

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

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No 2002 /HE  
265/HE/WB/OHEPEE/2020-21

Dated: 16.04.2021

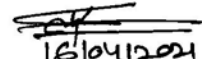
**Express of Interest (Eoi) for "Engagement of Consultants" at PMU OHEPEE,  
Higher Education Department.**

The Higher Education Department (HED), Government of Odisha in association with the World Bank is working on a project i.e "Odisha Higher Education Program for Excellence and Equity (OHEPEE)" which aims to strengthen the capacity and improve governance of the Higher Education Sector in the state of Odisha and also work towards providing equitable access and quality to selected Higher Education Institutions (HEIs).

The project invites Expression of Interest (EOI) with detailed curriculum vitae from interested individuals. The main objective of hiring individual consultants is to support the Project Management Unit (PMU) which has been established by the Higher Education Department, Government of Odisha for this World Bank assisted project.

Both the candidates will be deployed at the PMU, OHEPEE, 2<sup>nd</sup> Floor, Pustak Bhawan, A 11, Suka Vihar, Bhubaneswar – 751022. The outsourcing of services will be till November 2022 or will be coterminous with the project.

Interested individuals may obtain detail terms & conditions by downloading the Eoi document from the official web portal of Government of Odisha i.e <https://odisha.gov.in/all-tenders-quotation> and official website of Higher Education Department i.e <http://dheodisha.gov.in/higher-education/ViewTenderDetails.aspx>.

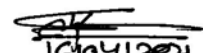
  
16/04/2021

**Finance Officer, OHEPEE**

Memo No. 2003 /HE

Dt. 16.04.2021

Copy forwarded to the PS to Principal Secretary to Government, Higher Education Department for kind information of the Principal Secretary.

  
16/04/2021

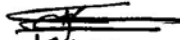
**Finance Officer, OHEPEE**

Memo No. 2004 /HE

Dt. 16.04.2021

Copy forwarded to State Project Director, OHEPEE for kind information.

Memo No. 2005 /HE

  
16/04/2021  
Finance Officer, OHEPEE  
Dt. 16.04.2021

Copy forwarded to The Joint Secretary to Government, IT Section, Higher Education Department with a request to publish the Eol document in the official website of the "Higher Education Department" for wide publicity.

Memo No. 2006 /HE

  
16/04/2021  
Finance Officer, OHEPEE  
Dt. 16.04.2021

Copy forwarded to The Head, State Portal Group, Lok Seva Bhawan, Bhubaneswar with a request to publish the Eol document in the official portal of "Government of Odisha" for wide publicity.

  
16/04/2021  
Finance Officer, OHEPEE



**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT  
PROJECT MANAGEMENT UNIT - OHEPEE**

**Express of Interest (Eol)**

**for**

**“Engagement of Consultants at PMU OHEPEE”**

**Eol No:** OHEPEE/EOI/01/2021-22

**Dated:** 16<sup>th</sup> April 2021

**Issued by:**

Finance Officer, OHEPEE  
Higher Education Department  
2<sup>nd</sup> Floor, Pustak Bhawan,  
A-11, Suka Vihar,  
Bhubaneswar-751022

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**FINANCE OFFICER, OHEPDS  
HIGHER EDUCATION DEPARTMENT**

## **Section1 : Notice Of Invitation**

The Higher Education Department, Government of Odisha in association with the World Bank is working on a project named as "Odisha Higher Education Program for Excellence & Equity (OHEPEE)" that aims to strengthen the capacity and improve governance of the Higher Education Sector in the state of Odisha and also work towards providing equitable access and quality to selected Higher Education Institutions (HEIs).

The project invites Expression of Interest (EOI) with detailed curriculum vitae from interested and experienced individuals. The main objective of hiring individual consultants is to support the Project Management Unit (PMU) which has been established by the Higher Education Department, Government of Odisha for this World Bank assisted project.

The individual consultants are required to assist the PMU in the execution of the project in their respective areas of expertise i.e Capacity Building & Management Information System while simultaneously provide support to the Higher Education Department in different other activities as and when required.

The individuals will be selected and engaged on the basis of their qualification for the assignment in accordance with the guidelines on the use of Consultants by World Bank and its Borrower. Only those candidates shall be shortlisted for interview who secure certain percentage of marks in qualification and experience as would be decided by the members of the selection committee prior to viva voce test.



