Mezzanine Floor  
 Zone 1, M P Nagar, Bhopal (MP), India

**REQUEST FOR EXPRESSION OF INTEREST  
 (CONSULTING SERVICES– FIRMS SELECTION)**

**INDIA**

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

**Detailed Advertisement**

S. No: 670 /RUSA/17

Bhopal, Date: 08/09/2017

<b>Country</b>	<b>India</b>
Name of Project:	Madhya Pradesh Higher Education Quality Improvement Project(MPHEQIP)
Assignment Title:	Request for Expression of Interest for Review of Financial Assistance Schemes to Disadvantaged Students in Higher Education
Sector:	Consultancy Firms (“Consultants”)
Department:	M.P. State Project Directorate, RUSA Madhya Pradesh Department of Higher Education
Deadline:	12:00 Noon on Date: 06/10/2017

The RUSA State Project Directorate, Department of Higher Education, Govt of Madhya Pradesh has received a credit from the International Development Association (IDA) and intends to apply part of the credit proceeds to make payments under the contract for consulting services.

The consulting services (“the Services”) also includes **Review of Financial Assistance Schemes to Disadvantaged Students in Higher Education for a period of Six months.**

1. The State Project Directorate (RUSA), Department of Higher Education, Govt. of Madhya Pradesh now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
2. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers January 2011, updated July 2014 (Consultant Guidelines), setting forth the World Bank’s policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: There should not be conflict among consulting assignments as per paragraph 1.9 of Consultant Guidelines.

3. A Consultant will be selected in accordance with Quality and Cost Based Selection (QCBS) Method in accordance with the policies of the Bank detailed in the Consultants' Guidelines which can be found at the following website: [www.worldbank.org/procure](http://www.worldbank.org/procure). as per the procedures set out in the Consultant Guidelines, under which the normal steps are: -
- The EOI of the agencies shall be evaluated and shortlisted by the Technical committee.
  - The RFP (request for Proposal) shall be issued to the shortlisted agencies only. Thereafter the technical proposal of agencies against the RFP shall be evaluated and ranking will be done accordingly. The financial proposal of the qualified consultants only shall be opened and evaluated. The consultant with highest combined technical and financial score shall be selected.

4. The short-listing criteria are:

S. No.	Evaluation Parameters	Maximum Marks Allotted (Total 100 Marks)	Marking Criteria
1	The Consultancy firm should be a legally registered entity in India since last 5 (Five) years. Consultancy firm has to submit Incorporation/ Registration certificate along with MoA/ Bylaws (or similar legal document) should be furnished as documentary proof.	20	<ul style="list-style-type: none"> <li>• =&gt; 5 years and up to 8 years = 10 Marks</li> <li>• For every completed additional year two marks shall be allotted up to maximum 10 marks.</li> </ul>
2	The Consultancy firm should have reviewed and analysed social sector or Education Sector's schemes/ programs and researches in at least two similar projects in the past five years for National/ State level government/ local bodies/ PSUs/ International organizations.	40	<ul style="list-style-type: none"> <li>• =&gt; 2 projects and up to 5 projects = 15 Marks</li> <li>• For every additional completed project 5 marks shall be allotted up to maximum 25 marks.</li> </ul>
3	The Consultancy firm should have minimum average annual turnover of Rs. 10 crore in last 3 years (F/Y 13-14, 14- 15 & 15-16) from the consultancy services to the PSU/Government organization/ Multilateral funding project/ Institute of	30	<ul style="list-style-type: none"> <li>• =&gt; 10 Crore and up to 20 Crore = 20 Marks</li> <li>• For every additional 10</li> </ul>

	National Reputes only. Audited CA Certificate shall be submitted with the proposal.		Crore revenues 2 marks shall be allotted up to maximum 10 marks.
4	The Consultancy firm should, at present, have minimum of 25 employees of profiles hired on its payrolls for any government /PSU reputed private organizations in governance consulting Activity. Self-Certification for total number of employees should be submitted.	10	<ul style="list-style-type: none"> <li>• =&gt; 25 employees and up to 50 employees = 5 Marks</li> <li>• For every additional 10 employees 1 marks shall be allotted up to maximum 5 marks.</li> </ul>

Short listing shall be done on the basis of above parameters only. Consultancy firm has to submit the supporting documents to comply.

