



**Accelerating Higher Education Expansion and Development
Programme (AHEAD)
ELTA- ELSE Faculty Grant-FMSC
University of Sri Jayewardenepura**

**Inviting Applications for Consultancy
Consultancy on Moderating four Course Manuals
and four Teacher's Guides**

The AHEAD Operation of University of Sri Jayewardenepura, invites applications from interested parties for Consultancy on Moderating four Course Manuals and four Teacher's Guides, under the ELTA/ELSE Grant.

1. BACKGROUND:

Accelerating Higher Education Expansion and Development (AHEAD) focuses on expanding, diversifying, and developing the higher education sector in Sri Lanka to drive economic growth through knowledge-based industrial and service sector activity and on producing graduates of global quality. The AHEAD program will have three results areas and among those the Enriching Learning, Teaching, Assessment, and English Language Skills Enhancement (ELTA-ELSE) DP aim at improving the quality of higher education and has two main components: (a) academic and socio-emotional skills development and (b) enhancement of English language skills.

Due to the unequal distribution of educational facilities in Sri Lanka, a considerable number of undergraduates enters the universities with poor English language proficiency which obstructs their academic success in an educational setting where English is the medium of instruction. Deficiency in English language skills has also been identified as a considerable barrier to obtaining employment and to performing well in the private sector and in certain areas of the



public sector. Therefore, the ELSE component of the DP aims specifically at improving the English language proficiency of the undergraduates.

The Faculty of Management Studies and Commerce (FMSC), having recognized the need for improving the English language skills of the undergraduates at entry level to aid them in the transition to English medium instructions, has decided to revamp the Pre-Orientation Intensive Course in English (IC). The need for revamping is informed by the analysis of the systematic and unstructured feedback and comments received about the course from (i) the subject lecturers, (ii) the IC students (iii) the lecturers teaching on the IC, and (iv) the self-scrutiny of the syllabi, teaching and assessment methods.

2. OBJECTIVE OF MODERATING THE COURSE MANUALS AND TEACHER’S GUIDES

In order to prepare the new entrants of FMSC to effectively pursue their academic activities in the English medium, the AHEAD ELTA/ELSE Faculty DP proposed to revamp the Pre-Orientation Intensive Course in English conducted by the Business Communication Unit (BCU) of FMSC as one of the two sub-activities (5.1) of the Activity 5. Under sub-activity 5.1 four course manuals and four teacher’s guides will be designed and developed. Since a new set of course manuals and teacher’s guides in line with Sri Lanka Qualification frame work are to be designed and developed and the BCU is short staffed, FMSC seeks to get an external expert as a consultant to provide the following services:

- 2.1 Moderate the four course manuals and the four teacher’s guides designed and developed by an external consultant for the Pre-Orientation Intensive Course in English, FMSC, USJP.
- 2.2 Work in collaboration with the course manuals and teacher’s guides developer and produce camera ready copies of the course manuals and teacher’s guides for printing.
- 2.3 Conduct four teacher briefing sessions, in collaboration with the course manual and teacher’s guide developer, to the teachers prior to the commencement of the Pre-Orientation Intensive Course in English and four teacher briefing session as the



course progresses.

3. SCOPE AND COVERAGE OF A MANUAL

The Course Manuals should be thoroughly moderated and proof read. The moderator should also check if the Course manuals are as per the course specifications mentioned in the Sri Lanka Qualification Framework. Each Course Manual should contain Five Units and should cover all the contents proposed in the course specification which will be structuralized under the objective 2.1.

4. SUBMISSION OF MANUALS

The Manuals should be submitted to the Coordinator Activity 5 of the AHEAD ELTA/ ELSE Faculty DP as per the following schedule:

- 4.1 The moderated draft of the developed course specification in soft and hard versions within 15 working days from the date of receipt from the course manuals and teacher's guides developer for submission to the Curriculum Development Committee of the Faculty.
- 4.2 The draft Course Manuals and Teacher's Guides within two months from the date of receipt from the developer for submission to the Curriculum Development Committee of the Faculty.
- 4.3 Final submission of the Moderated Course Manuals and Teacher's Guides after revision based on reviewer's feedback/comments/suggestions, in soft and hard versions within two months from the date of receipt from the course manual and teacher's guide developer.

5. REVIEW MECHANISM

The review process is specified as below:

- 5.1 Firstly, the draft versions of the Course Manuals and the Teacher's Guides will be moderated by the Consultant appointed to moderate the manuals and Teacher's Guides.
- 5.2 Secondly, the draft version will be reviewed by a committee appointed by the Curriculum



Development Committee of the Faculty. The review is aimed to check for compliance with the format and the alignment with the developed course specification.

- 5.3 Thirdly, final version of the manual incorporating these suggestions and comments should be checked by the moderated prior to submission to the review committee for final recommendation.
- 5.4 Finally, the review committee recommended manual should be approved by the curriculum development committee and the faculty board before printing/distribution/uploading to the LMS.

6. PAYMENTS AND PAYMENTS CONDITIONS

The schedule of the payments is specified below:

- 6.1 10% of the total value will be paid after signing the contract
- 6.2 50% of the total value will be paid after submission of the drafts versions of the four Course Manuals and the four Teacher's Guides.
- 6.3 40% of the total value will be paid on the acceptance of the Final Version of the four Course Manuals and the four Teacher's Guides by Curriculum Development Committee and the Faculty Board.

7. DURATION OF THE CONSULTANCY

The expected duration of the assignment is ten months (10) commencing from the date of signing the contract.

8. BUDGET

Designing and developing four Course manuals and Four Teacher's Guides - 200,000.00
(External Expert)

9. COORDINATOR OF THE ASSIGNMENT

Dr. Mufeeda Irshad, Coordinator for Activity 5/ AHEAD ELTA ELSE Faculty DP.



10. OWNERSHIP OF THE MANUAL:

Ownership of the course manuals and teacher's guides, including copyright, will reside with the Business Communication Unit of the Faculty of Management Studies and Commerce, University of Sri Jayewardenepura.

11. APPLICATION AND PARTICULARS :

Sealed quotations will be received by the Deputy Director/Procurement(OTS), AHEAD Operation, 1st Floor, Vice Chancellor's Lodge, University of Sri Jayewardnepura, Gangodawila, Nugegoda on or before 2.30 p.m. of 17.06.2019.

You are hereby requested to provide your work schedule along with your CV and any other data which you may think are relevant for accepting your quotation.

Dr. W.G.S.Kelum
Director/OTS,
AHEAD Operation,