

# NATIONAL AGRICULTURAL HIGHER EDUCATION PROJECT

## Terms of Reference for Consultant, Training for Faculty, Student and Staff of PIU

### 1. BACKGROUND

The Govt. of India (GoI) has received financing in the amount of US\$ 82.5 million from the International Bank for Reconstruction and Development (IBRD) for funding the National Agricultural Higher Education Project (NAHEP) of the Indian Council of Agricultural Research (ICAR). The total cost of the project is estimated at US\$ 165 million. It is proposed to apply part of the proceeds for eligible payments towards Consultancy Services for Consultant Training for Faculty, Student and Staff of PIU to be hired for providing support to the Project Implementation Unit (PIU) of the NAHEP, ICAR.

NAHEP will support the education development of Agricultural Universities (AUs) including State Agricultural Universities, Central Agricultural Universities and Central Universities with Agricultural Faculty, Deemed-to-be Universities and ICAR. Objective of the NAHEP is to further improve policy, quality assurance through accreditation, common academic regulations and governance, effective curricula delivery systems, improvement of faculty competence, student development, attracting talented students, IT support and up-gradation of infrastructure and facilities in enabling the system to catch up nationally and internationally.

This programme is envisaged to ensure accountability and to bring about reforms through planning, execution, monitoring and evaluation of education related activities in AUs and to enhance their visibility. The NAHEP has three major Components:

**Component 1:** Support to Agricultural Universities.

This component has three sub-components:

Sub-component 1A: Investments towards 21<sup>st</sup> Century Agricultural Universities

Sub-component 1B: Investments in Centres for Advanced Agricultural Science and Technology

Sub-component 1C: ICAR Innovation Grants to AUs

**Component 2:** Investments in ICAR for leadership in Agricultural Higher Education. This component will have the following sub-component:

Sub-component 2A: Investments in ICAR to support excellence in AUs

**Component 3:** Project Implementation Unit: The objective of this component is to administer, supervise, monitor and evaluate overall project implementation. Whole activities of the project would be managed by a central Project Implementation Unit (PIU) which is established at the Education Division of ICAR. The Project Implementation Unit (PIU) is headed by the National Director (ND), who is responsible for the

coordination and facilitation of implementation of the entire project under the direction and supervision of the PMC. The PIU includes a Project Director, and three National Coordinators (NCs), one for each Component. The PIU also comprises of expertise in Administration, Finance, Procurement, M&E, Management Information System (MIS), Learning and Capacity Building (L&CB) and Social / Environmental Safeguard aspects.

The overall project also proposes to monitor carefully and report on the impact of project interventions on vulnerable groups, on a regular and timely basis so that corrective actions can be taken. Accordingly, an Equity Action Plan (EAP) / Indigenous Peoples Policy Framework (IPPF) has been prepared to address the issues of gender equality and social inclusion, with special attention to the needs of the ST and SC students and faculty members. The emphasis on participating agricultural universities will have a positive impact on equity.

To meet the objectives, and to ensure effective implementation of EAP adopting safeguards + approach, ICAR is recruiting a Social Safeguard Specialist to be a part of the Project Implementation Unit (PIU) to provide support in meeting the project's agenda.

One of the key functions of this project is to enhance the quality of student and faculty capabilities in terms of attainment of soft skills as well as in the particular thematic area to which a faculty member / student belongs.

In order to achieve that, the provision of overseas training / exposure visits for faculty and students is provided under this project.

## **2. CONCISE STATEMENT OF OBJECTIVES**

To provide required support in the implementation of overseas faculty / student development programmes through overseas training and exposure visit.

## **3. OUTLINE OF THE TASKS TO BE CARRIED OUT**

The Consultant (Training) will be based at PIU, NAHEP office and is expected to handle the overall implementation of overseas student and faculty training programme of AUs and overseas training programme of PIU staff under Component – 3, i.e., Project Management Learning (PML). He / she will liaise with the implementing units of the sub-projects at SAUs / ICAR PIU level. This would include active intervention on his / her part to enter into an agreement with reputed AUs of global repute on behalf of all the project partner universities to materialize the overseas training programmes for student and faculty development, which is one of the essence of this project to enhance the HRD capacity in terms of development of soft skills and excellence in thematic area.