- a) **Similar means:** Reviewed and analysed Social Sector or Education Sector's schemes/ programs and researches in government vertical.
- b) **Association of Agencies:** Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Mandatory

- a. The Consultancy firm should be a legally registered entity in India since last 5 (Five) years. Consultancy firm has to submit Incorporation/Registration certificate along with MoA/Bylaws (or similar legal document) should be furnished as documentary proof.
  - b. The Consultancy firm should have reviewed and analysed social sector or Education Sector's schemes/ programs and researches in at least 2 similar projects in the past five years for National/ State level government/ local bodies/ PSUs/ International organizations.
  - c. The Consultancy firm shall not have been black listed by MP State Government or Central Government as on the date of EOI opening. An undertaking to this effect should be submitted by the Consultancy firm on its letter head as per the Annexure 3.
  - d. The Consultancy firm should have minimum average annual turnover of Rs. 10 Crore in last 3 years (F/Y 13-14, 14- 15 & 15-16) from the consultancy services to the PSU/Government organization/ Multilateral funding project/ Institute of National Reputes only. Audited CA Certificate shall be submitted with the proposal.
  - e. The Consultancy firm should, at present, have minimum of 25 employees of profiles hired on its payrolls for any government /PSU reputed private organizations in governance consulting Activity. Self-Certification for total number of employees should be submitted.
5. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

6. Interested Consultants may obtain further information at the address mentioned below from 11:00 hrs. to 17:00 hrs. on working days.

RUSA State Project Directorate,  
Department of Higher Education,  
192, AVN Tower, Mezzanine Floor  
Zone 1, M P Nagar, Bhopal (MP), India  
Phone : 07552557455  
Email : rusamphe@gmail.com

7. Consultants should submit checklist of compliance (Yes/No) with reference page number of supporting in their EoI. Consultants shall submit the firm/ company information as per the format provided in Annexure 2.

8. Proposal documents must be submitted in the following format.

- Covering Letter
- Company Profile
- Eligibility Criteria Compliance Checklist
- Supporting Documents for eligibility criteria.

Note: - All pages should be indexed and numbered properly.

9. The Consultants shall submit their Proposals electronically on the portal: [www.mpeproc.gov.in](http://www.mpeproc.gov.in) latest by 12.00 hrs. on 06<sup>th</sup> October 2017.

10. Clarification if any, shall be uploaded on <https://www.mpeproc.gov.in/> and at DHE website and <http://highereducation.mp.gov.in/index.htm>.

11. REoI documents can be downloaded from website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) and DHE website <http://highereducation.mp.gov.in/index.htm>. However, the EoI document of those Consultancy firm shall be acceptable who have made online payment for the REoI documents fee of Rs 1,000/- (Rs one Thousand only) + processing fee as applicable (non-refundable) to be paid online through the eprocurement portal (website [www.mpeproc.gov.in](http://www.mpeproc.gov.in)), without which bids will not be accepted.

12. The EOI proposals will be opened publicly on the same day i.e Date 06/10/2017 at 12.30 hrs. in presence of representatives of consultants applying. In case of the representatives of any consultant is not present then also the proposal received electronically by due date & time will be opened before the committee appointed by the Project Director.

**Prof. Amiya Pahare (Contact: 9425075205)**  
**Officer on Special Duty (WB)**  
**MP Higher Education Quality Improvement Project**

Tel: 0755-2557455, E-mail: [rusamphe@gmail.com](mailto:rusamphe@gmail.com)

## **Annexure - 1: Covering Letter**

(To be submitted on the letterhead of the consulting firm/ Lead firm)

{Name of City, Date}

To:

### **Officer on Special Duty (WB)**

MP Higher Education Quality Improvement Project, RUSA  
Department of Higher Education,  
Government of Madhya Pradesh

Dear Sir:

We, the undersigned, offer to provide consulting services for **MPHEQIP (Madhya Pradesh Higher Education Quality Improvement Program)** World Bank assisted Project to Higher Education Department GoMP in accordance with your REol **Reference Number 670 /RUSA/17 dated 08.09.2017** and our Proposal. "We are hereby submitting our Proposal as per the requirements mentioned in the REol.

