Terms of Reference
Project Management Intern

Job Title : **Intern, Project Management**
Location : **University Grants Commission, Sanothimi, Bhaktapur**
Full/Part-Time : **Full-time**
Duration : **NEHEP Project Period**

Background:

University Grants Commission (UGC), is an apex body of higher education in Nepal that provides financial, policy and regulatory supports to higher education institutions in Nepal. The main objectives of UCC are to coordinate among universities; allocate and disburse government grants to universities and Higher Educational Institutions (HEIs) and take appropriate steps for assurance and enhancement of quality of higher education in these institutions in Nepal. UGC allocates and distributes grants to the universities and their constituent and affiliated campuses. UGC with funding from the World Bank is implementing Nurturing Excellence in Higher Education Program (NEHEP) as an integral part of the National Higher Educational Program (NHEP) initiatives.

UGC/NEHEP is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in program results. The input from intern is to support for program monitoring and Evaluation activities, coherence with respect to NEHEP scope, and relevance of activities and outcomes to the program needs.

Scope of the Position:

Under the direct supervision of the reform unit of UGC, the intern will support the Program team in the project administration of the Nurturing Excellence in Higher Education Program (NEHEP) 2021-2026 and its program grants that will be mobilized during the current Fiscal Year (FY).

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. The performance in program activities leads to a beneficial environment for the Intern enhancing her/his skills and capacity in the project management of the thematic areas under the NEHEP.

Duties and Responsibilities:

The Intern will support the Project Support Unit (PSU) for the implementation process of the NEHEP program. The Project Management intern will be responsible for providing planning, implementation, monitoring, reporting, evaluation and indicator database management support for the NEHEP program and its result areas. He or She will also entail liaison with operations, program and technical teams and will focus on administrative support.

The key responsibilities of the Project Management Intern shall include, but not be limited to the following:

Planning

- Support to review and quality assure the interventions and activities in the UGC, Universities and HEIs to ensure that they are strongly linked to the program standard, operational policy and guideline (SOPG) output indicators.
- Assist program team to ensure all NEHEP implementing and participating HEIs are informed and share the same understanding on the definitions of the program indicators and grant criteria for funding and facilitate them where required.
- Support and contribute to prepare the NEHEP annual program and budget as outlined in Operations Manual.
- Provide administrative support for resource mobilization and grant proposal to HEIs.

Implementation

- Support and contribute to the implementation of the NEHEP program as outlined in Operations Manual.
- Coordinate and facilitate to the HEIs to implement the NEHEP program

Reporting

- Assist Program Team on the quality assurance of periodical Progress and indicator milestones.
- Contribute to Program Funding Partner's Meetings via the progress status update
- Assist in ensuring baseline and targets data for the indicators are collected consistently as per the program plan.
- Provide assistance to the development the Achievements Report to provide Independent Verification Agency (IVA)

Project Administration

- Support in day-to-day operations of the NEHEP program, including, but not limited to budget and finance, human resource management, procurement. grants management, communication, report writing and records management.
- Assist the program team in the implementation, tracking, follow up and update of the progress Report
- Carry out any other additional tasks assigned by the Program Team and Secretary

Qualification and Experience:

- Active enrolment in 4th Semester or recent completion of a Master's level degree program in social science, economics, business administration, public administration or related field.
- Some experience in working with development agencies, academic institutions including in volunteer capacity in the field of results based management, project management, monitoring and evaluation, indicators, statistics and or research methodologies is preferable.
- Relevant computer skills especially MS Office excel

- Strong data analysis and analytical writing skills.
- Good interpersonal, networking and communication skills
- Willingness to contribute and work as part of a team; and
- Flexible and open to learning and new experiences

Learning Elements:

Upon completion of the assignment, and depending on its duration, the M&E Intern will gain the following knowledge assets:

1. Increased understanding of the National Higher Education Program and its scope.
2. Understand key project management competencies and practices within UGC and relevant policies and procedures related to higher education program
3. Understand the UGC/NEHEP project management tools and guidelines
4. Understand the UGC/NEHEP mandate and policies and standards
5. Understand the dynamics of operational and program support and communications to the HEI level
6. Learn donor funding project environment, working procedures, and coordination mechanisms
7. Network with HEIs in Nepal
8. Work experience as a team member in a academic setting

Financial Aspects:

Interns will receive a stipend to help cover basic travel and Tiffin expenses. In the event of travel outside the Kathmandu Valley, the UGC will provide DSA at the assistant-level staff rate.

Other Facilities to be provided by UGC:

- Office space with computer and furniture
- Email and internet access
- Office stationary
- Photocopier

How to Apply

Please email your applications including a brief statement on your interest in the internship program, to administration@ugcnepal.edu.np before **20 March 2026** with the title *''Internship – Project Management*

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview