
TERMS OF REFERENCE (TOR) FOR CONSULTANCY

Accelerating Higher Education Expansion and Development (AHEAD) Operation ELTA-ELSE Department DP

Consultancy for Business Incubation Manual Development and TOT (UWU/AHEAD/ELTAELSE/EAG/CON/02)

**Department of Export Agriculture, Faculty of Animal Science and Export Agriculture
(FASEA), Uva Wellassa University (UWU).**

1. Background

The development of the higher education sector is of central importance to enable Sri Lanka to make the transition from a Lower Middle Income Country (LMIC) to an Upper Middle Income Country (UMIC). Recognizing this, the Government of Sri Lanka (GoSL) and the World Bank have agreed to support the higher education sector through a Bank funded Accelerating Higher Education Expansion and Development (AHEAD) operation.

The Faculty of Animal Science and Export Agriculture of Uva Wellassa University of Sri Lanka aims to achieve excellence in agricultural education with special emphasis on the value addition to the local agricultural and aquacultural resources. The Faculty strives to achieve this objective by creating a conducive learning and teaching environment that enhances knowledge, attitudes, and essential skills of undergraduates and staff by the means of effective teaching and learning, research and Corporate Social Responsibility (CSR) activities. The faculty consists of two departments namely, Department of Animal Science that offers two (02) demand-driven four-year (eight semesters) degree programmes and Department of Export Agriculture that offers three (03) demand-driven four-year (eight semesters) degree programmes with SLQF level 6.

The contractor of this assignment, the Department of Export Agriculture offers degrees in Bachelor of Science in Export Agriculture (EAG), Bachelor of Science in Tea Technology and Value Addition (TEA), and Bachelor of Science in Palm & Latex Technology and Value Addition (PLT).

Under the Accelerating Higher Education Expansion and Development (AHEAD) Operation, the Department of Export Agriculture, FASEA has identified the following five activities.

Activity 1: Improving the quality of teaching, learning and assessments through Learner-Centered Teaching and Learning.

Activity 2: Enhancing research and scientific communication skills of staff and undergraduates.

Activity 3: Uplifting the employability of graduates.

Activity 4: Enhancing entrepreneurial skills of undergraduates.

Activity 5: Enhancing English Language Skills

This TOR is connected to one of the sub-activities identified under the Activity 4; Enhancing entrepreneurial skills of undergraduates of the Department of Export Agriculture, FASEA, UWU.

Entrepreneurship is an increasingly practical and valuable career option for graduates. With this approach, prospective graduates could become employment and wealth creators instead of becoming passive employment seekers. In igniting the entrepreneurial motives and enhancing the entrepreneurial skills of undergraduates, on top of providing theoretical knowledge through conventional teaching methods, it is vitally important to provide mentoring/counseling, practical training, and exposure to the business world.

Acknowledging the importance of entrepreneurship development at the outset, UWU has implemented a number of interventions at the university, faculties and, departmental level (e.g. inclusion of entrepreneurship course modules for every degree programs, participating at entrepreneurship award programs, etc.). The department of Export Agriculture has also introduced entrepreneurship course modules and a number of other related course modules to all three-degree programs, and one specializing area (Specialization of Entrepreneurial agriculture) in the B.Sc. in Export Agriculture degree program. However, a majority of the aforementioned interventions are predominately concerned with delivering the theoretical knowledge on entrepreneurship and inadequate attention has been given to train the undergraduates and to give them opportunities to practice entrepreneurship. In order to bridge this gap, we proposed to conduct Business Incubation and Business Plan Development workshops for the 3rd year students of the Department of Export Agriculture, FASEA, UWU.

2. The Operation

Accelerating Higher Education Expansion and Development (AHEAD) operation is organized into two components. The first is a Program Component that supports the national Higher Education Development Program. The second is a systems strengthening, capacity building and technical assistance component that will assist GoSL to strengthen the higher education sector and achieve the objectives of the AHEAD program component. This second will also cover monitoring and evaluation, policy analyses, program coordination and communication.

The implementing agency is the Ministry of Higher Education (MOHE). The University Grants Commission (UGC) will coordinate the activities of the universities. There will be an Operations Monitoring and Support Team (OMST) which will coordinate and support all AHEAD activities between the MHEH, UGC, and the universities.

AHEAD has three Results Areas:

Results Area 1: Increasing Enrollment in Priority Disciplines for Economic Development

Results Area 2: Improving the Quality of Higher Education

Results Area 3: Promoting Research, Development and Innovation

This Project is related to Result Area2; Improving the Quality of Higher Education.

3. Objectives of the Consultancy

- To develop a training manual for 2-days workshop on Business Incubation and Business Plan Development for undergraduates
- To conduct a one-day Training of Trainers (TOT) for selected staff members of the Department of Export Agriculture, FASEA, UWU on executing the training manual for undergraduates training.