We hereby declare that:

- I. All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the M.P. State Project Directorate (RUSA) , Department of Higher Education, GoMP and/or may be sanctioned by the Bank.
- II. We have no conflict of interest in accordance with clause 1.7 of World Bank guidelines "Procurement of Goods, Works and Non-Consulting Services" published on January 2011.
- III. We meet the eligibility requirements as stated in this REol, and we confirm our understanding of our obligation to abide by the Bank's policy in regard to corrupt and fraudulent practices.
- IV. Our Proposal is binding upon us and subject to any modifications/ amendments Department of Higher Education made before the date of submission.
- V. Our Firm /Company do not face any sanction or any pending disciplinary action from any authority against our our Firm /Company.

VI. We understand that the M.P. State Project Directorate (RUSA) , Department of Higher Education, GoMP is not bound to accept any Proposal they receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultancy firm (Firm/ Company's name):

In the capacity of: \_\_\_\_\_

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

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

### Annexure - 2: Company Profile

#	Information	Details
1	Name of responding Consultancy firm (Firm/ Company):	
2	Complete Address of responding Consultancy firm (Firm/ Company):	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this REoI:	

4	Telephone number of contact person:	
5	Mobile number of contact person:	
6	Fax number of contact person:	
7	E-mail address of contact person:	
8	Status of consulting Firm/ Company (Public Ltd., Pvt. Ltd., LLP etc.)	
9	Firm/ Company Registration Number (Enclosed Certificate)	
10	Details of EPF	
11	Details of ESI	

Note: Consultancy firm can include brief profile of the firm/company here. (Not more than three pages).

### **Annexure - 3: Declaration**

Date: .....

#### **To whom so ever it may be concern**

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms /Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by Central/ MP State Government or by any multilateral donor funding organization in past.

**Authorized Signatory**

**(With seal)****Annexure -4: Financial Details**

(To be submitted duly signed by Statutory Auditor of the Consultancy firm on their letter head)

Annual Turnover Details from Consultancy only

S. No	Years	Turnover Details in INR
A	2015- 16	
B	2014 - 15	
C	2013 - 14	
Average Annual Turnover (A+B+C)/3		

Note: - Latest Annual Audit Report (2016-17), if available may be used for above information.

**Annexure - 5: Project Implementation Strength**

Assignment name:	Approx. Value of Services:
Name of State:	Duration of assignment (months):
Name of Client:	Address of Client Location where services delivered:
Contact Person, Title/Designation, Tel. No.:	No. of professional staff-months provided by your firm/organization:
Start date (month/year):	Completion date (month/year):

Status of Project: Completed/ Ongoing
Description of Project and Actual Service Provided:
How this project experience is similar to the ToR provided with this REoI (Write a brief note in not more than 50 words):

Note: Each work experience shall be enclosed with completion certificate. Each citation shall be evaluated for necessary compliance to meet the eligibility criteria.

## **Terms of Reference**

**Government of Madhya Pradesh  
Department of Higher Education  
RUSA Project Directorate  
Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP)**

### **Terms of Reference for Consulting Services**

#### **Review of Financial Assistance Schemes to Students in Higher Education in Madhya Pradesh**

##### **I. Background**

The RUSA Project Directorate (PD), in collaboration with the World Bank, will implement the Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP). The MPHEQIP will employ strategic interventions, at the state and institution level, to improve student outcomes, especially of disadvantaged groups, in selected higher education institutions and increase the effectiveness of the higher education system in Madhya Pradesh.

A key project intervention is the provision of targeted financial support to disadvantaged students, to increase their access to higher education and improve their academic and employment outcomes.

This consultancy is for a review of existing student financial support programs by the Department of Higher Education and other Government Departments in Madhya Pradesh, with a view towards developing enhanced mechanisms for supporting students, especially disadvantaged students in higher education.

##### **II. Objective**

The objective of this assignment is to evaluate the effectiveness of all existing means of financial support (like Gaon Ki Beti / Pratibha Kiran / Vikramaditya through DBT), also including in-kind support, available to undergraduate and postgraduate students by the Department of Higher Education and other Government Departments in Madhya Pradesh and to recommend a comprehensive financial assistance program and schemes therein, to the Department of Higher Education (DHE), in order to improve the student outcomes, especially of disadvantaged groups, in terms of access, continued attendance, academic performance, completion and employment.

