Ministry of Human Resource Development, Government of India
Technical Education Quality Improvement Programme Phase III

Invitation for Expression of Interest for Hiring Consultancy Services for
'Study on Faculty Resource in Public Engineering Institutions' under project TEQIP Phase III

Ministry of Human Resource Development, Govt. of India with assistance from World Bank is implementing a Project, "Technical Education Quality Improvement Programme Phase III (TEQIP-III)" with the objective of improving the quality of engineering education in the country. The project is financed by the Government of India and assisted by the World Bank. The national policies and directives pertaining to engineering education of the Govt of India envisage that the quality of technical education should improve while addressing the need to expand access. However, an important challenge faced by engineering institutions across the country is that a significant number of faculty posts remain unfilled, in addition to the fact that faculty turnover is quite significant. The high rate of faculty vacancies and turnover is a major factor impeding institutions from delivering good quality education to students. The objectives, scope of work, eligibility for EOI and other details are described in Terms of Reference (TORs) (**Annexed ahead**).

In this regard, Ministry of HRD through NPIU invites Expression of Interest (EOI) from eligible consulting agencies/institutions to submit their interest in providing the services to conduct a study of the project institutes in respect of faculty resources aiming (i) to examine the causes of high rates of faculty vacancies in engineering education institutions, (ii) to analyze the impact of faculty turnover, (iii) to identify solutions across states, and (iv) to propose establishing State-wise plans of action for filling sanctioned faculty vacancies.

A consulting agency shall be selected in accordance with the procedures set out in the World Bank's guidelines on hiring of consulting services. Eligible consulting agencies/institutions may submit "Expression of Interest" in a sealed envelope clearly superscribing as **"Expression of Interest for Consulting Services for Study on Faculty Resource in Public Engineering Institutions"** and may obtain further information about the services, procedures for submitting the EOI etc. at npiu-mhrd@gov.in or 0120-2513921/936.

A pre-proposal meeting shall be held on **12th January 2019; 12.00 - 1.30 PM** at NPIU conference hall. Delegates attending the pre-proposal meeting should confirm their participation through email in advance. EOI must be delivered to NPIU at the address below on or before **1st February 2019; 3.00 PM**. Incomplete proposals or without/inadequate supporting evidences, and proposals received after the prescribed last date will not be entertained. The last date of receiving the sealed EOIs should be strictly adhered to. The EOIs received after the last date will not be opened and no further action will be taken on such EOIs. However, if last date is a holiday, the next working day on which office is opened will be treated as the last date of receiving the EOIs. The EOIs may be sent by post/courier or delivered physically at the office of NPIU at the address given below. No plea/request made over phone/fax/E-mail that EOI is in transit and/or due to postal delay etc. shall be entertained. In the interest of the agency, it is advised that the EOI should be sent well in advance before the closing date for receipt of EOIs. NPIU shall not be responsible for any delay in postal/courier transit. Further notification, if any shall be published only at **www.teqip.in**
Address:
Consultant Administration I/c
National Project Implementation Unit, Copia Corporate Suites, 301-302, 3rd Floor, Jasola Vihar, New Delhi - 110025. Ph 0120-2513921/936; Email: npiu-mhrd@gov.in; Website: www.teqip.in

It will not be binding on NPIU to accept all EOIs on any EOI and reserves the right of accepting the whole or any part of the proposals or portion of the quantity offered. The NPIU reserves the right to reject any or all proposals received in response to EOI or cancel or withdraw the notice without assigning any reason, whatsoever.

