
TERMS OF REFERENCE FOR CONSULTANT

Accelerating Higher Education Expansion and Development (AHEAD) Operation
Funded by the World Bank

Consultancy services to form an English Club and related activities for improving multi-faceted English skills of the undergraduates to strengthen business communication skills under the directions of the department.

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.

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 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

Enriching Learning, Teaching, Assessment and English Language Skills Enhancement (ELTA-ELSE) Development Projects (DPs) for Departments/Units, a vitally important component of Results Area Two: 'Improve the quality of higher education'. ELTA-ELSE DP aims at improving the quality of higher education has two main components (a) academic and socio-emotional skills development and (b) enhancement of English language skills. Under this development activity, the Department of Commerce is implementing a project on ELTA-ELSE DPs. The Department of Commerce is the center for Business Education and Research in the Eastern University Sri Lanka. The department primarily focused on ensuring academic strives to develop soft skills of undergraduates by creating and disseminating knowledge through teaching, research and various collaborations with industry and professional accounting bodies.

3. THE OBJETIVE OF THE CONSULTANCY

The main objective is to obtain consultancy in establishing an English club at Department of Commerce, Eastern University, Sri Lanka.

4. SCOPE OF THE CONSULTANCY

Enhancing English proficiency for glocalization and strengthening business communication skills through the formation of Club.

5. KEY TASKS AND RELATED ACTIVITIES

The main duties and responsibilities of the consultant will be to:

Key Task	Required Deliverable	Time frame (after signing the contract)
A plan on establishing English Club incorporating expectations of the students, staffs and activity coordinators of the Project.	Constitution for English Club	1 st week
Reporting the progress of the club and guiding the undergraduates (club members) to operate the club activities.	Reports and relevant documents	3rd week
Make revision if required for sustainability and completing the project	Final Report	4 th week

6. DURATION OF THE ASSIGNMENT

The contract will run for One month from the date of signing the contract.

7. MODE OF PAYMENT

A payment of Rs. 50,000 will be paid (fixed) at the completion of the work.

8. REQUIRED QUALIFICATIONS & EXPERIENCE

- A postgraduate degree in English Language from a recognized University and three years' experience in teaching English language.

OR

- Experience in teaching English language for 15 years University/Universities.

AND

- Experience in forming English Club in University environment.

9. METHOD OF APPOINTMENT

The procurement method is IC-C

10. REPORTING THE DELIVERABLES

The consultant shall closely coordinate and report to the Project coordinator/Activity coordinator and the Director/OTS.

11. REQUIRED PROFESSIONAL COMPETENCIES

- Ability to coordinate and facilitate implementation of establishing the English Club.
- Ability to analyze and resolve implementation issues effectively.
- Ability to interact with students, academic and administrative staff in the university and OTS.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.
- Strong communication, negotiating skills and good interpersonal relations.
- High level of proficiency in written and spoken English.

12. OWNERSHIP OF THE ASSIGNMENT

This assignment is funded by the Ministry of City Planning, Water Supply and 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. Any Reports/ Data/ Information produced as a part of this assignment shall be handed over to the Client in soft and hard forms.