# Terms of Reference for Consultancy for the development of a web site FOR SKILLS for life unit

Accelerating Higher Education Expansion and Development (AHEAD) operation

AHEAD/RA2/ELTAELSE/PDN/MGT/CON/TOR/285

Advancing Students’ Capabilities via Skills for Life Programme

1. BACKGROUND

The Faculty of Management, University of Peradeniya has won the Enriching Learning, Teaching, Assessment and English Language Skills Enhancement (ELTA-ELSE) development project grant under the AHEAD project. One of the two main components proposed as part of this grant is to improve academic and socio-emotional skills of the undergraduates of the Faculty of Management. In order to achieve this aim, an activity is proposed to develop, implement, and monitor the web site of skills for life unit which would be beneficial for each student from the first year onwards in order to create and maintain a personalized icon in respect of their career progression.

2. THE OPERATION

Under the overall supervision of the activity coordinator, the sub-coordinators, the Faculty Internship Coordinator and the system analyst of the Faculty are responsible for overseeing the development and implementation of the web site.

3. THE OBJETIVE OF THE CONSULTANCY

1. To develop and implement the web site for Skills for Life Unit.
2. To monitor the progress and to update the web site for six months period

4. SCOPE OF THE CONSULTANCY

This consultancy is focused on developing, implementing, and monitoring the web site of skills for life unit which would be beneficial for each student from the first year onwards in order to create and maintain a personalized icon in respect of their career progression.

5. KEY TASKS AND RELATED ACTIVITIES

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

1. Analyze the requirements of career support framework.
2. Develop and implementing the website for skills for life unit.
3. Update the web site with related information.
4. Monitor the progress of the web site during the project period.

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| **Key Task** | **Required Deliverable** | **Time frame (after signing the contract)** |
| 1 | Analyzing the requirements of career support framework | February, 2020 |
| 2 | Developing the website for skills for life unit | March, 2020 |
| 3 | Implementing the website for skills for life unit | April, 2020 |
| 4 | Update and monitor the progress of the web site during the consultancy period |  |

6. DURATION OF THE ASSIGNMENT

The contract will run for 3 months starting from the date of signing the contract.

7. REQUIRED QUALIFICATIONS & EXPERIENCE

The consultant requires to have a Bachelor Degree in Information Technology. The applicants should have a minimum of 3 years’ experience in designing and implementing web sites. In the case of an institution, the above criteria will be applied for individual trainers attached to the institution and the reputation and track record of the institution in terms of web development will be taken into consideration.

8. METHOD OF APPOINTMENT

The personnel/institution for the consultancy will be appointed on full-time basis by the project coordinator after reviewing the strength of candidate’s/institution’s profile. The suitable candidate/s or institution will be selected by a committee appointed by the Dean - Faculty of Management.

9. REPORTING THE DELIVERABLES

The consultant shall closely coordinate and report to the project coordinator and activity coordinator.

Committee appointed by the Dean/ Faculty of Management will be the review committee and it consists of three members including project coordinator, activity coordinator and a Faculty member who has expertise in the area information technology.

The following deliverables are expected from this consultancy,

1. Work plan
2. Draft of the web site
3. Finalized version of the web site

10. REQUIRED PROFESSIONAL COMPETENCIES

* IT literacy
* Creativity
* Ability to analyse and resolve implementation issues effectively
* Strong communication and good interpersonal relations

11. OWNERSHIP OF THE ASSIGNMENT

The Faculty of Management has the exclusive ownership of the web site of the skill for life unit and it should not be copied or used by the service provider elsewhere.