ELIGIBILITY CRITERIA FOR CONSULTING AGENCY
(a) Essential Eligibility

No.	Eligibility items	Documentary evidence to be enclosed
1	The firm/organization/PSU/institution of higher education/ Industry Association/ Professional Bodies should be a registered entity in India for last 10 years ending on FY 2017-2018.	Copy of certificate of incorporation for firms, or certificate of recognition for institution of higher education issued by competent authority
2	The firm/organization/PSU/institution of higher education/ Industry Association/ Professional Bodies should have experience in evaluation studies/ surveys or formulating policy document related to higher education or education HR sector, and have completed minimum 2 country-wide assignments upto 31st December 2018 demonstrating experience in relevant studies.	The documentary evidences in the form of work order/report should be enclosed. Summary of the studies conducted (not exceeding 5 pages each) with the description on the objectives, commencement and completion dates, total project cost, professionals involved, activities carried out, outcomes, and letter of appreciation issued by the concerned.
3	Minimum average annual turnover of the organization should be of INR 25 Lacs generated from consultancy services in the last three FYs (2017-2018, 2016-2017, and 2015-2016). (Not applicable for institution of higher education)	Certificate of average annual turnover from Chartered Accountant firm along with copy of P&L Accounts and Balance Sheets
4	The firm/organization/PSU/Institution of higher education/ Industry Association/ Professional Bodies should have minimum 10 full-time regular key professionals engaged in evaluation studies/ surveys or formulating policy document related to higher education or education HR sector.	An undertaking on the letter head duly signed by the Company Secretary
5	Availability of qualified and experienced key professionals engaged in evaluation studies/ surveys or formulating policy document related to higher education or education HR sector on the agency's direct payroll.	Curriculum vitae of proposed professionals (2-3 pages each) to be involved in this assignment highlighting the relevant experience
6	The firm/organization/institution of higher education should be registered with the authorities concerned in GST, Income Tax and PF.	Copies of relevant certificate(s)
7	The service provider must not have any instances of forfeiture of any amount for inability to perform their duties under any contract and should have not been blacklisted/debarred by any State or Central Govt. Organization/Department, PSUs/ World Bank/ CVC and	An undertaking on the letter head duly signed by authorized signatory

	other corporate bodies in the period of last 3 years.	
8	No any criminal/civil proceedings pending against the company/ organization in any court of law throughout India.	An undertaking on the letter head duly signed by authorized signatory
9	No conflict of interest: Organizations/Institutions which are engaged under TEQIP III as service providers, or receiving support through TEQIP III at institute/ state/ national level are not eligible for submitting EOI.	An undertaking on the letter head duly signed by authorized signatory stating that the agency is not engaged under TEQIP III as a service provider, or receiving support through TEQIP III at institute/ state/ national level.

(b) Desirable Eligibility

(i) It would be an added advantage for the agency to have completed atleast one relevant assignment (evaluation studies/ surveys or formulating policy document related to higher education or education HR sector for central/state government's department/organization/institution/PSU (completed upto 31st December 2018).

(ii) The agency should have track record of timely completion of the assignment (agency to provide copies of contract agreements and the assignment completion certificates).

SELECTION PROCESS

Selection process shall be carried out following the World Bank guidelines on hiring of consulting services using 'Consultant Qualification Selection (CQS)' method in two stages i.e. (i) request for expression of interest, and (ii) the best qualified agency to submit technical - financial proposal.

(i) The agencies that submit EOI along with complete relevant documents listed above, shall be assessed as per the evaluation scheme as described below. The competent authority may ask the agencies for additional information and clarification, if necessary.

	Criterion	Marks
1	The agency's relevant prior experience in performing evaluation studies/ surveys or formulating policy document related to higher education or education HR sector completed upto 31st December 2018. (10 Marks for each relevant assignment completed and upto maximum of 25 Marks)	25
	(5 marks for timely completion of atleast one assignment: agency should provide copies of contract agreements and assignment completion certificates)	5 (For timely completion)
2	The agency having completed atleast one relevant assignment in evaluation studies/ surveys or formulating policy document related to higher education or education HR sector for central/state government's department/organization/institution/PSU (completed upto 31st December 2018).	5

3	Competence of key professionals for this assignment: 1. Team Leader (one) - 10 Marks 2. Researchers (three) - 15 Marks (5 Marks each) 3. Surveyors (three) - 15 Marks (5 Marks each) 4. IT Professional / Survey Administrator (one) - 5 Marks The CVs of the above professionals shall be evaluated considering the following three sub-criteria and relevant weightage: • Educational qualification - 30% • No. of relevant assignments completed - 40% • Years of relevant experience - 30%	45
4	Strength of professionally qualified regular professionals on the agency's direct payroll: • Upto 10 qualified professionals - 15 Marks • More than 10 qualified professionals - 20 Marks	20
	Total	**100**
	MINIMUM QUALIFYING MARKS : 70	

(ii) The best qualified and experienced agency shall be shortlisted in EOI, and shall be asked to submit a combined technical-financial proposal, and then invited to negotiate the contract. Upon successful negotiation, the agency shall be issued letter of award.