FINANCE OFFICER, OHEPEE

## Section 2: Summary Of The Positions

The Summary of positions of the consultants is as follows:

Sl. No	Name of the Position	No. of Position	Amount of Consolidated Remuneration ( in Rs)	Terms of Reference
1	Consultant: Capacity Building (CB)	01	70,000/-	<b>Refer to Section 3</b>
2	Consultant: Management Information System (MIS)	01	70,000/-	

- Applications from eligible candidates for the aforesaid positions are invited in the enclosed proforma (**Annexure I & II**) along with attested copies of the certificates of essential qualifications and experiences. The applications must be addressed as flows with a soft copy marked to: **[pmuohepee@gmail.com](mailto:pmuohepee@gmail.com)**.

State Project Director, OHEPEE  
Higher Education Department,  
2nd Floor, Pustak Bhawan,  
A-11, Suka Vihar,  
Bhubaneswar-751022

- Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for the interview. The State Project Director, OHEPEE, Higher Education Department reserves the right to reject any or all applications without assigning any reason thereof.
- **The eligible candidate can apply for one post only i.e either for Consultant (Capacity Building) or Consultant (MIS). If any candidate is found for applying two posts simultaneously, he candidature shall be summarily rejected.**
- Last date for receiving of application is **7<sup>th</sup> May 2021 (by 05:00 P.M)**.
- Applications can only be received through Registered Post/Speed Post/Courier, super scribing on the sealed envelope "Application for the position of....." and also, while submitting on-line to e-mail: **[pmuohepee@gmail.com](mailto:pmuohepee@gmail.com)**, mention in the subject "Application for the post of....." (In hand submission of application will not be accepted).
- The position of the Consultant is purely on contract basis for the specific period i.e till end of November 2022 or co terminus with the project. A performance appraisal at the end of six months will determine extension of service.
- An annual performance appraisal mechanism will be in place, which will determine the continuation of the consultants till the end of the project.

## **Section 3; Terms Of Reference (ToR)**

### **1) POSITION: CONSULTANT (CAPACITY BUILDING)**

#### **i) Key Responsibilities**

##### **➤ Developing and Implementing Training Programs**

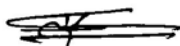
- Develop training strategies, session plans, templates for training manuals and standard operating protocols for trainings of institutions
- Develop, implement and institutionalize training of trainers, cascade training models and large scale trainings
- Identify needs for capacity building of institutions and facilitate training through networking with partners, intermediaries, resource institutions and initiatives to develop the skills
- Designing implementation plan as per the project design and need of the institution
- Undertake specific research and policy analysis exercise for programme development
- Draft TORs and manage the performance of agencies/individual consultants contracted to carry out capacity building tasks.

##### **➤ Implementing Institution Development Plan**

- Facilitate and provide active support in effective implementation of IDP by institutions
- Drive innovations and provide technical inputs to improve the deliverables under the project
- Analyze gaps in training and restructuring systems accordingly
- Lead the development of focus groups of key community partners.
- Train and mentor staff to develop the necessary knowledge and skill-sets to effectively engage in continual learning regarding the project deliverables
- Monitoring and evaluation of trainings through field visits and preparing of training reports.
- Conduct and facilitate issue-based networking with civil society organizations and coordinate with stakeholders on project targets within the region

##### **➤ Documenting Skill Development Practices**

- Responsible for planning and execution of project management reports, skill development programs, preparation of project reports and publication of periodicals, collateral, handouts for stakeholders
- Ensure proper documentation of all capacity building initiatives.



- Handles campaign, training, community capacity building, and development of communication material and event management
- Support in building the database of trainers and resource persons
- Responsible to facilitate and documenting new tools for effective capacity building program of institutions
- Support documentation and dissemination of best training practices for institutions and facilitate cross learning across the Department

**ii) Desired Skills and Experience**

- S/He must be a citizen of India.
- Masters degree in any discipline from a reputed institution with over 8 years of working experience in facilitating training of trainers in institutions and grassroots organizations or in an administrative capacity in an HEI
- Experience of on-ground resource mobilization, stakeholder management and providing professional support to organizations
- Experience in facilitating capacity building programs in HEIs.
- Excellent knowledge of the higher education landscape in Odisha and the rest of India, including knowledge of the best resources available for capacity building in higher education.