The review will cover financial support schemes administered by the DHE, either directly or through higher education institutions and other government departments. The recommendations will consist of revisions to existing DHE financial support schemes, and the design of new schemes to be administered by the DHE.

For the purpose of this assignment, disadvantaged groups include but is not limited to females, scheduled castes, scheduled tribes, other backward groups, students with disabilities, and students whose last place of residence was in a rural area.

### III. Tasks

#### 1. Prepare detailed methodology and work plan:

- Conduct a desk review of documentation on existing financial support schemes of the DHE and other Government Departments.
- Assess data availability and identify target areas and methods for primary data collection.
- Provide the PD with the methodology and work plan, including data collection instruments and sampling strategy, for approval.

#### 2. Data Collection:

- Consolidate and prepare datasets from existing sources for analysis.
- Carry out surveys, interviews and focus group discussions as per the approved work plan.

#### 3. Evaluate the effectiveness of financial support schemes available to students of higher education in Madhya Pradesh focusing on the following issues:

- The unmet need for financial support across social groups and income bands for various types of courses at government and private institutions.
- The information available to students on financial support and the role of outreach programs.
- The application procedure and eligibility conditions for existing sources of financial support.
- The administration of financial support schemes including institutional and financial arrangements and data management.
- The significance of financial support in enabling enrolment, academic success, completion and transition to further education or employment across courses, social groups and income bands.
- The timing, availability and renewal conditions for financial support and their impact on student success.
- The impact of financial support on the decision of what to study and at which institution.
- The impact of indirect and in-kind financial support including free housing, transportation and books.
- The need for financial support for pre-college academic preparation to facilitate a transition to higher education.
- A cost-benefit analysis of financial support programs keeping in mind their social, economic and development impact, particularly on disadvantaged groups.

#### 4. Recommendations:

Based on analysis carried out as part of the tasks listed in (3), the consultant will provide recommendations for revisions of current schemes and designs of new schemes with strong justification:

- Recommend revisions to the design of existing DHE financial support schemes including recommendations for the restructuring, consolidation, expansion or closure of existing schemes for at least the following features.
  - The target group and the number of beneficiaries
  - The value of the scholarship grant and any other benefits provided
  - Eligibility and selection criteria
  - Application procedure and data management
  - Identity verification and fraud prevention
  - Timing and mode of payment
  - The terms, conditions and procedures for renewal
  - Incentives for better academic performance
  - Administrative arrangements and mechanisms for disbursement
  
- Design new financial support schemes to be administered by the DHE as required, making recommendations on the following features:
  - The target group and the number of beneficiaries
  - The value of the scholarship grant and any other benefits provided
  - Eligibility and selection criteria
  - Application procedure and data management
  - Identity verification and fraud prevention
  - Timing and mode of payment
  - The terms, conditions and procedures for renewal
  - Incentives for better academic performance
  - Administrative arrangements and mechanisms for disbursement
  - Compatibility with state policy and legal requirements
  
- Recommend comprehensive process reengineering for all the benefits with a view to simplify application and approval process and make it I.T. friendly.
- Make recommendations on any institutional and administrative requirements for the successful implementation of the revised and new financial support schemes.
- Determine the overall funding requirements for the revised schemes and the allocation across individual financial support schemes.

#### **IV. Review Procedures of the tasks carried out and recommendations made :-**

Review procedure and approval of the tasks carried out, recommendations made by consulting firm/ consultant will be carried out by an expert committee appointed by the Project Director.

## V. Scope of Work

### 1. Data Collection:

The data collection activities will include, but are not limited to the following points listed below. Data will be collected for 5 years, between the period 2011-12 to 2016-17 (depending on availability).

- Creating a list of all sources of financial and in-kind support to students in higher education in MP administered by the DHE (either by themselves or indirectly through higher education institutions) and other government departments.
- Collecting all available documentation related to the design and implementation of these financial support schemes.
- Collecting data (as set out in Sections II and III) on beneficiaries including estimation of number of beneficiaries who receive more than one scholarship. o.
- Conducting surveys, interviews or focus group discussions amongst the following groups:
  - Current recipients of financial support under existing schemes.
  - Students in higher education who were past recipients of financial support but did not meet the renewal criteria for continued financial support.
  - Students in higher education who are meeting the costs of attendance entirely out of their own resources.