(iii) In the event, signing of contract with the shortlisted agency does not realize, next highest scoring agency will be invited to negotiate the contract after repeating the procedure described at (ii) above.

****

Terms of Reference (TORs) for

Study on Faculty Resource in Public Engineering Institutions

I. Background

Ministry of HRD-Government of India (GoI) is implementing a Technical Education Quality Improvement Programme Phase-III with assistance by the World Bank, which aims to improve quality and equity in select public funded/aided engineering education institutions, and increase the effectiveness of the engineering education system. The national policies and directives pertaining to engineering education of the Govt of India envisage that the quality of technical education should improve while addressing the need to expand access. However, an important challenge faced by engineering institutions across the country is that a significant number of faculty posts remain unfilled, in addition to the fact that faculty turnover is quite significant. The high rate of faculty vacancies and turnover is a major factor impeding institutions from delivering good quality education to students.

II. The assignment

The present assignment consists of a study of the institutes participating in project TEQIP-III in respect of faculty resources across country and identify the remedial actions based on the existing set up for faculty recruitment in public funded institutions.

The participating institutes are from focus states i.e. North East (17), J & K (5), HP (3), UP (16), Bihar (7), Chhattisgarh (4), MP (7), Uttarakhand (8), Jharkhand (6), Odisha (6), Rajasthan (11), and Andaman & Nicobar (1). The service provider has to consider these institutes (numbers of institutes indicated in brackets) and their state/ central authorities in particular and the country in general for data collection. A list of institutes participating in project TEQIP III is placed at **Annex-I**.

III. Objectives

The objective of the study is (i) to examine the causes of high rates of faculty vacancies in engineering education institutions, (ii) to analyze the impact of faculty turnover, (iii) to identify solutions across states, and (iv) to propose establishing State-wise plans of action for filling sanctioned faculty vacancies.

IV. Scope of Work

   a. **Methodology:** The method used for the faculty resource study will include analysis of data, review of legal regulations and operational mechanisms in States participating in TEQIP, including relevant ones at the national level; face-to-face interviews with representative sample of state government authorities, faculty members, and institutional heads; and a deeper review of promising policies and practices at the institutional and government levels both in India and in other countries. This will

include interaction with a representative sample of Assistant Professors engaged for project TEQIP-III.

b. **Study Instruments:**
   i. Data on faculty vacancies and turnover, and a review of relevant regulations and practices will be conducted with the goal of establishing a searchable database that should be updated periodically during the lifecycle of the project.
   ii. The survey component of the study will use computer-assisted data collection systems (avoiding paper-based questionnaires). Study instruments will include questionnaires for: (a) institutions, (b) current faculty, and (c) state government authorities. These questionnaires will be developed in consultation with the NPIU team.
   iii. A review of relevant domestic and international experiences addressing the issue of faculty vacancies will be conducted using a typology of best practices. This includes an analysis of hiring, retaining, promoting and evaluating faculty resource in different relevant international contexts. A decision on which countries to include in the analysis will be made by in consultation with the NPIU team.

c. **Interviews, Field Survey and Data Collection:** An agency with experience in conducting system-level analysis in the areas of human resources and higher education, interaction with government departments using computer-based data collection methods, and with knowledge of public human resource management policies and procedures at the State level will be engaged by NPIU to undertake the field survey, data collection and analysis for the study. The primary role of the agency will be to undertake the field surveys, face-to-face interviews at institutes and states, review national/international best practices, and collect and analyze data, and make relevant conclusions.

d. **Components of the analysis:** An overall assessment will be conducted and will focus on the following areas:
   i. A general comparative overview of the structure and staffing of faculty in engineering institutes participating states in TEQIP-III, including:
      i. Which entity undertakes hiring – the college, state education department or public service commission?
      ii. Time taken from advertisement to filling up the position
   ii. Differences in different types of faculty (contract, adhoc, guest, visiting etc.) and their relevance and contribution in progress of the institute.
   iii. Analysis of causes of high rates of faculty vacancies and turnover
   iv. Analysis of state budget allocations and expenditure toward engineering education in general and faculty resource in specific during past 5 years
   v. Analysis of best practices for faculty resource in higher education institutions in India and other relevant countries
   vi. Pointers for action for state governments, universities and institutions to address problems associated with faculty vacancies
   vii. Proposed ideas for establishing state action plans for filling sanctioned faculty positions as per AICTE requirement
   viii. Analysis of the implications of adding contractual faculty under TEQIP-III, and options for addressing these implications.

