
TERMS OF REFERENCE (TOR) FOR CONSULTANCY

Accelerating Higher Education Expansion and Development (AHEAD) Operation

Consultancy for Course Materials for Basics in Academic English Course

(UWU/AHEAD/ELTAELSE/ANS/ICC/CON/03)

ELTA ELSE Department DP

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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 requirement, 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 (FASEA) was established in 2005 as a pioneer Faculty with the inception of the Uva Wellassa University (UWU) having the aim to achieve excellence in agricultural education with special emphasis on the value addition to the local agricultural and aquatic resources. It comprises of two Departments from its commencement, namely Department of Animal Science & Department of Export Agriculture, and two departments currently offer 5 unique degree programmes as aligning with SLQF Level 6.

Department of Animal Science (DANS) is one of the two Departments belongs to FASEA and commenced in 2005 to strengthen the capacity of the Faculty and to broaden the scope of animal science and aquatic resources. DANS aims to craft competent and skilful graduates with specialized knowledge and skills on farm animal production, aquatic resources technology and value addition to national resources. The Department currently offers Bachelor of Animal Science Honours (BAScHons) and Bachelor of Science Honours (BScHons) in Aquatic Resources Technology degree programmes. The Bachelor of Animal Science Honours (BAScHons) degree programme focuses on creating graduates with sound knowledge and skills in animal production and value addition, with adequate know-how on health & hygiene, welfare and quality & safety to produce professionals and to enhance animal productivity and value of animal production. The major objective of the Bachelor of Science Honours (BScHons) in Aquatic Resources Technology degree programme is to produce competent graduates as well-rounded scholars, innovators, managers and leaders capable of using advanced theoretical, scientific & technological approaches to explore, develop and manage aquatic resources in a sustainable manner to cater the local, regional & global demands in the sector through enhancing production, managing aquatic resources, improving quality of aquatic environment and adding value to aquatic products. Curricular of these two-degree programmes have been undergone through curriculum revision at five year intervals, with the contribution of subject experts, academicians, researchers and industrial experts as meeting the emerging needs of industrial sector, recent advances and technological approaches by aligning to the University vision to become a Centre of Excellence for Value Addition. Undergraduates who follow the two degree programmes will gain a detailed knowledge, skills and training as covering both theoretical and practical aspects. Also, the

Department of Animal Science has incorporated many initiatives to enhance the socio-emotional skills and competencies of students enabling Outcome Based Education (OBE) with blended learning methods such as Student-Centred Learning (SCL), Cooperative Learning and Teacher Centered Learning (TCL). By implementing the aforesaid initiatives, AHEAD Department project highly focuses on enhancing academic performance of undergraduates through development of practical exposure, teaching & learner environment and career pathway.

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

Activity 1: Enhancing entrepreneurial and socio-emotional skills

Activity 2: Promoting University- Industry collaborations

Activity 3: Enriching teaching process

Activity 4: Enhancing learner experience through practical exposure

Activity 5: Enhancing English Language Skills

Under the Activity 5: Enhancing English Language Skills of the undergraduates of DANS, a sub activity was proposed in introducing compulsory Course of Basics in Academic English. This course is mainly focused on enhancing the Basic Academic English language competencies of the undergraduates to improve their academic performances. The proposed English programme is expected to carry out for first year undergraduates in each academic year.

The Animal Science and Aquatic Resources Technology degree programmes aims to produce globally competitive knowledgeable and skilful graduates who can sustain in any working environment. However, DANS has to face different challenges when achieving above target. Regardless the ethnicity, some of newly enrolled students to the Department of Animal Science have continuously shown difficulties in all areas of their studies and displayed poor academic performances during their first years. Scarcely answered question papers, poor interactions inside the lecture rooms, poor communications and interpersonal relationships with peers from different ethnic backgrounds have confirmed the inadequacy of their proficiency in academic English. Meantime, some of students have shown long transitional periods in their first year to get used to the new medium of instruction during their lectures and studies. These circumstances have made it inevitable to improve the student's performances. Under Essential Skills Development (ESD), the existing general English class sessions with large number of student groups are insufficient to enhance the academic English knowledge of some of students following Animal Science and Aquatic Resources Technology degrees in DANS. In this regard, the DANS has identified the real need of enhancing the knowledge of academic English in order to produce a skilful graduate for exposing the job market confidently. To conquer this challenge, the English Language skills enhancement activity aims to equip students with academic literacy through Basics in Academic English Course which is essential to their study at undergraduate level in English medium. Also enhancing language competency leads to strengthen students' self-confidences to develop their career goals.

The Basics in Academic English course will be conducted as an annual event for 1st year undergraduates of Animal Science and Aquatic Resources Technology degree programmes at the first quarter of every year (at the 1st academic semester of undergraduates) during conducting basic courses, Broad General Education (BGE) and Essential Skills Development (ESD) subjects.