  
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HIGHER EDUCATION DEPARTMENT**



## 2) POSITION: CONSULTANT (MIS)

### i) Key Responsibilities

#### ➤ Data Validation

- Checking the quality of all data for completeness, consistency, and correctness and make amendments as required
- Resolving issues pertaining to technical and functional aspects of MIS, and ensuring timelines and quality of data being entered in the MIS system
- Extracting and updating secondary information from different sources like SAMS, AISHE etc and maintain a separate database

#### ➤ Data Management

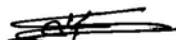
- Delivering high productivity and quality data in the presentable model by developing and running validation checks, integrity checks and resolving data discrepancies.

#### ➤ Data Reporting

- Design & prepare Management Information System Operational Manual using a friendly report generator
- Develop reports or formats using existing MIS data
- Establish the working schedule & the MIS design
- Monitor the operation of the MIS
- Respond to requests for data from the Government of Odisha, THE World Bank, and other stakeholders in a timely manner.

### ii) Desired Skills & Experience

- S/He must be a citizen of India.
- Masters degree in Computer Science /Information Technology with over 4 years of working experience in digital data collection and management tools, including dashboards to facilitate use and analysis of data in real time by field staff and program managers.



**FINANCE OFFICER, OHEPEE  
HIGHER EDUCATION DEPARTMENT**

**ANNEXURE I**

**APPLICATION FORM**

<b>Position applied for</b>		<b>Paste recent Passport size photograph here</b>
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**1. Personal Details**

Name of the Candidate	(First Name)	(Surname)
Father's Name		
Address	Permanent	Present
Mobile		
E-Mail Address		
Alternate E-Mail Address		
Date of Birth		
Category		
Gender (Male / Female)		

**2. Educational Qualification (from Graduation onwards)**

Qualification	Institution	Board / University	Year of Completion	Division /Grade	Percentage of Marks /CGPA Obtained	Remarks if any

**3. Other trainings / qualifications including relevant short training courses**

Course	Duration	Institution	Details

**4. Employment / Experience Details:(Starting from the present position)**

Name and Address of the Employer	Designation	Duration		Experience in year and month	Brief description of Duties
		From	To		

**5. Computer literacy:**

Software	Level of Knowledge (Please tick relevant column)		
	Average	Good	Expert
MS-Word			
MS –Excel			
MS-Power Point			
Internet & E-Mail			
Other (Please specify)			

**6. Language Proficiency (Please tick in the appropriate box)**

Language	Ability to converse			Ability to Read			Ability to write		
	Avg.	Good	Excellent	Avg.	Good	Excellent	Avg.	Good	Excellent
Odia									
English									
Hindi									

**7. Reference : (Two persons to whom you have professionally reported)**

Reference 1	Reference 2

8. Letter of Motivation indicating the reasons of your interest for the post (within 500 words)

**Declaration:**

I do hereby declare that all the information submitted in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

**Date**

**Place**

**Signature of the Applicant**

**ANNEXURE II**

**BEFORE THE NOTARY PUBLIC, .....**

**A F F I D A V I T**

"I, Ms/Mr. \_\_\_\_\_ aged about ..... years, Daughter/Son of \_\_\_\_\_ at present residing at ..... P.O. \_\_\_\_\_ P.S. \_\_\_\_\_ Dist. \_\_\_\_\_ Odisha;

do declare that there is no criminal / vigilance case and departmental proceedings pending against me. Further I have not involved in any litigation /case with the Govt. / employer. I do hereby undertake that in case any criminal case, vigilance case, departmental proceeding, litigation / case with Govt. / employer is detected later on my engagement as individual shall be cancelled.

This affidavit is required to be produced before the concerned Authority for information and necessary action.

That the facts stated in this affidavit are true & correct to the best of my knowledge and belief."

Identified by

Advocate

DEPONENT

The above named deponent being identified by ....., Advocate solemnly affirms and states before me that the facts stated above are true to the best of his knowledge.

Place:

Date :

NOTARY