V. Tasks and Timeline

(i) Prepare detailed methodology and work plan:

- Conduct a desk review of documentation on existing faculty resource mechanisms in states participating in TEQIP-III.
- Assess data availability and identify target areas and methods for primary data collection.
- Provide the methodology and work plan, including data collection instruments and sampling strategy, outlines of report for approval.

(ii) Data Collection:
- Consolidate and prepare datasets from different sources (including visits to states, institutes) for analysis.
- Carry out surveys, interviews and focus group discussions as per the work plan.
- Conduct analysis of successful and/or innovative approaches to address the issue of faculty resource in other parts of India and abroad.

(iii) Deliverables:
- A searchable database of faculty resource and their specific operational components in states/institutes participating in TEQIP-III.
- Analyses, consolidated report with recommendations as indicated in section III(d).

(iv) Timelines

No.	Activity	Deliverables	Timeline
1	Signing of contract for the assignment	-	-
2	Presentation of methodology and work plan	Report for discussion	Within two weeks of signing the assignment
3	Finalize instruments (revision by the WB), formatting.	Final instruments developed	Within 6 weeks of signing the assignment
4	Development of data entry format	Data entry format developed	
5	Field survey and interviews	Report of field work completed	Within 14 weeks of signing the assignment
6	Data entry and cleaning	• Clean and prepare data for analysis • Release searchable database of faculty provision in states participating in TEQIP-III	Within 18 weeks of signing the assignment
7	Finalizing the assignment	First draft report	Within 21 weeks of signing the assignment
		Second draft report	Within 24 weeks of signing the assignment

VI. Eligibility Criteria for consulting agency

(a) Essential eligibility

No.	Eligibility items	Documentary evidence to be enclosed
1	The firm/organization/PSU/institution of higher education/ Industry Association/ Professional Bodies should be a registered entity in India for last 10 years ending on FY 2017-2018.	Copy of certificate of incorporation for firms, or certificate of recognition for institution of higher education issued by competent authority
2	The firm/organization/PSU/institution of higher education/ Industry Association/ Professional Bodies should have experience in evaluation studies/ surveys or formulating policy document related to higher education or education HR sector, and have completed minimum 2 country-wide assignments upto 31st December 2018 demonstrating experience in relevant studies.	The documentary evidences in the form of work order/report should be enclosed. Summary of the studies conducted (not exceeding 5 pages each) with the description on the objectives, commencement and completion dates, total project cost, professionals involved, activities carried out, outcomes, and letter of appreciation issued by the concerned.
3	Minimum average annual turnover of the organization should be of INR 25 Lacs generated from consultancy services in the last three FYs (2017-2018, 2016-2017, and 2015-2016). (Not applicable for institution of higher education)	Certificate of average annual turnover from Chartered Accountant firm along with copy of P&L Accounts and Balance Sheets
4	The firm/organization/PSU/Institution of higher education/ Industry Association/ Professional Bodies should have minimum 10 full-time regular key professionals engaged in evaluation studies/ surveys or formulating policy document related to higher education or education HR sector.	An undertaking on the letter head duly signed by the Company Secretary
5	Availability of qualified and experienced key professionals engaged in evaluation studies/ surveys or formulating policy document related to higher education or education HR sector on the agency's direct payroll.	Curriculum vitae of proposed professionals (2-3 pages each) to be involved in this assignment highlighting the relevant experience
6	The firm/organization/institution of higher education should be registered with the authorities concerned in GST, Income Tax and PF.	Copies of relevant certificate(s)
7	The service provider must not have any instances of forfeiture of any amount for inability to perform their duties under any contract and should have not been blacklisted/debarred by any State or Central Govt. Organization/Department, PSUs/ World Bank/ CVC and other corporate bodies in the period of last 3 years.	An undertaking on the letter head duly signed by authorized signatory
8	No any criminal/civil proceedings pending against the company/ organization in any court of law throughout India.	An undertaking on the letter head duly signed by authorized signatory

9	No conflict of interest: Organizations/Institutions which are engaged under TEQIP III as service providers, or receiving support through TEQIP III at institute/ state/ national level are not eligible for submitting EOI.	An undertaking on the letterhead duly signed by authorized signatory stating that the agency is not engaged under TEQIP III as a service provider, or receiving support through TEQIP III at institute/ state/ national level.

