



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

ELTA ELSE (FMSC) GRANT, FACULTY OF MANAGEMENT STUDIES AND COMMERCE  
UNIVERSITY OF SRI JAYEWARDENEPURA

### **REQUEST FOR EXPRESSIONS OF INTEREST**

## Consultancy on Development and delivery of Software to handle Internship Operations for proposed Industry Liaison Office AHEAD/RA2/ELTAELSE/SJP/FMSC/CON/05

### **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.

In order to increase the employability of the graduates of the Faculty of Management Studies and Commerce, it is proposed to establish an Industry Liaison Office (ILO) at the FMSC. With the objective of providing more internship opportunities for the undergraduates, the ILO expects to purchase a customized software to handle internship operations of the FMSC.

### **2. SCOPE OF THE SOFTWARE**

The proposed software must be a web-based system hosted in a third-party server or in a USJ server at the Centre for Information Technology (CIT) of the University of Sri Jayewardenepura. The system is accessible by any authorized party through a web browser. Furthermore, the software shall facilitate to manage the internship data of the undergraduates of FMSC while also

automating some of the workflows. System shall facilitate administration of internship and Students-Industry Interaction activities either at the faculty level or at the departmental level.

### **2.1. User roles of the system**

The proposed software should be able associate with the following main six (07) user roles.

1. System Administrator
2. Department Administrator / Internship Course Coordinator (departmental Level)
3. Student
4. Industry Coordinator
5. Dean of the Faculty
6. Head of the Department
7. Academic mentor/internal supervisor

### **2.2. System features**

The proposed software shall provide the following facilities for the users of the software.

1. Student account creation
  - a. Students will self-enrolled and created an account using the given FMSC credentials.
  - b. Student account will only exist as an “active” status until the student graduate. After the graduation the student account status will be changed to “disabled”.
2. Once the credentials are received by the students, the student can sign-in to the system and complete the profile information.
3. Then, student can request an internship placement by filling the expression of interest (EOI).
4. Upon the receipt of the request, department Internship Course Coordinator may accept the request and approve for the display.
5. Approved EOI will post to the system and display for 3 weeks for approval. After 3 weeks, the EOI is automatically move to the archives.
6. Upon expiration, student will be notified through email. If a student requires to display more than 3 weeks, student needs to move the post from archives to display. Then again it will display for another 3 weeks. After 3 weeks, the EOI is automatically move to the archives.

7. Student can make multiple EOIs.
8. Student have the privilege to archive any of own EOIs at any time.
9. Student have the privilege to view all (archive and archived) his/her own EOIs at any time.
10. Internship Course Coordinator have the privilege to archive any of the EOIs at any time.
11. Student have the facility of search existing internship placement opportunities (IPOs) posted by industry suing prior decided keywords.
12. Internship Course Coordinator have the facility of search existing IPOs posted by industry suing prior decided keywords.
13. Industry Coordinator account creation
  - a. Industry Coordinator will self-enrolled and created an account using the given registration form.
  - b. Upon the creation of the account, account status is “pending” and System Administrator will be notified through email.
  - c. Then System Administrator may accept the request and status will be changed to “Active”. The notification with credentials will be notified to the Industry Coordinator will be through email.
14. Once the credentials are received by the Industry Coordinator, the Industry Coordinator can sign-in to the system and complete the profile information.
15. Then, Industry Coordinator can post internship placement opportunities by filling the internship placement opportunities (IPO).
16. Upon the receipt of the IPO request, Department Administrator / Internship Course Coordinator may accept the request and approve for the display.
17. Approved IPO will post to the system and display for 4 weeks for approval. After 4 weeks, the EOI is automatically move to the archives.

18. Upon the expire, Industry Coordinator receives an email informing the expiration of IPO. If an Industry Coordinator requires to display more than 4 weeks, Industry Coordinator needs to request an approval for another 04-week extension.
19. If a Department Administrator / Internship Course Coordinator receives a request for extension, Department Administrator / Internship Course Coordinator may accept the request and approve for the display. Then again it will display for 4 weeks for approval. After 4 weeks, the IPO is automatically move to the archives.
20. Industry Coordinator can make multiple IPOs.
21. Upon the post of the IPO, relevant students, and the relevant Internship Course Coordinator will be notified through an email. Notification will be done based on prior decided key words.
22. Only, “Active” or “Inactive” Industry Coordinator accounts can post the internship placement opportunities (IPO).
23. Industry Coordinator account will only exist as an active status for a one year from last login. After a one year the account status will be changed status to “inactive”.
24. Upon the post of new IPOs, the account status will be changed status to “active”.
25. Only the IPOs from “Active” or “Inactive” Industry Coordinator accounts will display through the systems.
26. System Administrator have the privilege to change the status of industry coordinator account to “Disable”.
27. Industry Coordinator have the privilege to archive any of own IPOs at any time.
28. Industry Coordinator have the facility of search student profiles, EOIs and IPOs using prior decided keywords.
29. System Administrator have the privilege to archive any of the IPOs at any time.
30. Dean of the Faculty, the Head of the Department and Academic mentor/internal supervisor have the facility of search student profiles, industry profiles, EOIs and IPOs using prior decided keywords.
31. System Administrator have the facility to create, delete, modify the following user accounts

- a. Department Administrator / Internship Course Coordinator (departmental Level)
- b. Dean of the Faculty
- c. Head of the Department
- d. Academic mentor/internal supervisor.
- e. Coordinator/ ILO

32. System Administrator is the highest level account.

### **2.3. Time line**

Successful bidder must supply and install the workable software within 4 months of the signing of the contract.

### **2.4. Ownership of the software and Maintenance of the Software**

Ownership of the software will retain with the Faculty of Management Studies and Commerce, University of Sri Jayewardenepura. The successful bidder must sign a maintenance agreement with the FMSC. It is inclusive of the following:

- Fixing bugs, performance issues and technical issues free of charge.
- Availability of the development version of the system (Source Code and related files) and system design documentation free of charge.
- Availability of user manual and training programme of the software.
- Adding new functionality/features or enhancements to the system with a Change Requests (CRs) made by the Faculty of Management Studies and Commerce. This may incur extra cost.

## **3. PAYMENTS AND PAYMENTS CONDITIONS**

100% of the total value will be paid after successful installation of the software.

#### **4. BUDGET**

Installation of workable software according to given specifications with the user manuals and software to handle internship operations for proposed Industry Liaison Office - LKR 600,000.00

#### **5. COORDINATOR OF THE ASSIGNMENT**

Dr. (Ms.) Sumudu Perera, Activity Coordinator, AHEAD ELTA ELSE Faculty DP.

#### **6. QUALIFICATIONS AND EXPERIENCE**

The bidders should have previous experience in similar kind of consultancy or software development.

#### **7. APPLICATION AND PARTICULARS :**

Interested qualified persons/companies are requested to email their expression of interest (EOI) including previous experience of similar work with a covering letter to Dr. WGS Kelum, Director, OTS, University of Sri Jayewardenepura, (kelum@sjp.ac.lk) with a copy to Dr. Saman Yapa, Coordinator, ELTA-ELSE FMSC (samanyapa@sjp.ac.lk) on or before 31<sup>st</sup> August 2020.

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