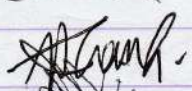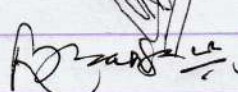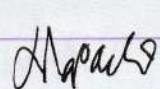# United College's
Term of Reference for Research Consultancy Services

Prepared by

Research & Extension Committee

United College

Kumaripati, Lalitpur, Nepal

2024

आज मिति २०८० साल बैसाख २५ गते सोमबारको दिन यस युनाइटेड कलेज, कुमारीपाटी, ललितपुरका कलेज कार्यकारी। व्यवस्थापन समितिका अध्यक्ष श्री नरहाङ राइ ज्युको अध्यक्षतामा बसेको बैठकले तपसिलको उपस्थिति तथा प्रस्तावमा बहस २ छलफल गरी निम्न निर्णय गरियो।

तपसिल:
उपस्थिति:

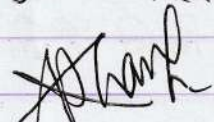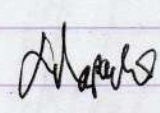| क्र.सं.	नाम	पद	हस्ताक्षर
१.	श्री नरहाङ राई	अध्यक्ष	
२.	श्री दुप चाम्लिङ	सदस्य	
३.	डा. कविराज बान्तावा	सदस्य	
४.	श्री दिपा चाम्लिङ	सदस्य	
५.	डा. लाल राप्चा	सदस्य सचिव	
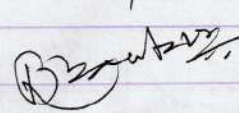
प्रस्ताव:

०१. अनुसन्धान तथा विस्तार समितिलाइ अनुसन्धान परामर्श सेवाहरु सञ्चालन गर्नका निमित्त कार्यविवरण (TERM OF REFERENCE) तयारी गर्ने निर्देशन दिइने बारे निर्णय गरिने।

निर्णय:

०१. उपरोक्त विषयमा गम्भीरतापूर्वक छलफल गरी उद्देश्य, दायरा, कार्यप्रणाली साथै अपेक्षित नतिजा सहितको अनुसन्धान परामर्श सेवाहरुको कार्यविवरण (TERM OF REFERENCES) तयार पार्न अनुसन्धान तथा विस्तार समिति (RESEARCH & EXTENSION COMMITTEE) लाइ निर्देशन दिइने निर्णय गरियो।

०२. अनुसन्धान तथा विस्तार समिति (RESEARCH & EXTENSION COMMITTEE) लाइ आजको मितिबाट १५ दिनको समयसिमाभा अनुसन्धान परामर्श सेवाहरुको कार्यविवरण तयार पारी कलेज व्यवस्थापन समितिलाइ पेश गर्ने निर्देशन दिइने निर्णय गरियो।

Outlines

Introduction

The Research & Extension Committee (REC) of United College (UC) is dedicated to advancing the institution's research agenda by engaging expert consultants to enhance research capacity and foster impactful collaborations. To support this, the Committee seeks to establish a Terms of Reference (ToR) for the provision of Research Consultancy Services aimed at students, faculty, administrative staff, and external stakeholders, including industry partners, government agencies, NGOs, and other educational institutions. The primary objective of these research consultancy services is to strengthen research skills, promote interdisciplinary collaboration, and facilitate the development of high-quality research projects that address both academic and real-world challenges. The research consultancy service provides guidance on research methodologies, data analysis, grant writing, and project management, helping students and faculty navigate the complexities of research process. For administrative staff, the consultancy offers support in establishing effective research management frameworks and policies. Additionally, the consultancy services will promote the College's engagement with external stakeholders, fostering partnerships that drive innovation, inform policy development, and support community-based research. By aligning research initiatives with institutional goals and external needs, these services will play a key role in enhancing the College's research profile, fostering knowledge exchange, and ensuring that research outcomes contribute to societal development and institutional excellence.

Purpose

The purpose of the Terms of Reference (ToR) for research consultancy services is to enhance the research capacity of UC by providing expert guidance to students, faculty, administrative staff, and external stakeholders. These services aim to strengthen research skills, promote collaboration, and generate impactful, real-world research outcomes.

Objectives

- To provide expert guidance on research methodologies, data analysis, and academic writing for students, faculty, and staff.
- To foster interdisciplinary collaboration between different departments within the College and external stakeholders including industry partners, government agencies, educational institutions, and NGOs, to address real-world challenges.
- To assist in research process, proposal writing, grant applications, and project management to ensure high-quality research.
- To guide the College in developing effective research policies and frameworks that improves research governance, management, and sustainability.
- To ensure the integration of research outcomes into decision-making processes and policy development, both within the College and with external partners.
- To drive the application of research to solve community, industrial, and governmental challenges, contributing to institutional excellence.

