

Empanelment of Consultant

Indian Institute of Management Raipur is looking for a consultant to establish and manage the case depository to be launched by the institute shortly (Case House of IIM Raipur).

The **Terms of Reference** will be as follows:

- 1.1. Develop a Standard Operating Procedure (SOP) for the collection, review, editing, and publication of cases and teaching notes from (1) faculty members, researchers, and students from IIM Raipur, (2) faculty members and researchers of external academic institutions, and (3) business leaders, bureaucrats and other experts.
- 1.2. Ensure adherence to the SOP in processing the cases at the IIMR Case Centre.
- 1.3. Develop an operational guideline/information document/protocol to help the IIM Raipur community explore state-of-the-art case methods and case writing, which must be updated periodically.
- 1.4. Develop a website to showcase the activities of the Case Centre.
- 1.5. Create and manage the social media handles (if applicable) - LinkedIn, Twitter, and relevant social media platforms.
- 1.6. Enhance network with various Indian and foreign stakeholders, including academicians, industry leaders, bureaucrats, and case selling platforms, and endeavour mutually beneficial partnerships with them.
- 1.7. Develop working papers on case methods in business management and policy education in the Indian context.
- 1.8. Support developing credit courses on case methods, case writing workshops, case analysis, and relevant activities to case-based pedagogy in management education.

Schedule for the completion of tasks by the consultant

Task	Timeframe
A first draft protocol for the fit and review of cases. Iteration for the SOP and protocol using a sample case. Final protocol for the fit and review of cases. Final SOP for the Case Centre.	30-60 days
Skeleton for the website to be shared with the technical team.	10-20 days
Developing a database of reviewers comprising minimum 100 reviewers	within 180 days
Completion of review process for minimum 50% of submitted cases	before 3-months expiry of the contract

Publication of cases in the depository	From time to time, subject to the frequency and pace of receiving the cases in a reviewable format
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Indicative profile of the consultant

- Must hold a Master's degree in Management/Business Administration/Public Policy/equivalent from a Tier-1 institution in India (preferably among the NIRF top 10 list under their respective category) or abroad.
- Must have at least 2 years of work experience in academia/government/industry. Experience of working in Institutions of National Importance will be desirable.
- Must have demonstrated experience in developing teaching cases and related materials.
- Must have published at least three internationally reviewed teaching cases. Publications in Tier-1 case depositories such as Harvard, NACRA, and Ivey will be desirable
- Must have demonstrated experience in organizing academic knowledge dissemination activities.

Duration - 1 year

Note: contract may be extended by one more year (on mutual consent with a 10% increase in the fees).

Last date for submission of expression of interest 25th September, 2022 along with the consulting fee. Please submit your CV at resoffice@iimraipur.ac.in