(b) Desirable eligibility

(i) It would be an added advantage for the agency to have completed atleast one relevant assignment (evaluation studies/ surveys or formulating policy document related to higher education or education HR sector for central/state government's department/organization/ institution/PSU (completed upto 31st December 2018).

(ii) The agency should have track record of timely completion of the assignment (agency to provide copies of contract agreements and the assignment completion certificates).

VII. Project Team: The select consulting agency shall complete the assignment in six months.

	Position	Main Tasks	Minimum qualification and professional experience desired
1	Team Leader/ Senior Researcher (one)	Lead, manage, and supervise the work of the consultant team; coordinate with NPIU/WB; design data collection instruments, train team members, conduct data analysis and write reports; provide debriefing on the report, and be ultimately responsible for the consultants' deliverables and quality assurance.	Master's degree in any discipline (desirable in social science). Experience in leading large-scale surveys preferably in education HR sector; at least 5 years of experience in leading research projects, and overall experience of 10 years. Team Leader should have experience in the intersection of human resource management, public administration processes and higher education.
2	Researchers (three)	Carry out research work; train and supervise surveyors and data entry staff; ensure quality of data collection; and assist in analysis and interpretation of data.	Master's degree with 5 years of research experience in the relevant field preferably in education HR sector. Good knowledge of state level government policies and mechanisms relevant to faculty resource for engineering colleges.
3	Surveyors (three)	Carry out computerized data collection and processing	Master's degree with 3 years of experience in conducting surveys, data collection and processing. Should have expertise in web-based survey methods and data analysis.
4	IT Professional/ Survey	Developing, administering and processing web-enabled survey	Degree/Diploma in Computer Applications/ IT or PGDCA with 3 years of experience in

Position	Main Tasks	Minimum qualification and professional experience desired
Administrator (one)	instruments	developing and administering web-enabled surveys

The Team Leader would have the following profile:
- Proven experience in leading large-scale sector surveys preferably education HR, ability to assess higher education issues, good understanding of development and higher education sector reform issues,
- Strong organizational, communication and interpersonal skills,
- Excellent oral and written communication skills in English,
- Familiarity with analytical tools, excellent computer skills, especially word processing and spread sheet analysis, and
- Enthusiasm for and commitment to development sector.

VIII. Payment:

Payment will be on the basis of milestones/deliverables as listed in the table below.

Milestones/Deliverables	Payment Percentage
Approval of methodology and study instruments/ formats	10%
Completion of field surveys and interviews	30%
Submission of (second) draft report and searchable database	35%
Approval of final report	25%

******

TEQIP-III List of Institutions (Subcomponent 1.1)		
No.	**State**	**Institute**
1	Andaman & Nicobar Islands	Dr. B.R. Ambedkar Institute of Technology, Pahargaon, Port Blair
2	Assam	Assam Engineering College, Kamrup
3		Bineswar Brahma Engineering College, Kokrajhar
4		Dibrugarh University Institute of Engineering & Technology, Dibrugarh
5		Guawahati University Institute of Science & Tech, Assam
6		Jorhat Engineering College, Jorhat
7		Jorhat Institute of Science & Technology, Jorhat
8	Bihar	Bhagalpur College of Engineering, Bhagalpur, Bihar
9		Darbhanga College of Engineering, Darbhanga
10		Gaya College of Engineering, Gaya, Sri Krishna Nagar
11		LokNayak Jay Prakash Institute of Technology, Chapra, Bihar
12		Motihari College of Engineering, Motihari
13		Muzaffarpur Institute of Tech, Muzaffarpur
14		Nalanda College of Engineering, Chandi, Nalanda
15	Centrally Funded Institutes	IIIT Guwahati
16		IIIT Manipur
17		NIT Agartala
18		NIT Arunachal Pradesh
19		NIT Manipur
20		NIT Meghalaya
21		NIT Mizoram
22		NIT Nagaland
23		NIT Sikkim
24		NIT Srinagar
25		NIT Uttarakhand