Scope

The scope of the Research Consultancy Services provided by the Research & Extension Committee of United College includes a range of activities aimed at strengthening the research capacity of students, faculty, administrative staff, and external stakeholders. Specifically, this includes:

- Providing guidance to students in the research process, capacity-building training, one-on-one mentoring, and ensuring ethical research practices.
- Assisting faculty with research proposal writing, research article writing, grant writing, interdisciplinary collaboration, and advanced research training.
- Supporting administrative staff in research management systems, policy development, and improving research governance.
- Facilitating collaborations with industry, government agencies, and NGOs for joint research projects and consultancy services to engage external stakeholders.
- Assisting with research publications, conference presentations, and promoting knowledge transfer to academic, industry, and policy-making audiences.
- Assessing the impact of research initiatives, ensuring alignment with goals, and providing recommendations for continuous improvement.

Methodology/Approach

The Research Consultancy Services at UC follows a structured, collaborative approach:

- Engage with students, faculty, administrative staff, and external stakeholders to identify research challenges and capacity gaps.
- Deliver tailored workshops, training sessions, and one-on-one mentorship to enhance research skills in methodology, analysis, writing, and project management.
- Facilitate interdisciplinary and external partnerships with industry, government agencies, and NGOs to address real-world challenges.
- Assist in creating effective research policies, governance structures, and management systems to strengthen institutional research capacity.
- Support research publication, presentations, and community engagement to ensure real-world application and impact.
- Regularly assess progress, gather feedback, and refine services to ensure alignment with College goals and promote continuous improvement.

Deliverables

The Research Consultancy Services will produce the following key deliverables:

- A comprehensive report outlining the specific research needs and gaps for students, faculty, administrative staff, and external stakeholders.
- Tailored content for workshops, seminars, and training sessions on research methodologies, grant writing, data analysis, and academic writing.

- Individualized mentoring plans for students and faculty to guide research proposal, research projects, academic writing, dissertations, and thesis work.
- Documentation and facilitation of joint research projects and partnerships with external stakeholders (industry, government agencies, NGOs, and educational institutions).
- New or updated research policies, governance structures, and management frameworks to enhance research operations and sustainability.
- Assistance in preparing research for publication and presenting at academic and industry conferences.
- Regular evaluations of the consultancy's impact on research capacity, progress, and outcomes, with recommendations for improvement.

Timelines

The following timeline outlines the key phases and deliverables for the Research Consultancy Services at UC:

Phase 1: Needs assessment and stakeholder consultation
- **Duration**: 1 month
- **Deliverables**: Needs assessment report, initial stakeholder meetings and consultations
- **Activities**: Conduct surveys, group discussions, and interviews with students, faculty, administrative staff, and external stakeholders to identify research needs and gaps.

Phase 2: Capacity building and training programs
- **Duration**: 1-2 months
- **Deliverables**: Training materials, workshop schedules, mentoring plans
- **Activities**: Develop and deliver customized training, workshops, seminars, and one-on-one mentoring for students, faculty, and stakeholders on research methodology, data analysis, academic writing, and grant writing.

Phase 3: Research project support
- **Duration**: 3- months (depending on project scope)
- **Deliverables**: Research project proposals, grant applications, collaborative research initiatives
- **Activities**: Assist faculty, students, and stakeholders with research project development, grant applications, and forming collaborative research partnerships with external agencies.

Phase 4: Policy and framework development
- **Duration**: 2 months
- **Deliverables**: Research policies, management frameworks, and governance structures
- **Activities**: Work with the college administration to design or refine research policies, governance structures, and institutional research management systems.

Phase 5: Research dissemination and knowledge exchange
- **Duration**: 3- 4 months

- **Deliverables**: Research publications, conference presentations, community engagement activities
- **Activities**: Support students and faculty in preparing research for publication, conference submissions, and engaging with external stakeholders for knowledge transfer and application.