This course would be conducted by the permanent staff members of the DANS according to the pre-prepared schedule at free of charge. The outcome of this course will be measured through the students' feedback, students' performance during the academic activities and improved score/grade (B or higher) for the compulsory English Courses. This activity would be continued sustainably even after the 3 years of project period with the contribution of academicians of DANS, once completion of preparing and finalizing the curriculum within the project period.

Accordingly, this TOR is meant for a consultant/ resource person for development of Course Materials for Basics in Academic English course for 1st year undergraduates of DANS.

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 among 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. Objective of the Consultancy

- To develop a detailed teacher handbook and student workbook for the Basics in Academic English course for the first year undergraduates who follow the Bachelor of Animal Science Honours (BAScHons) and Bachelor of Science Honours (BScHons) in Aquatic Resources Technology degree programmes

4. Scope of the Consultancy

The target group of the Basics in Academic English course is the first year undergraduates who follow the Bachelor of Animal Science Honours (BAScHons) and Bachelor of Science Honours (BScHons) in Aquatic Resources Technology degree programmes in DANS. It is expected to conduct Basics in Academic English course for approximately 120 students representing two degree programmes.

The selected consultant is expected to develop a teacher handbook and a student workbook which would cover necessary cornerstones in Basics in Academic English course related to aspects of Animal Science and Aquatic Resources Technology that help undergraduates to encourage for learning English independently in subsequent years through their participation in self-access learning activities appropriate to their level and developmental needs, improve the level of confidence on writing, speaking, reading & listening of academic English, use academic English properly during the study process and improve the career pathway to work of world. Further, the final teacher handbook and student work book should cover all the lessons of the Basics in Academic English Course.

At the end of completion of the task of the preparation of teacher handbook and student workbook, either teachers or students should be able to:

1. use the teacher handbook as a guide, manual and teaching tool for conducting Basics in Academic English Course for academicians or teaching panel
2. use the student workbook for following the Basics in Academic English Course for students as an effective learning tool

5. Key Tasks and Related Activities

The key tasks of the consultant will be to:

- produce the draft version of two books; (1) teacher handbook and (2) student workbook related to all lessons in the curriculum of the Basics in Academic English course
- modify and scrutinize the two books, (1) teacher handbook and (2) student workbook after discussion sessions with the Head of the Department (HoD), project coordinator, activity coordinators and staff members
- finalize and submit the two books; (1) teacher handbook and (2) student workbook related to all lessons in the curriculum of the Basics in Academic English course

Key Task	Required Deliverable	Time Schedule
Producing the draft version of two books; (1) teacher handbook and (2) student workbook related to all lessons in the curriculum of the Basics in Academic English course appropriately	Draft version of two books; (1) teacher handbook and (2) student workbook	08 th January 2021
Finalizing the two books; (1) teacher handbook and (2) student workbook after necessary amendments	Final two books; (1) teacher handbook and (2) student workbook	15 th January 2021

6. Duration of the Consultancy

The duration of the Consultancy will be of one (01) month from the date of signing the contract.

Task	Time Schedule								
	Nov 2020			Dec 2020			Jan 2021		
Publishing the Notice for Inviting EOIs									
Deadline for Submission of Proposals									
Signing of Contract									
Preparation of the draft version of two books; (1) teacher handbook and (2) student workbook related to all lessons in the curriculum of the Basics in Academic English Course and modifying & scrutinizing the Draft two books after discussion sessions									
Finalizing the two books; (1) teacher handbook and (2) student workbook (Completion of Contract)									

Note: Above mentioned dates and time schedules had to be rescheduled due to prevailing condition of Covid-19 outbreak and deviated from the dates mentioned in approved PAT.

7. Required Qualifications & Experience

- Bachelor's degree in the language of English or related (e.g.; Bachelor's degree in Science with English medium)
- Post graduate qualifications in English language or related is preferred
- Minimum 05 years of teaching experience
- Experience in designing English language teaching material would be added advantage
- Working experience in a University/Higher Education Institute (HEI) would be also an added advantage

8. Required Professional Competencies

- High level of proficiency in computer literacy
- Strong communication and negotiating skills
- Good interpersonal relations
- Ability to work effectively in a team environment inspiring trust and cooperation of other team members
- Punctuality and meeting deadlines for the given tasks/responsibility

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 reports/documents (as hard and soft versions) as per schedule given in section 5 above.

- Draft version of two books; (1) teacher handbook and (2) student workbook related to all lessons in the curriculum of the Basics in Academic English Course
- Final version of two books; (1) teacher handbook and (2) student workbook related to all lessons in the curriculum of the Basics in Academic English course (after necessary modifications and scrutinizing)

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 Uva Wellassa University. Any Reports/ Data/Information produced as a part of this assignment shall be handed over to the Client in soft and hard forms.