
TERMS OF REFERENCE (TOR) FOR CONSULTANCY

Accelerating Higher Education Expansion and Development (AHEAD) Operation

Consultancy on Modern Assessment Methods

UWU/AHEAD/ELTAELSE/FOM/NS/CON/01

Faculty of Management (FOM), 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 Management (FOM) was established in 2005 with the inception of the Uva Wellassa University (UWU). The BBM in Entrepreneurship & Management was its pioneering degree programme which currently has expanded to offer three specialization streams, and subsequently in 2009, the second degree programme, namely the BBM in Hospitality, Tourism & Events Management was introduced. During its short existence, the FOM has taken steps to incorporate the principles of Outcome Based Education and Learner Centred Teaching into its degree programmes. In addition, the curriculum revisions at five year intervals enabled the FOM to identify and incorporate emerging requirements in the industry and keep the curricular up to date, and to be in line with the university's vision to become a Centre of Excellence for Value Addition.

Under the Accelerating Higher Education Expansion and Development (AHEAD) Operation, the FOM has identified the following five activities.

- Activity 1: English language skills enhancement of undergraduates through creative practices
- Activity 2: Boost-up research-based skills among undergraduate students and staff members in the department
- Activity 3: Developing entrepreneurial skills and capabilities through nurturing entrepreneurial culture among students
- Activity 4: Developing Promotional and Public Relation Skills of the undergraduates through Best Marketing Practices
- Activity 5: Buildup secured employability platform through Career Development

Under Activity 1 – English language skills enhancement of undergraduates through creative practices is proposed to be carried out for the first year students of FOM.

Assessment methods are a fundamental part of higher education and any attempt to improve the quality of education should include an evaluation on the methods used in assessing students. It is vital then to constantly reassess methods used in evaluating students' learning to ensure that it not only measures the outcome of learning but is also an aid to effective learning.

Hence FOM has identified the need of constant modification of the assessment methods used in student evaluation and has decided to conduct this workshop on Modern Assessment Methods to the academic staff members of FOM.

In order to initiate this activity, a work plan need to be prepared in consultation with academics and industry experts, who will be selected as resource persons later. Accordingly, this TOR is meant for a Consultant for developing a detailed work plan for the proposed workshop on Modern Assessment Methods.

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 and Highways (MHEH). 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

3. Objectives of the Consultancy

- To train academics on modern assessment methods in order to create a positive washback within the classroom.
- To edify academic staff on preparing students for retention, application, transfer and future learning by using modern assessment methods.

4. Scope of the Consultancy

The target group of the Modern Assessment Methods workshop is the academic staff members of FOM. It is expected the workshop will host approximately 30 academic staff members.

The selected Consultant is expected to develop the work plan which would cover the fundamentals of modern assessment methods. Further, the final work plan should meet the Intended Learning Outcomes given below.

At the end of the workshop on Modern Assessment Methods, the academic staff members should be able to:

1. Develop assignments using modern assessment methods which would create a positive washback within students.
2. Prepare students for retention, application, transfer and future learning by using modern assessment methods.

5. Key Tasks and Related Activities

The key tasks of the Consultant will be to:

- Produce and submit a draft work plan for the workshop covering the components;

Key Task	Required Deliverable	Time Schedule
Producing and submitting a draft work plan for the workshop covering components	Draft Work Plan	21 st Feb 2020
Planning and Coordinating the workshop		21 st Feb 2020 - 26 th of Feb 2020
Conducting the Consultancy programme	Consultancy programme	27 th Feb 2020

6. Duration of the Consultancy

The duration of the Consultancy will be of two (02) weeks from the date of signing the contract.

Task	Time Schedule			
	Feb 2019			
Publishing the Notice for Inviting EOI				
Deadline for Submission of Proposals				
Producing and submitting a draft work plan for the workshop covering practical components				
Planning and Coordinating the workshop				
Conducting Consultancy Programme				

7. Required Qualifications & Experience

- Should possess a PhD.
- Postgraduate qualifications in Teaching Methodologies.
- Preference will be given to those who have prior experience in Tertiary staff training

8. Required Professional Competencies

- High level of proficiency in written and spoken English
- Strong communication and negotiating skills
- Good interpersonal relations
- Ability to function effectively in a team environment with flexible creativity
- Ability to lead, manage and coordinate the workshop
- Ability to interact with academic and administrative staff of the FOM 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 01. The Consultant shall submit the following reports/documents as per schedule given in section 5 above.

- Draft Work Plan
- Final Work Plan
- Final 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 Reports/ Data/Information produced as a part of this assignment shall be handed over to the Client in soft and hard forms.