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## **TERMS OF REFERENCE (TOR) FOR RESOURCE PERSON CONTRACT**

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### **Accelerating Higher Education Expansion and Development (AHEAD) Operation**

#### **Resource Person Contract on Mentoring, Counselling and Career Development (UWU/AHEAD/ELTAELSE/FOM/NS/CON/03)**

#### **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 Faculty aspires producing innovative, smart and highly motivated graduates with exceptional skills and competence to march towards the national development by means of value addition to the national resource base aiming at 100% employability. The short existence of the faculty as well as the department has taken many initiatives to enhance the students' skills and competencies enabling Outcome Based Education and Learner Centered Teaching environment. In addition, the curriculum revisions at five year intervals permitted 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: Enhancing the quality of students to produce globally competitive graduates
- Activity 2: Developing OBE-LCT learning capabilities of students and teaching skills among academic staff members
- Activity 3: Enhancing entrepreneurial skills of the students through effective industry based partnership
- Activity 4: Enhancing employability skills through career guidance
- Activity 5: Enhancing English language proficiency of undergraduates through interactive, innovative and creative activities integrated with technology

Under the Activity 4 – Enhancing employability skills through career guidance, a sub activity was proposed to conduct seminars, workshops, guest lectures and career fairs to enhance the employability skills and entrepreneurial skills of the students. The proposed mentoring and career counselling programme is expected to carry out for academic staff members of the Faculty of Management.

Mentoring and Counselling can be considered as one of the most important aspect of graduate programmes. A mentor can assist students in feeling more connected to their program, peers, faculty through support and encouragement, and have an openness to discuss controversial topics. The idea of mentoring is to promote the most effective kinds of teaching; giving formative feedback on student work, tailoring curriculum to students' prior knowledge, promoting active or collaborative learning, providing opportunities for student-faculty research, good practices all.

In Uva Wellassa University, each student has an advisor for studies or mentor to discuss academic matters. The advisor/mentor also help with other issues and counsel the student to build up his/her career. Mentoring programme is one of the unique programmes to provide a trusted friend, counsellor and an advisor to each student. The Mentor will be a lecturer. Each lecturer owns a small group of students as mentees. Mentoring process starts by introducing mentors to the students during the first week of their university life and until the graduation they will have the same lecturer as the mentor. Students should meet their mentors regularly as they provide a valuable service to the University as well as to the students. The main purpose of the mentoring programme of the Uva Wellassa University can be categorized as :

- To facilitate the student to adjust with the university culture specially to think and act as an academic, which means to be creative and innovative
- To guide the student to overcome the difficulties academically and personally
- To guide the student on a successful career path development

In order to improve mentoring and career counselling programme of the Faculty of Management, the Mentoring, Career Counselling and Career Development programme has been proposed as a solution of enhancing mentoring and career counselling related knowledge and to sharpen the academic members' career prospects that leads to strengthen students' self-exploration and planning to develop their career goals.

The programme on Mentoring, Career Counsellin and Career Development is proposed to be conducted for the academic staff members of the Faculty of Management as the second quarter of the year 2021. The outcome of the programme will be measured through the feedback of the academic staff and academic staff members 'performance during the mentoring and counselling programmes.

Accordingly, this TOR is meant for a resource person contract for conducting the programme on Mentoring, Career Counselling and Career Development for the academic staff members of the Faculty of Management.

## **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 Resource Person Contract**

- To conduct a Mentoring and Career Counselling session for the academic staff members of the Faculty of Management in order to enhance their knowledge on mentoring and career counselling for the undergraduates when dealing with negative emotions or thoughts of undergraduates which inhibit successful career choice and progress during conflicting situations

### **4. Scope of the Resource Person Contract**

The target group of the Mentoring and Career Counselling programme is the academic staff members of the Faculty of Management. It is expected the programme will host approximately 20 academic staff members.

The selected resource person expected to make aware about the academic staff members in student mentoring and career counselling that facilitate the student to adjust with the university culture specially to think and act as an academic, which means to be creative and innovative, guide students with career development, to guide the student to overcome the difficulties academically and personally while dealing with negative emotions or thoughts of students which inhibit successful career choice and progress during conflicting situations. Further, the final curricula should meet the Intended Learning Outcomes given below.

At the end of the Mentoring and Career Counselling programme, the participants should be able to:

1. Identify and Understand the different mentoring and career counselling methods / strategies that can be used during the mentoring and career counselling process of the university undergraduates
2. Guide the students to adjust with the university culture specially to think and act as an academic, which means to be creative and innovative
3. Guide students with career planning and career development,
4. Guide the student to overcome the difficulties academically and personally
5. Successfully deal with negative thoughts or emotions of the students

### **5. Key Tasks and Related Activities**

The key tasks of the Resource Person will be to:

- Produce a Draft Curriculum for the Mentoring and Career Counselling Programme
- Modify the Curriculum after discussions with the Activity Coordinator
- Conduct the Mentoring and Career Counseling programme for the academic staff members

Key Task	Required Deliverable	Time Schedule
Signing of contract	Signed contract	4 <sup>th</sup> Week of May 2021
Producing a Draft Curriculum and finalizing after necessary modifications	Draft Curriculum and Final Curriculum	1 <sup>st</sup> Week of May 2021
Conducting the Mentoring Career Counseling programme	Mentoring and Career Counselling programme	2 <sup>nd</sup> Week of June 2021

## 6. Duration of the Consultancy

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

Task	May 2021				June 2021			
	1	2	3	4	1	2	3	4
Publishing the Notice for Inviting EOIs								
Deadline for Submission of Proposals								
Signing of Contract								
Finalizing the Curriculum								
Conducting the Training Programme								
Completing the Mentoring and Career Counselling programme and other related activities								

*Note: Above mentioned dates have slightly deviated from the dates mentioned in approved PAT due to the current pandemic situation in the country.*

## 7. Required Qualifications & Experience

- Bachelor degree in Philosophy & Psychology or Counseling
- Post Graduate qualifications in Human Resources Management, Counseling and Psychology
- Minimum 05 years of work experience as a Career Counselor
- Industrial experience and exposure in international context would be added advantages
- Experience in Management Field would be an added advantage

## 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 inspiring trust and cooperation of other team members
- Ability to carry out Career Counselling for academic staff members

## **9. Method of Selection**

A resource person 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 Resource Person shall closely coordinate and report to the Coordinator of Activity 04. The Resource Person shall submit the following reports/documents as per schedule given in section 4 above.

- Draft Curriculum and (after necessary modifications) the Final Curriculum

## **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 Resource Person 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.