

MOU FOR ESTABLISHMENT OF QECACS IN AFFILIATING UNIVERSITIES

Between

The Higher Education

Commission (HEC): First Party

And

University of Sindh: Second Party

1. **AGREEMENT:** This agreement is between the HEC, the first party, and University of Sindh, the second party.
2. **INTRODUCTION:** The HEC is implementing "The Higher Education Development in Pakistan (HEDP)" to improve the conditions of teaching, learning and research for enhanced access, quality, and relevance of tertiary education, under the agreement between the World Bank and the Government of Pakistan. Component 2 of the HEDP aims to improve the quality of education delivered by public Affiliated Colleges (ACs).
3. **DEFINITION OF QECACs:** One of the Project Based Condition (PBC 3) of Component 2 pertains to the establishment of a unit in the Quality Enhancement Cell (QEC) of the university (second party) that will focus on quality enhancement in the Colleges affiliated with the university (Hereon: **QECACs**).
4. **ESTABLISHMENT OF QECACs:**
Respective responsibilities for establishment of the QECACs are as follows:
 - 4.1 Second Party:
 - a) Within two weeks after the signing of this agreement between the two parties, the Vice Chancellor of the second party shall notify the establishment of a **QECACs** in the QEC of the university.
 - b) The second party shall provide suitable on-campus office space for the QECACs.
 - 4.2 First Party:

On receipt of the official notification from the second party, the first party will release funds according to the schedule given in the table in para 8.
5. **GUIDELINES AND TORs:**
First Party will develop guidelines about the functions and outputs of the QECACs, as well as TORs of personnel of the QECACs.

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6. FUNCTIONAL QECACs:

6.1 The QECACs will be considered functional when notification of its establishment has been issued, office space has been provided, all procurements have been made, and dedicated personnel hired.

6.2 In line with the existing mechanisms of the QEC, the QECACs will put in place mechanisms for monitoring the quality of education provided in ACs, and as well support the ACs to enhance quality.

7. PERSONNEL OF QECACs: The QECACs will be a unit within the QEC. The QECACs will be headed by an officer equivalent to BPS-18. Other personnel will include 2 dedicated administrative staff of at least to BPS-16 equivalent.

4.1 Second Party:

The second party shall in accordance with the TORs provided by the first party and through a transparent process appoint dedicated staff of the QECACs.

4.2 First Party:

On receipt of appointment notification from the second party, the first party will release funds in according to the schedule given in the table in para 8.

8. FINANCIAL ARRANGEMENTS:

8.1 The first party will provide delivery-based funds to the second party for the establishment of the QECACs unit for one year only. After the first year, the second party will cover all expenses of QECACs from its recurring budget.

8.2 The total available fund for a QECACs unit is Rs. 3.72 million, which has the following breakdown:-

8.2.1 Furniture and Equipment:	Rs. 1.2 million
8.2.2 Salaries:	Rs. 2.4 million
8.2.3 Honoraria:	Rs. 0.12 million

8.3 Funds will be released in installments, contingent upon achievement of specified deliverables as given in the table below.

Deliverables	Funding
Notification of the establishment of the QECACs within timeline given in para 4.1	25%
Provision of space and procurement of furniture and equipment	15%
Hiring of HR	30%
Calendar of Activities	10%
Reports:	5%
i) <u>First</u> : 4 months after QECACs starts functioning	5%
ii) <u>Second</u> : 8 months after QECACs starts functioning	10%
iii) <u>Annual</u> : 12 months after QECACs starts functioning	

9. USE OF FUNDS:

9.1 The provided funds will be used only for establishment of the QECACs unit for a period of one-year.

9.2 The university shall ensure that goods and services are procured in an efficient, cost-effective and transparent manner in compliance with Public Procurement Regulatory Authority (PPRA) rules.

10. **FUNDS UTILIZATION REPORT:** University will submit audited utilization report duly signed by the Vice Chancellor/Rector on completion of the project.


11. **MONITORING/PROGRESS REPORTS:** The QECACs will submit these reports in accordance with the schedule given in the table in para 8.2.

12. **CAPACITY BUILDING OF QECACs STAFF:** The first party will provide training to the QECACs staff.


13. **FOCAL PERSONS:** Each party will designate a focal person for communication and coordination.

14. **CONFLICT RESOLUTION:** Any dispute with reference to the terms of this MoU shall be resolved with mutual consultation, failing which both parties shall mutually agree on an independent arbitrator whose decision shall be final and binding.

IN WITNESS WHEREOF by signatures of their respective authorized officers, the parties agree to be bound by the terms of this Agreement. This agreement is signed in two original copies in English, a copy of which will be given to each party.

Signature: 
CNIC No: **DR. SHAISTA SOHAIL**
Contact No: Executive Director
Higher Education Commission
Islamabad

Executive Director
Higher Education Commission
H-9, Islamabad

Signature: 
CNIC No: 4120429209431
Contact No: 03338333893

Professor (Meritorious)
Dr. Muhammad Siddique
Kalhoro
VICE-CHANCELLOR
UNIVERSITY OF SINDH,
JAMSHORO