Phase 6: Monitoring, evaluation, and feedback
- **Duration**: Every 3 months
- **Deliverables**: Impact assessment reports, feedback for continuous improvement
- **Activities**: Conduct quarterly reviews and evaluations of research progress, providing feedback to stakeholders and adjusting services based on results.
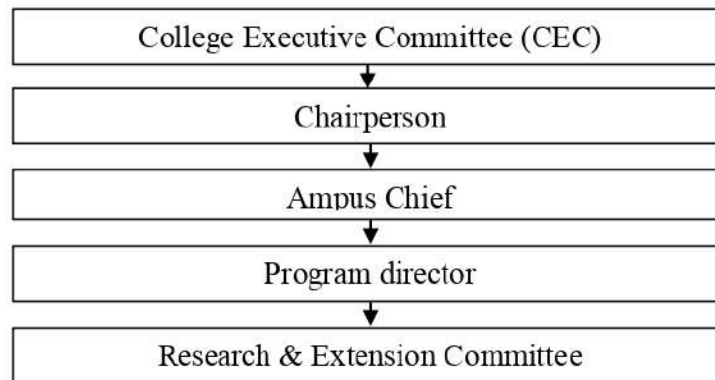
Consultant

The Research Coordinator serves as the lead consultant responsible for overseeing and managing the Research Consultancy Services at UC. The Research Coordinator offers research related expert advice and guidance to organizations or individuals. He plays a pivotal role in ensuring the smooth implementation of the consultancy services, maintaining communication between all stakeholders, and providing expert guidance throughout the consultancy process.

Key Responsibilities:
- Oversee day-to-day operations, ensuring alignment with College research goals. Act as the main point of contact for internal and external stakeholders, coordinating workshops, trainings, seminars, and research initiatives.
- Provide expert guidance on research methodologies, data analysis, academic writing, and grant writing. Offer mentoring to students and faculty on individual research projects, proposal, academic writing, theses, and dissertations.
- Facilitate collaboration between the college and external partners (industry, government, NGOs, academic institutions) on research projects. Ensure that initiatives have practical applications and contribute to societal or industrial advancements.
- Work with the administrative team to develop and implement research policies and frameworks. Recommend improvements to research governance and sustainability.
- Track the progress of consultancy services, regularly report outcomes and challenges to REC, Principal, and CMC. Evaluate effectiveness and suggest improvements for future initiatives.

Reporting structure

The Research Consultancy Service reporting structure flows from the Service Recipients (students, faculty, admin staff, industry, government, NGOs, educational institutions) to the REC/Consultants, who report to the Principal, who in turn reports to the CMC for strategic oversight and decision-making.

College Executive Committee (CEC)
↓
Chairperson
↓
Ampus Chief
↓
Program director
↓
Research & Extension Committee

1. Research consultancy service recipients

- **Internal recipients**: Students, faculty, and admin staff who receive consultancy support for research projects.
- **External recipients**: Industry, government agencies, NGOs, and other educational Institutions seeking expertise or collaboration.
- **Reporting**: The service recipients (both internal and external) report to the REC and consultants for guidance, feedback, and progress updates on their research needs.

2. Research & Extension Committee (REC) / Consultant

- **Role**: The REC and Consultants manage and execute the consultancy services. They coordinate research projects, provide expert advice, and ensure that the services meet the needs of the recipients.
- **Reporting**: The REC and Consultants report to the Principal on the progress, challenges, and outcomes of consultancy services.

3. Program director

- **Role:** The Program Director oversees the operational aspects of research consultancy. They coordinate between the REC and consultants, ensuring that projects progress according to the objectives and timelines.
- **Reporting:** The Program Director reports to the Principal, providing updates on the operational status of research consultancy services.

4. Principal

- **Role:** The Principal is responsible for the College's overall academic and research agenda, ensuring that all research activities align with the College's long-term vision and strategic goals.
- **Reporting:** The Principal will receive regular reports from the REC on the progress and impact of the consultancy services. The Principal reports to the CMC, providing updates on the progress, impact, and alignment of research consultancy activities with institutional goals.

5. **Chairman**
- **Role:** The Chairman provides high-level guidance and oversight on the College's strategic direction, supporting the Principal and CMC in their decision-making processes.

6. **College Management Committee (CMC)**
- **Role:** The CMC provides strategic guidance and decision-making support for the College's research initiatives. The CMC ensures that the research consultancy aligns with the College's long-term vision and priorities.
- **Reporting:** The CMC oversees the Principal in setting broad institutional priorities and ensuring their alignment with research consultancy efforts. Additionally, the REC presents detailed reports and impact assessments to the CMC during meetings, seeking approval for major decisions or adjustments to the consultancy scope.

Budget

The budget for the Research Consultancy Services at UC will be allocated across key areas to ensure the effective delivery of services. Below is a proposed breakdown of the budget:

1. **Consultancy fees**
- **Description**: Payment for the lead consultants responsible for providing expert guidance, training, and project management support.
- **Estimated cost**: Based on the scope of services
- **Details**: This includes fees for research advisory and specialized services such as research proposal development, data analysis, and grant writing.