	TEQIP-III List of Institutions (Subcomponent 1.1)	
No.	State	Institute
26	Chhattisgarh	Government Engineering College, Bilaspur
27		Govt Engineering College, Jagdalpur
28		Govt Engineering College, Raipur
29		Vishwavidyalaya Engineering College, Lakhanpur
30	Himachal Pradesh	Atal Bihari Vajpai Govt Institute of Engineering & Technology, Shimla
31		Jawaharlal Nehru Govt. Engineering College, Sundernagar
32		Rajiv Gandhi Government institute of Engineering & Technology, Kangra
33	Jammu & Kashmir	Baba Ghulam Shah Badshah University, Rajouri
34		Govt. College of Engineering & Technology, Jammu
35		Islamic University of Science & Technology, Pulwana
36		Shri Mata Vaishno Devi University, Katra
37	Jharkhand	Birla Institute of Technology, Mesra Ranchi
38		BIT Sindri
39		Dumka Engineering College, Dumka
40		Ramgarh Engineering College Ramgarh
41		Chaibasa Engineering College, Chaibasa
42		University College of Engineering and Technology (UCET), VinobaBhabe University, Hazaribag
43	Madhya Pradesh	Indira Gandhi Engineering College, Sagar
44		Jabalpur Engineering College, Jabalpur
45		Madhav Institute of Technology & Science, Gwalior
46		Rewa Engineering College, Rewa
47		Samrat Ashok Technological Institute, Engg. College, Vidisha(M.P.)
48		Shri G S Indore Institute of Technology & Science, Indore
49		Ujjain Engineering College, Ujjain
50	Manipur	Manipur Technical University, Imphal
51	Odisha	CET Bhubaneshwar

No.	State	Institute
		TEQIP-III List of Institutions (Subcomponent 1.1)
52		Government Engineering College, Kalahandi
53		Government Engineering College, Keonjhar
54		IGIT Sarang
55		PMEC Berhampur
56		VSSUT Burla
57	Rajasthan	College of Engg& Technology, Udaipur
58		Govt Engg College, Ajmer
59		Govt Engg College, Bharatpur
60		Govt Engg College, Jhalawar
61		Govt Mahilla Engg College, Ajmer
62		Govt. College of Engg& Tech, Bikaner, Rajasthan
63		Govt. Engineering College, Banswara
64		Govt. Engineering College, Bikaner
65		MBM Engg College, Jodhpur
66		MLV Textile & Engineering College, Bhilwara
67		University College of Engineering, RTU Kota
68	Tripura	Tripura Institute of Technology, Narsingarh, Tripura
69	Uttar Pradesh	Bundelkhand Institute of Engineering & Technology, Jhansi
70		Dayalbagh Educational Institute (Deemed University) Dayalbagh, Agra
71		FET MJP Rohilakhand University, Bareilly
72		HacourtButtler Technical University (Formerly HBTI), Kanpur
73		Institute of Engineering & Technology, Bundelkhand University, Kanpur Road, Jhansi-
74		Institute of Engineering & Technology, Dr. RML Awadh University, Faizabad
75		Institute of Engineering & Technology, Lucknow
76		Institute of Engineering & Technology, Dr B R Ambedkar University, Khandari Agra
77		KNIT Sultanpur

		TEQIP-III List of Institutions (Subcomponent 1.1)
No.	State	Institute
78		MMM University of Technology, Gorakhpur
79		RajkiyaEngg College Ambedkar Nagar
80		Rajkiya Engineering College Azamgarh
81		Rajkiya Engineering College, Banda
82		Rajkiya Engineering College, Bijnor
83		Uma Nath Singh Institute of Engineering & Technology, VBS Purvanchal University, Jaunpur
84		Uttar Pradesh Textile Technology Institute, Kanpur
85	Uttarakhand	BKTI Dwarahat
86		CoT Pantnagar
87		GBPEC PauriGarwal
88		Institute of Technology, Gopeshwar
89		Seemant Engineering Institute, Pithoragarh
90		THDC Engineering College, Tehri Grahwal
91		Women Institute of Technology, Sudhowala, Dehradun

*****