

Annexure to the Advertisement for Recruitment of local coordinator for e-VBAB Project

- 1. About e-VBAB Project:** The first phase of this project, called “Pan African e-Network Project (PAeNP)” was conceived by former President of India Late Dr. A.P.J. Abdul Kalam. Ministry of External Affairs (MEA), Govt. of India designated TCIL as implementing agency for the project. The project was launched in 2009 and was successfully concluded on 30th Sept. 2017. The network provided education and medical services through telecommunication links (MPLS/IPLC/satellite based) between Universities in India with Universities in Africa and Hospitals in India with Hospitals in Africa.

Subsequent to completion of this project, the Ministry of External Affairs (MEA), Govt. of India, has approved the launch of a technologically upgraded PAeNP-Phase-I, now called the e-VBAB Network Project to continue providing Education and Healthcare services to African countries for another 5 years. TCIL has been designated as the implementing agency for the e-VBAB Network project also and an agreement to this effect was signed between TCIL and the Ministry of External Affairs (MEA), Govt. of India on 10th September 2018. MEA, GOI, is strategic controller and end client for this project.

e-VBAB Network Project is to provide good quality, effective education/ medical services through web portals to the students/ doctors/paramedical staff in Africa for next 5 years, thereafter on a self-sustaining commercial model to:

- i. Provide high quality Indian education to African students at their doorstep
- ii. To Provide CME Service and Tele-Consultations Services
- iii. Meet education demands of Africa at affordable cost
- iv. Use of internet, dispersion of mobile network connectivity, artificial intelligence and machine learning to provide personalized learning for African students
- v. Create a sustainable platform for delivery of education services
- vi. To create brand of the Indian education and medicine services
- vii. To meet the growing needs and requirements of foreign students with special emphasis to African countries

2. Objective

The local coordinator shall be a single point of contact in the each recipient African country and shall be directly reporting to TCIL/ MEA. The local coordinator shall be responsible to monitor, coordinate, liaison and resolve issues in the project from implementation phase to handing over of the project.

There are multiple stakeholders at the African sides e.g. the missions, local government authorities, educational and medical institutions etc. Having a person speaking the local language and having awareness on the country's political and administrative structure shall be of a great help in project implementation, issues resolution and getting a faster response from the local stakeholders.

3. Requirement, Roles and Responsibilities of the Local coordinator: Act as a single point of contact for respective African country and shall work in close coordination with the TCIL's Project Manager (in INDIA) to ensure successful implementation and delivery of e-education and e-medicine services by performing the following tasks:

- Liaise with Indian Diplomatic Missions & Posts in Africa, Partner African Universities, Partner African Hospitals, Ministry of Education, Ministry of Health, local Govt. Agencies and other stake holders in designated African country for successful project implementation in that country.
- Liaise with the local authorities for approvals and documentation required for Custom Clearance of material supplied in the respective country.
- Site survey for installation of UPS, IT /ICT equipment at the African learning centers.
- Supervision of installation and conducting acceptance testing and Annual Maintenance Contract of UPS, IT /ICT equipment at the African learning centers.
- Monitor health of IT equipment and internet links installed and report any faults to the agency responsible for rectification. Work in close coordination with the vendor and ensure that all reported faults are rectified during Annual Maintenance Contract period.
- Monitor project progress and handle any issues that arise from time to time.
- Prepare and maintain comprehensive project documentation and reports. Prepare period reports and provide information about the local issues which may affect the project.
- Ensure standards and requirements are met through conducting quality tests.
- Ensure Project advertisement and Publicity through local communication/social media as per requirement. Create awareness about the project and services in the respective country.
- Acts as invigilator during examinations at the Learning Centre.
- To ensure project completion within time and budget.
- To complete the handing over process after project completion.
- To submit Monthly Demi Official Letter (MCDL)/Monthly report.

3. Service tenure the Local Coordinator:

The Local coordinator shall be appointed on contractual basis, initially for one year extendable for further period of a year at a time based on performance. The employment contract shall be extended when required. An employment agreement shall be signed between TCIL and the contract employee upon selection.

4. Qualification and Experience requirements:

- Should be a bonafide national and resident of partner African country.

- Should have minimum Graduate degree in BSc/IT/MCA/MBA/Diploma or higher. The candidates with higher qualifications shall be preferred.
- Should have written and spoken knowledge of English and Local Language of that country.
- Proven work experience of at least of 2 years as a Project Coordinator / Project Implementer or similar role (after completion of the education).
- Should have organizational skills, relation building skills, including multitasking and time-management.
- Strong client-facing and teamwork skills.
- Familiarity with risk management and quality assurance control.
- Strong working knowledge of MS word/ MS Excel, MS Power point and preferably MS Project.

5. Termination of contract:

The following shall be the conditions for termination of contract:

- i. By mutual consent; or
- ii. By the decision of the employee or employer, with a notice period of 30 (thirty) days in accordance with the law, the collective agreement and the acts of the employer, or
- iii. By the expiration of the period of the contract.
- iv. The employment shall be purely contractual and on termination of contract, the employee will not have any claim for regularisation of services with the Employer.