### **Key Tasks and Responsibilities:**

The training consultant will work closely with other team members of the PIU and will undertake the following tasks:

- Lead and coordinate ICAR's efforts in providing advice, building capacity, and advancing the implementation of student and faculty training programmes.
- Work closely with National Coordinators, NAHEP on effective implementation of internship, training and exposure visit of students. This will also include support to partner AUs directly through his own competence and experience as a certified trainer.
- Advising ICAR' team and partner universities on the policies relating to students / faculty and staff training programmes in collaboration with partner AUs to enhance the student / faculty and staff capabilities.
- Take a lead in developing training areas for the Project, if needed, in consultation with the Bank, and under supervision of NC.
- Review training needs from the partner institutions, consolidate and analyse reports for consideration of the PIU / Bank.
- Ensure that overseas training concerns are adequately taken care of for faculty, students and staff of PIU.
- Develop and administer as needed, training programs for capacity building based on the thematic area, attainment of soft skills in coordination with the Capacity Building Specialist at global level.
- Provide support to the AUs for finalization of agreement with global AUs of repute.
- Accompanying World Bank / PIU officials in various appraisal missions of the project.
- Organisation of overseas training programme for the staff of PIU and other related ICAR employees under Component – 3, i.e., Project Management Learning (PML).

#### **4. OUTCOMES**

The Consultant Training will have the overall responsibility to ensure that the fund allocated under training head of student and faculty development is utilized up to its full extent and apart from this, it will be his / her responsibility to prepare an overseas training schedule for the staff of PIU and other important project personnel under Component – 3, i.e., Project Management Learning (PML). He / she will develop a reporting format to capture progress and compliance on identified parameters and using the same to implement the systematic approach to overseas training for faculty and students of partner AU and staff of PIU. He would further provide a monthly report to the National Coordinator, M&E and the World Bank for the progress in this field.

## **5. DURATION OF THE ASSIGNMENT**

This assignment covers the entire project duration, i.e., till 31<sup>st</sup> March, 2022. However, the National Director, reserves the right to terminate the contract if the services are not satisfactory.

## **6. REPORTING REQUIREMENT**

The Training Consultant will report to the National Coordinator, M&E at the PIU. Based on the annual action plan, he / she will submit monthly reports for the works undertaken, quarterly reports summarizing the activities undertaken in the quarter and a Final Report at the end of the assignment.

## **7. PROCEDURE FOR REVIEW OF PROGRESS AND FINAL REPORT**

- (i) The quarterly reports from the specialist / consultant will be reviewed by the NC, M&E.
- (ii) The Consultant will attend the meetings called by ICAR from time to time to monitor the progress of overseas training programme of partner AUs and PIU.

## **8. DATA SERVICES AND FACILITIES TO BE PROVIDED BY THE PROJECT**

- (i) The ICAR will provide adequate office space for the Consultants' sitting arrangement. However, he / she may also be allowed to work from his own place to enable him / her to perform his / her services as per the requirement / objective of the assignment.
- (ii) Facilitating visit to specific locations / AUs, and meeting the concerned officers as per the requirement of the project activities.

## **9. QUALIFICATIONS AND EXPERIENCE**

### **Essential Educational Qualifications and Experience:**

- (i) Must possess a University degree.
- (ii) Must have worked at senior position at not less than Pay Level-14 in Central Government / State Government/ Autonomous Body.

### **Desirable Qualification and Experience:**

- (i) Advanced university degree (Master's or PhD).
- (ii) Should understand the systematic approach of training and it is desirable if he / she possesses a certificate of certified trainer from DoPT / ISTM / other reputed training institute.
- (iii) Should be familiar with the overseas training programmes of faculty and students under World Bank Projects.
- (iv) Experience of working in a World Bank project.

**Age Limit:** Candidate should not be more than 65 years of age.

## 10. ANNEXURE: DETAILS OF TERMS AND CONDITIONS FOR THE CONSULTANCY

1.	The period of this contract will be for one year from the date of award of the contract. The contract can be further extended for another year after satisfactory performance.
2.	Payment will be on a lumpsum monthly basis at the rate of Rs. 100000. TDS will be deducted as per rules.
3.	The consultant shall be based in Delhi but may also travel in India for exigencies of the project work and shall be reimbursed as per the organization applicable rules mentioned below at 5.
4.	The total of eight (08) number of casual leaves will be applicable in one year. No other leave will be admissible.
5.	<p>List of applicable reimbursable expenses:</p> <p><b>In respect of travel outside Delhi</b></p> <p>(i) Daily allowance will be paid to the Consultant as mentioned in note for the number of days of tour. Number of days for DA will include the days spent on the assignment at the AUs including travelling days.</p> <p>(ii) NAHEP will try to arrange for the accommodation of the consultant at subsidized rates at ICAR / SAU guest houses located in different parts of the country. Payment towards the subsidized rates of accommodation has to be made by the Consultant. Consultant can claim reimbursement for the same from NAHEP subject to production of actual receipts.</p> <p>(iii) A daily allowance at the rate of Rs. 1000 per day for A-1 / A class cities and for other class of cities is Rs. 500 per day will be admissible in addition to the guest house charges.</p> <p>(iv) Economy airfare from Air India will be allowed with prior approval of the National Director, NAHEP.</p>