TERMS OF REFERENCE (TOR) FOR RESOURCE PERSON CONTRACT

Accelerating Higher Education Expansion and Development (AHEAD) Operation

**Resource Person Contract for Development of Website
(UWU/AHEAD/ELTAELSE/ANS/NS/OVAA/03/2)
ELTA ELSE Department DP**

Department of Animal Science (DANS), 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 (FASEA) was established in 2005 with the inception of the Uva Wellassa University (UWU). Department of Animal Science is one of the two Departments belongs to Faculty of Animal Science and Export Agriculture which was commenced as one of the pioneering Departments in the University in 2005. The Department of Animal Science 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 offers two competitive four-year honours degree programmes namely Bachelor of Animal Science Honours (BAScHons) and Bachelor of Science Honours (BScHons) in Aquatic Resources Technology. Monthly Department meetings regulate the issues and matters relevant to academic, administrative and extra-curricular events. The recent curriculum revisions of Animal Science Degree Programme and Aquatic Resources Degree Programme enabled the Department to identify and incorporate emerging national and international needs to the two curricular, 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. Moreover, Department of Animal Science has taken steps to incorporate the principles of Outcome Based Education and Learner Centred Teaching into its two degree programmes.

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

Activity 1: Enhancing entrepreneurial and socio-emotional skills

Activity 2: Promoting University-Industry Collaboration

Activity 3: Enriching teaching process

Activity 4: Enhancing learner experience through practical exposure

Activity 5: Enhancing English Language Skills

Under Activity 3 – Enriching teaching process, a sub activity is proposed to enhance the learner-centered teaching (3.3: Improving learner-centered teaching environment). Under this, an web platform is proposed to develop to inculcate knowledge seeking behaviour in undergraduates.

The Department of Animal Science aims to produce well rounded leaders who are updated and highly adaptable to national and international working environment. In order to face the

challenges during the real working environment, graduates should be self-motivated knowledge hunters who are working independently. web platform will be an effective way to train and encourage the undergraduates for independent learning, thereby enrich the teaching process. This web platform is expected to open for all the undergraduates of Department of Animal Science considering the possibility of measuring the impact on the two degree programmes throughout the next academic years by assessing their independent learning through continuous assessment. Further, information provided by the graduates of Department of Animal Science who are working in different fields related to Animal Science and Aquatic Resources Technology through the web platform will provide updated knowledge for undergraduates regarding the real local and global scenario. Moreover, web platform will improve the link among the graduates, undergraduates and staff of the Department of Animal Science for future developments.

Accordingly, this TOR is meant for a Consultant for developing the web platform and training a staff member/s on using the web platform.

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 system 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 Enrolment 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 develop user-friendly web platform to provide aquatic related data to improve the awareness about aquatic resources among common public and promote science-based decision making to facilitate the sustainable use of Sri Lankan aquatic resources
- Development of admin panel with user priorities to manage the Website

4. Scope of the Resource Person Contract

The web platform is a website, based on aquatic resources databases which anyone can access if interested in aquatic resources and gain knowledge, get consultancy etc.

Within this website two sections should be developed. The two sections are;

4.1 User interface design of Website and

4.2 Admin panel

4.1 User interface of the Website

The selected Consultant is expected to develop this common visualizing platform, including the following aspects.

4.1.1 Attractive user interface for the Website with nine tabs. Tabs should be a gallery, blog, fish doctor (fish diseases), Data banks, Projects, Resource, Conservation, More; contact us.

4.1.2 The gallery should have an image uploading facility, and uploaded images need to be directed to the admin panel, which will display only after approval.

4.1.3 Need blog articles to be developed and updated in the admin panel with image, description, title, name of the author, date, and appear in the second/ third page inside the blog tab.

4.1.4 The projects page displays the findings related to the aquatic resources and needs at least 3 paragraphs 3 image uploads, attachment uploads, title, author's name, date and acknowledgements on the landing page.

4.1.5 Databanks store aquatic resources data and need to have a separate web page for each databank, and inside each databank need customized page. Inside each databank, the page needs to have separate sections for each species/resource, and the number may differ. Admin panel need access to add/ remove or edit this databank and all the details. (around six databanks now)

4.1.6 Seven other web pages (no need for administrative capabilities).

4.2 Admin Panel

4.2.1 Need access for the back end with administrative privileges for editing & overview the Website

The finally developed website should be:

1. user friendly and attractive

2. easily manageable and maintainable

3. met easy administration and updating mechanism

5. Key Tasks and Related Activities

The key tasks of the Consultant will be to:

- develop a draft version of website with its' all the aspects within the specified time period

- modify the draft version of website and rectify defects by discussing with the admin panel members within the specified time period

- before handing over, the programme should run at least for 01 months as a test run. If any defaults were observed debugging should be done

- build up the final version of website and submit

- hand over source code and full authority of editing, updating, upgrading and other relevant authorities to the University
- to prepare a usable manual/guide on using, maintaining, updating and administration works of the website

Key Task	Required Deliverable	Time Schedule
Signing the Contract	Resource Person Contract Agreement	
Producing a draft version of website	Draft website	
Test run of website	Website for test run	
Submitting the final version of website	Final website and source code	
Submitting the final manual/guide on using, maintaining, updating and administration works of website	Final Manual/Guide	

6. Duration of the Resource Person Contract

The duration of the Resource Person Contract will be of four (04) weeks from the date of signing the contract.

Task	November 2021	December 2021	January 2021	February 2021
Publishing the Notice for Inviting EOIs	▮			
Deadline for Submission of Proposals with a work plan		▮		
Signing of Contract		▮		
Building & submitting the draft version of website and getting comments			▮▮▮	
Test run of website				▮▮▮
Submit the final version of website, source code, authority of platform and manual/guide on using website				▮

7. Schedule of Payments

Submission of the final version of website and source codes

8. Required Qualifications & Experience
- Should possess a Bachelor Degree in IT or related
- Postgraduate qualifications in software development will be preferred
- Minimum 05 years of work experience as a software developer
- Industrial experience and exposure in international context would be an additional qualification
- The candidate must be able to produce a Manual/Guide on using the web platform

9. Required Professional Competencies
- High level of IT literacy
- 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 train the staff member(s)

10. Reporting Obligations

The Consultant shall closely coordinate and report to the Coordinator of Activity 03. The Consultant shall submit the following reports/documents/softcopies to the University as per schedule given in section 5 above.
- Draft version of Website
- Test run version of Website
- Final version of Website
- Source code and full authority of editing, updating, upgrading and all the other relevant authorities of Website
- Manual/Guide on using, maintaining, updating and administration works of Website
- Trained document of staff member(s) for using, maintaining, updating and administration works of Website

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.