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## **TERMS OF REFERENCE (TOR) FOR CONSULTANCY**

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

#### **ELTA-ELSE DEPARTMENT DP – Department of Tourism Studies**

#### **Consultancy for Training on Effective Learning Methods (UWU/AHEAD/ELTAELSE/DTS/CON/03)**

#### **Department of Tourism Studies (DTS), 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 DTS has identified the following five activities.

- Activity 1: Promoting research culture within the students and staff of the department
- Activity 2: Enhancing event catering skills of the HTE students
- Activity 3: Developing the tour guiding skills of the HTE students
- Activity 4: English language skills enhancement of undergraduates through creative practices
- Activity 5: Increasing the employability opportunities and job fitness of HTE students

Under Activity 4 – English language skills enhancement of undergraduates through creative practices, a sub activity is proposed to organize interactive programmes (4.1: Enhancing English language skills through creative documentary and interactive programmes). Under this, a consultancy programme is proposed for undergraduates to train them on effective learning methods. This programme is expected to carryout for first year undergraduates of HTE degree programme considering the possibility of measuring the impact of the programme throughout the next few academic years.

The DTS aims to produce globally competitive graduates who can sustain in any international working environment. In this regard, the DTS has identified the need of providing practical exposure in English language as it is important to produce a skilful undergraduate.

Undoubtedly, the current classroom sessions with heavy theoretical background are insufficient to produce an undergraduate with such qualities. To conquer this challenge, the training programme on Effective Learning Methods has been proposed in order to support students in improving their language skills as well as learning skills.

The programme is planned to be held during the first quarter of 2020. The outcome of the given training on effective learning methods will be measured through continuous assessments and end semester examination results of the undergraduates.

In order to initiate this activity, a training programme and a manual on effective learning methods need to be developed in consultation with experts, who will be selected as resource persons for conducting the training programme later.

Accordingly, this TOR is meant for a Consultant for developing and conducting a training programme, and developing a manual on effective learning methods for HTE undergraduates on Effective Learning 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 develop a one day training programme on Effective Learning Methods to provide a comprehensive knowledge and understanding on the practical usage of effective learning methods
- To conduct a training programme for undergraduates on the Effective Learning Methods providing practical strategies which can be used in the learning process
- To prepare a usable manual/guide on Effective Learning Methods appropriate for undergraduates in the learning process of languages and other disciplines

## **4. Scope of the Consultancy**

The target group of the training programme on Effective Learning Methods is the 1<sup>st</sup> year undergraduates of Hospitality, Tourism & Events Management degree programmes of the

DTS. It is expected the training programme on Effective Learning Methods will host approximately 60 students.

The selected Consultant is expected to develop the one day training programme which would cover necessary cornerstones in learning practices, usage of effective learning strategies, practical and effective strategies to use in the English language learning, and learning of other subjects. Further, the programme should meet the Intended Learning Outcomes given below.

At the end of the training on Effective Learning Methods, the students should be able to:

1. Discuss different strategies and practices in the learning process of languages and other courses
2. Demonstrate the effective use of acquired learning methods in learning of different subjects
3. Apply effective learning practices in their day to day learning process discovering ideological methods in learning

### 5. Key Tasks and Related Activities

The key tasks of the Consultant will be to:

- Produce a training module on effective learning methods for 1<sup>st</sup> year undergraduates of HTE degree program
- Plan and conduct the training program within the specified time period
- Submit the Effective Learning Methods Manual/ Guide appropriate for HTE undergraduates to use in their learning process of languages and other related course modules

<b>Key Task</b>	<b>Required Deliverable</b>	<b>Time Schedule</b>
Signing the Contract	Consultancy Agreement	24 <sup>th</sup> February 2020
Producing a Draft Training Module and Work Plan	Draft Training Module & Work Plan	9 <sup>th</sup> March 2020
Submitting the final document of Training Module and Work Plan	Final Document of Training Module & Work Plan	16 <sup>th</sup> March 2020
Conducting the Training Program	Training Programme	20 <sup>th</sup> March 2020
Submitting the Manual/Guide on Effective Learning Methods and Practices for HTE undergraduates	Final Manual/Guide	10 <sup>th</sup> April 2020

## 6. Duration of the Consultancy

The duration of the Consultancy will be of twelve (12) weeks from the date of signing the contract.

Task	Time Schedule											
	Feb 2020			March 2020			April 2020					
Publishing the Notice for Inviting EOIs	■											
Deadline for Submission of Proposals			■									
Signing of Contract						■						
Finalizing the Training Module								■				
Conducting the Training Program								■				
Submitting the Manual/Guide on Effective Learning Methods and Practices											■	

## 7. Required Qualifications & Experience

- Post graduate qualifications in Education Psychology with 10 years of work experience as an academic attached to a UGC recognized higher education institute
- Experience and Research & Publications in teaching and learning practices in Higher Education Sector
- Industrial experience and exposure in international context would be an additional qualification
- Exposure to and experience in foreign universities will be added advantage
- Experience and qualifications in English Language Teaching, and Hospitality & Tourism Education will be added advantage
- Preference will be given to those who will have the ability to suggest Resource Persons for conducting the training program and producing the Manual/Guide on Effective Learning Methods

## 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 lead and manage the training programme
- Ability to interact with academic and administrative staff of the DTS 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 04. The Consultant shall submit the following reports/documents as per schedule given in section 5 above.

- Training Module and Work Plan of Training Programme
- Manual/Guide on Effective Learning Methods for the Usage of Undergraduates in Their Day to Day Learning Process

## **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.