2. **Workshops, training, and seminars**
- **Description**: Costs for organizing workshops, trainings, seminars, and capacity-building sessions for students, faculty, and administrative staff.
- **Estimated cost**: Based on the specific needs
- **Details**: This includes venue costs, facilitator fees, and materials for workshops on research design, academic writing, data analysis, and project management.

3. **Research project support (Mentoring & Development)**
- **Description**: Budget for individual mentoring sessions and support for research project development (including proposals, thesis/dissertation guidance, and collaboration with external stakeholders).
- **Estimated cost**: Based on the scope of services
- **Details**: Covers the cost of one-on-one mentoring, project development sessions, and assisting faculty and students with proposal preparation and grant applications.

4. **External stakeholder engagement**
- **Description**: Costs related to fostering partnerships with industry, government agencies, NGOs, and other educational institutions, including collaborative research initiatives and meetings.

- **Estimated cost**: Based on the specific needs
- **Details**: Includes travel expenses, communication costs, and logistics for meetings and collaboration with external stakeholders.

5. Research publications and dissemination
- **Description**: Budget for supporting students and faculty in preparing research for publication, attending conferences, and disseminating research findings.
- **Estimated cost**: Based on the specific needs
- **Details**: Covers publication fees, conference registration, travel costs, and materials for presenting research.

6. Policy and framework development
- **Description**: Costs associated with developing and implementing research policies and management frameworks within the College.
- **Estimated cost**: Based on the scope of services
- **Details**: Includes consultation fees for policy experts, document preparation, and administrative costs.

7. Monitoring and Evaluation
- **Description**: Budget for periodic monitoring, evaluation, and impact assessment of the consultancy's progress and outcomes.
- **Estimated cost**: Based on the specific needs
- **Details**: Includes costs for data collection, report preparation, and analysis to assess the effectiveness of the consultancy services.

8. Contingency Fund
- **Description**: A contingency fund to cover unforeseen expenses or additional services that may arise during the consultancy period.
- **Estimated fee**: Based on the specific needs

Confidentiality and Ethics
Maintaining high standards of confidentiality and ethics is crucial for the success of the research consultancy services at UC. The REC along with all stakeholders, are committed to upholding these principles throughout the consultancy process.

Confidentiality
- All research data, intellectual property, and sensitive information will be treated with the highest level of confidentiality.
- Consultants and team members will sign Non-Disclosure Agreements (NDAs) to ensure the protection of proprietary information.

- Personal and academic data will be handled in accordance with data protection regulations, ensuring privacy and security.
- Sensitive information will be restricted to authorized individuals, shared only on a need-to-know basis.

Ethical standards

- All research will adhere to the highest standards of academic integrity, ensuring transparency, honesty, and accountability.
- Research involving human participants will obtain informed consent, ensuring participants understand their rights and the voluntary nature of participation.
- Consultants and research personnel will disclose any potential conflicts of interest.
- The consultancy will ensure fair, equitable, and mutually beneficial collaborations with all stakeholders.

Evaluation and Feedback

The Research Consultancy Services at UC will be regularly evaluated to ensure effectiveness and continuous improvement.

Monitoring and evaluation

- The Research Coordinator will track milestones, deliverables, and research outcomes.
- The consultancy's impact will be assessed based on research capacity building, successful partnerships, and the quality of research outputs.
- Feedback from students, faculty, staff, and external partners will be collected to assess the service quality.

Feedback mechanisms

- Feedback from participants will be gathered through surveys to assess the consultancy's effectiveness.
- Discussions will be held to gain deeper insights and address concerns.
- The Research Coordinator will report evaluation results to the REC and CMC.

Termination of agreement

The REC reserves the right to terminate the Research Consultancy Services agreement with clients under the following conditions:

- If terms, deliverables, or performance standards are not met, the agreement may be terminated after written notice and a reasonable period to address the issue.
- Any breach of confidentiality, research integrity (e.g., plagiarism, falsifying data), or failure to follow ethical guidelines will result in immediate termination.
- Persistent failure to meet research milestones or timelines may lead to termination with prior written notice.
- Any unresolvable conflict of interest that compromises the research process may result in termination of the agreement.

- Disruptive or unethical conduct that negatively affects the research process, collaboration, or the reputation of the College may lead to immediate termination of the agreement.
- In the event of unforeseen circumstances (e.g., natural disasters, legal restrictions, or pandemics) that make it impossible to continue with the research consultancy, either party may terminate the agreement without liability.
- Termination will be communicated in writing, with a **30-day notice period** unless immediate termination is warranted due to serious breaches of contract, ethical violations, or other circumstances that require immediate action. In such cases, termination may occur without prior notice.