
TERMS OF REFERENCE (TOR) FOR CONSULTANCY

**Accelerating Higher Education Expansion and Development (AHEAD) Operation
Consultancy for module development for technical writing, effective presentation skills
and effective communication skills**

(UWU/AHEAD/ELTAELSE/EAG/CON/01)

**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 5; Enhancing English language skills of undergraduates of the Department of Export Agriculture, FASEA, UWU.

English Language Skill Enhancement (ELSE) is a key activity in the proposal. Hence, the Department of Export Agriculture has proposed to form a sustainable Departmental English Learning Community (DELIC) and to conduct Annual English Camp (AEC) for the students of the Department of Export Agriculture with the support of Department of English Language Teaching, Faculty of Management. In addition, the Department of Export Agriculture has proposed to establish a facility equipped with the required English language learning materials (e.g. Books, Magazines, Journals, DVD/CD, etc.) with the support of the University Library. The facility will provide a modern and conducive environment to carry out peer learning and activity-based learning events to enhance English language skills of the students. Currently the University offers common English language course modules for the undergraduates of all degree programs and in addition, all the course modules of the Degree programmes are conducted in English medium. However, we as a department observed that the English language skills of the undergraduates of our degree programs (particularly relevant to our subject disciplines) are not up to the expectation. Hence, in order to support the undergraduate of the department to achieve the required English competency level, the Department of Export Agriculture planned to conduct scheduled workshops on Technical Writing, Effective Presentation Skills and effective communication skills. Thus, this consultancy is related to developing the course materials for the above workshops.

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 Area 2; Improving the Quality of Higher Education.

3. Objectives of the Consultancy

- To develop detailed curricula with lesson materials for two workshop on Technical Writing Part I and Part II in order to enhance the technical writing skills among undergraduates

- To develop a detailed curriculum with lesson materials for the workshop on Effective Presentation Skills in order to enhance the effective presentation skills among undergraduates
- To develop a detailed curriculum with lesson materials for the workshop on Communication Skills in order to enhance the effective communication skills among undergraduates
- To prepare a Work Plan for conducting the programmes
- To plan and coordinate the programmes
- To conduct the workshops on Technical Writing, Presentation Skills and Communication Skills

4. Scope of the Consultancy

The target group of the activity on Technical Writing-1 (Workshop 1) is 1st year undergraduates of the Department of Export Agriculture, FASEA, UWU. It is targeted to training approximately 120 undergraduates.

The target group of the activity on Technical Writing-2 (Workshop 2) is 3rd year undergraduates of the Department of Export Agriculture, FASEA, UWU. It is targeted to training approximately 120 undergraduates.

The target group of the activity on effective presentation skills (Workshop 3) is 2nd year undergraduates of the Department of Export Agriculture, FASEA, UWU. It is targeted to training approximately 120 undergraduates.

The target group of the activity on effective communication skills (Workshop 4) is 4th year undergraduates of the Department of Export Agriculture, FASEA, UWU. It is targeted to training approximately 120 undergraduates.

In order to initiate these activities, training manuals need to be prepared. The selected consultant is expected to develop a detailed curriculum including corresponding lesson materials which would cover both theoretical and practical aspects of the areas.

Accordingly, this TOR is meant for a Consultant for developing workshop training manuals for Technical Writing, Effective Presentation Skills and Effective Communication Skills for undergraduates and to conduct workshops for the undergraduates of the Department of Export Agriculture, FASEA, UWU.

Lesson materials shall ideally include the following.

- Generic guidelines for good presentations
- Guidelines for practicing presentations
- Standard formats (For referencing)
- Mock Assignments
- Glossary for reference
- Guidelines for generic skills for presentation

- Interactive assignments (Mock interviews, dialogues, role plays)
- Reference materials (List of books, websites for independent learning)

Further, the final curricula should meet the Intended Learning Outcomes (ILOs) given below.

At the end of the Workshops, the students should be able to:

- Discuss different modes of communication and explain the importance of verbal presentation skills
- Demonstrate generic skills to be developed for effective presentation skills
- Deliver a presentation related to the relevant degree programme (Power Point)
- Format an assignment, report, lab report, etc.
- Develop related content with precise Grammar and technical terms
- Explain related words and jargons
- Explain the importance of effective communication (verbal/non-verbal)
- Demonstrate the generic skills to be developed for effective presentation skills
- Face an interview or dialogue related to the subject

At the end of the consultancy,

1. Detailed curricula with lesson materials should be prepared for undergraduates.
2. Comprehensive 4 workshops should be conducted.

5. Key Tasks and Related Deliverable

Key Task	Required Deliverable	Time Schedule
Signing of Contract	Consultancy Agreement	21 st February 2020
Producing Draft Curricula	Draft Curricula	3 rd April 2020
Modifying the Curricula	Comments and suggestions on the draft curricula	10 th April 2020
Submitting the finalized curricula and briefing the curricula	Final curricula	17 th April 2020

6. Duration of the Consultancy

The duration of the Consultancy of Developing curricula for technical writing, effective presentation skills and effective communication skills for undergraduates will be of eight (08) weeks from the date of signing the contract.

7. Required Qualifications & Experience

- PhD in linguistics

- At least 10 years of experience in English language teaching
- Exposure to and experience in developing training manuals on English language teaching

8. Required Professional Competencies

- High level of training manual development skills
- Strong training and facilitation skills
- Strong communication and negotiating skills
- Good interpersonal relations
- Ability to lead, manage, coordinate and conduct workshops
- 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 05. The Consultant shall submit the following documents/reports as per schedule given in section 5 above.

- Draft curricular
- Final curricular 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 Curricula/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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