For the interviews or focus group discussions, groups must be sampled to ensure appropriate representation across social groups, income bands, types of courses and higher education institutions. The consultant must conduct interviews or focus group discussions of students located in at least one remote rural district. The sample size shall be scientifically proposed and approved as per the work plan.

### 2. Key Issues for Review: -

Key Issue	Questions to be addressed
The need for financial support	<ul style="list-style-type: none"> <li>• What is the cost of attendance, including living costs, for various types of courses at government and private institutions?</li> <li>• Across social groups, income bands, rural and urban areas, what percentage of the cost of attendance can students meet from their own or family resources?</li> <li>• What are the costs and benefits of higher education? How does the provision of financial support impact the cost-benefit analysis for individuals?</li> <li>• What is the social, economic and developmental impact of scholarship schemes, particularly on disadvantaged groups?</li> <li>• Are there social and cultural barriers that prevent participation even when financial support is provided?</li> </ul>

<p>The adequacy of existing financial support programs</p>	<ul style="list-style-type: none"> <li>• How many beneficiaries do the current schemes of the financial support program cover? What is the distribution across social groups, income bands, and rural and urban areas? What is the distribution across each financial support scheme, types of courses, government and private institutions?</li> <li>• How much of the gap between the cost of attendance and a student's own or family resources are covered by existing schemes? For which groups is the unmet need largest?</li> <li>• Does the lack of financial support prevent enrolment in higher education or lead to drop outs?</li> <li>• Does the lack of financial support restrict student's choice of what to study and at which institution?</li> <li>• Is student's academic performance impacted by the lack of financial support? Can part-time/distance learning students transition to full time programs if adequate support is provided?</li> <li>• What is the role of in-kind support like free housing, transportation and books in enabling enrolment, better academic performance and completion?</li> </ul>
<p>The availability of information and application procedures</p>	<ul style="list-style-type: none"> <li>• How does the DHE, other government departments and the higher education institutions make the information on financial support available? Is the availability of information timely and adequate?</li> <li>• What is the student's understanding and perception of available financial support?</li> <li>• What are the application procedures for existing financial support schemes? Can the application procedures be revised to simplify the application process?</li> <li>• Can the application procedures be revised to enable better identification and selection of eligible beneficiaries, better data collection and more effective administration?</li> </ul>

Data collection and management	<ul style="list-style-type: none"> <li>• What information do current data collections systems record?</li> <li>• What data is publicly available and in what format?</li> <li>• How is current data collection system managed?</li> <li>• How can datasets on beneficiaries be linked to the application, selection and renewal procedures for financial support? How can beneficiaries be tracked throughout their course of study? Can the data collection process be automated?</li> <li>• What additional data does the system generate, which is not captured by existing data collection systems?</li> <li>• Can the data collection system be integrated into an existing DHE MIS? What additional technical and administrative resources are required?</li> </ul>
Administrative and institutional arrangements	<ul style="list-style-type: none"> <li>• What policy, administrative and student level decisions regarding financial support schemes are taken at the state level? At the level of individual HEIs?</li> <li>• Which institutions are responsible for the day-to-day administration of financial support schemes? What is the effect of distribution of administrative functions between the state and HEIs on efficiency?</li> <li>• Which institutions are responsible for determining eligibility and selection? Are rules and regulations adhered to?</li> <li>• What monitoring arrangements exist at the state level? At the HEI level?</li> <li>• What financing arrangements are in place? By what means do students receive their scholarships? Is the disbursement of grants timely?</li> <li>• What identity verification and fraud prevention mechanisms exist?</li> <li>• Are existing administrative arrangements cost effective?</li> </ul>
Process Simplification	<ul style="list-style-type: none"> <li>• What should be the best way to for application processes?</li> <li>• How the minimum documents can lead to maximum eligibility for them schemes?</li> <li>• How the minimize the approval process and cycle time?</li> <li>• How to take the maximum information through minimum column in the application? (format simplification)</li> <li>• Government Process Reengineering required to make the online application?</li> </ul>