4. Scope of the Consultancy

The target group of this activity is the 3rd year undergraduates of the Department of Export Agriculture, FASEA, UWU. It is targeted to training 180 undergraduates during the 3-years of the project.

In order to initiate this activity, a training manual need to be prepared and selected staff members of the Department of Export Agriculture, FASEA, UWU to be trained. Then, the trained staff members shall conduct the training workshops for the target undergraduate groups. Accordingly, this TOR is meant for a Consultant for developing a 2-days workshop training manual for Business Incubation and Business Plan Development for undergraduates and to conduct one-day Training of Trainers (TOT) for the selected staff members of the Department of Export Agriculture, FASEA, UWU on executing the training manual.

At the end of the consultancy,

1. A comprehensive 2-days workshop training manual for Business Incubation and Business Plan Development for undergraduates should be prepared.
2. The selected staff members of the Department of Export Agriculture, FASEA, UWU should be trained in conducting workshop on Business Incubation and Business Plan Development for the undergraduates using the developed training manual.

5. Key Tasks and Related Deliverable

Key Task	Required Deliverable	Time Schedule
Signing of Contract	Consultancy Agreement	3 rd March 2020
Producing a Draft Manual of Business Incubation and Business Plan Development	Draft Manual	1 st April 2020
Modifying the Manual	Comments and suggestions on the draft manual	8 th April 2020
Submitting the finalized Manual of Business Incubation and Business Plan Development	2-days workshop Training Manual for Business Incubation and Business Plan Development for undergraduates	20 th April 2020
Conducting the Training of Trainers (TOT) of Business Incubation and Business Plan Development module	One-day TOT workshop for the selected staff members of the Department of Export Agriculture, FASEA, UWU.	Third Quarter (Q3) of 2020 (Between July to August 2020)
Submitting the Final Report	Assignment Completion Report	One week after the TOT

6. Duration of the Consultancy

The duration of the Consultancy of Developing 2-days training workshop manual of Business Incubation and Business Plan Development for undergraduates will be of eight (08) weeks from the date of signing the contract and further to conduct one-day TOT workshop for the

selected staff members of the Department of Export Agriculture, FASEA, UWU on a mutually agreed date within the 3rd quarter of 2020 (July – Aug, 2020).

7. Required Qualifications & Experience

- University Degree in the discipline of Business Management with 10 years of work experience in the field of Business Development Services (BDS).
- Diplomas and certificates in the Business Development Services (BDS) and allied disciplines will be an added advantage.
- Possession of Training License (e.g. Lead-trainer or trainer) on Business Development and Entrepreneurship Training from recognized organization/society/professional body.
- Exposure to and experience in developing training manuals on business development/entrepreneurship development/ professional development and, career development, etc.
- Exposure to and experience in conducting training of trainers (TOT) of business development/entrepreneurship development.
- Preference will be given to those who will have the ability to act as the Resource Person/s for conducting the Training of Trainers (TOT) of Business Incubation and Business Plan Development module for the prospective staff members of the Department of Export Agriculture, FASEA, UWU.

8. Required Professional Competencies

- High level of training manual development skills
- High level of facilitation skills in business plan development
- Strong training and facilitation skills
- Training License on business / entrepreneurship development
- Strong communication and negotiating skills
- High level of IT literacy
- Good interpersonal relations
- High level of proficiency in written and spoken English
- Ability to lead, manage, coordinate and conduct the Training of Trainers (TOT) of Business Incubation and Business Plan Development
- Ability to analyse and resolve the implementation issues effectively
- Ability to interact with academic and administrative staff of the FASEA and UWU

9. Method of Selection

A consultant will be selected in accordance with the procedures set out in the Consulting Service Manual 2007 issued by National Procurement Agency following Individual Competitive Consultancy (IC-C) method.

10. Reporting Obligations

The Consultant shall closely coordinate and report to the Coordinator of Activity 04. The Consultant shall submit the following documents/reports as per schedule given in section 5 above.

- Draft Training Manual
- Final Training Manual after necessary modifications
- Assignment Completion Report

11. Ownership of the Assignment

This assignment is funded by the Ministry of Higher Education via AHEAD-OMST under the program component of AHEAD. As such, the University shall be the owner of the assignment and will reserves the Intellectual Property Rights for all deliverable of the assignment under the terms and conditions given in the IP policy of the University. The Consultant will have no right of claim to the assignment or its outputs once it is completed and **no rights** to use **Data and Information** gathered through the assignment for other purposes without written permission from the Vice Chancellor of the UWU. Any Manual/Reports/ Data/Information produced as a part of this assignment shall be handed over to the Client in soft and hard forms.

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