Program design and impact on student outcomes	<ul style="list-style-type: none"> <li>• What are the eligibility conditions, selection and renewal criteria for existing financial support schemes?</li> <li>• Are the scheme design and the timing and availability of funds optimal in terms of providing access and improving student outcomes? Is better academic performance incentivized?</li> <li>• Does the scheme design encourage enrolment in employment-oriented courses? Does it facilitate a transition to further study?</li> <li>• Are the needs of disadvantaged groups taken into account?</li> <li>• Is the scheme design compatible with state policy goals?</li> </ul>
Indirect and in-kind support	<ul style="list-style-type: none"> <li>• What indirect and in-kind support is available to students in higher education?</li> <li>• What is the impact of indirect and in-kind support on student success? Can this be replicated with equivalent cash transfers?</li> <li>• Is it cost-efficient when compared to equivalent cash transfers?</li> </ul>

#### V. Other Responsibilities: -

- a. Maintain regular communication with the PD regarding review activities.
- b. Provide timely responses and feedback to queries and instructions issued by the PD.
- c. Obtain prior approval before amending agreed upon work plans and data collection instruments.
- d. Obtain prior approval for any changes in personnel assigned to this consultancy.

#### V. Outputs and Delivery Schedule: -

Stages	Benchmarks	Time schedule as of signing of contract
Stage I	1. Submission of Detailed methodology and Work Plan 2. Approval of Work Plan	3 weeks  2 Weeks
Stage II	Data Collection 1. Consolidate and prepare datasets from existing sources for analysis. 2. Carry out surveys, interviews and focus group discussion	2 weeks  5 weeks
Stage III	Analysis of data, report writing and Draft report submission with Recommendations.	8 weeks

Stage IV	Submission of modified and updated report as per the observations of DHE and Approval of Report.	3 weeks
Stage V	Finalization and adoption of final report.	2 weeks

#### VI. Implémentation Arrangements / Support from Department of Higher Education : -

- The consulting team will report to the Project Director RUSA (Commissioner, Higher Education) and work in coordination with the Project Directorate team.
- The RUSA PD will provide the required documents and facilitate access to any available data sets. The PD will also arrange, as required, introductions to Institutions (Access to Universities/Colleges and their Officials) and other stakeholders.
- The RUSA PD is competent to extend the time schedule.
- The RUSA PD is competent to modify the time frame and make necessary amendments of the TOR.
- This is draft ToR the final ToR shall be shared at the RFP stage.

#### VII. Team Composition: -

S.No.	Designation for the review	Expected Minimum qualifications & experience
1	Team Leader	S/he should be PhD in Sociology /Economics / Education/ Psychology. The leader should have at least 10 years' experience in the assessment of research projects and should have adequate knowledge of tools, qualitative assessment and approach to conduct the review studies with reputed public or private sector organizations or multi-lateral/bi-lateral agencies or similar such organizations. S/he should be an expert with proven track record in research that must include Qualitative and Quantitative research specific to social issues like poverty, unemployment, illiteracy, education, livelihoods etc. S/he should also have minimum 5 years of experience to lead a research team.
2.	Task-Leader (1)	A PhD in Sociology / Education/Psychology with experience of working in qualitative research project. Should have minimum 7 years of experience in research projects studies with reputed public or private sector organizations or multi-lateral/bi-lateral agencies or similar such organizations.
3.	Task-Leader (2)	A PhD in Economics / Statistics / Population Science / Econometrics / Actuarial Science with experience of working in qualitative research project. Should have minimum 7 years of experience in research projects studies with reputed public or

		private sector organizations or multi-lateral/bi-lateral agencies or similar such organizations.
4.	Senior Research Officer	S/he will work as a core team member. MBA in Sociology / Economics /Education/Psychology / Statistics with 3 years' experience of working in qualitative research project in social sciences with reputed public or private sector organizations.
5.	Data Collection Supervisor	Masters in Sociology/ Economics/ Statistics/ Education/ Psychology/ Social work with minimum 3 years of experience in primary data collection at the field.
6.	Data Analyst	S/he should be Masters in Econometrics/ Statistics / Economics / Education/ Psychology along with 2 years' experience in data collection and analysis with strong analytical skills. Analyst should also be friendly with STATA <sup>1</sup> and SPSS <sup>1</sup> software. S/he should have exposure of doing such projects with reputed public or private sector organizations.

At least 10 Surveyors shall be deployed by the consultant firm. The name, address and mobile numbers of surveyors shall be provided by consulting firm.

**Officer on Special Duty (WB)**  
MP Higher Education Quality Improvement Project