

**Ministry of Higher Education, Technology and Innovation**

UNIVERSITY OF PERADENIYA

ACCELERATING HIGHER EDUCATION EXPANSION AND DEVELOPMENT OPERATION (AHEAD)

Credit/Grant #:6026-LK/8743-LK

**INVITING EXPRESSION OF INTEREST**

Procuring Entity: OTS-AHEAD project, University of Peradeniya

**Consultancy: Development of a Curriculum and Learning Materials for the Certificate Course on Advanced Microsoft Office Software Applications**

**AHEAD/RA2/ELTAELSE/PDN/MGT/CON/283**

The Democratic Socialist Republic of Sri Lanka has received a loan/credit from the International Bank for Reconstruction and Development (IBRD)/International Development Association (IDA), and intends to apply part of the proceeds of this loan/credit to payments under the contract for the Development of a Curriculum and Learning Materials for the Certificate Course on Advanced Microsoft Office Software Applications The consultant is expected to perform the following tasks.

1. Identifying the required competencies expected from the Certificate in Advanced MS Office Applications.
2. Designing the course modules worth of 15 credits together with their syllabi, to cover the above identified competencies.
3. Developing the proposal for the Certificate program inclusive of the course structure, course plan and syllabi of the course modules, and getting the approval of the Faculty Board of the Faculty of Management.
4. Development of the learning materials for the course modules and upload them in a LMS.
5. Development of a question bank for the course modules

The Project AHEAD/RA2/ELTAELSE/PDN/MGT comes under Results Area 2 implemented by the Faculty of Management, University of Peradeniya (UoP). The consultancy period should be 3 months.

The Consultants Procurement Committee (CPC) of the University of Peradeniya on behalf of the Operational Technical Secretariat (OTS) of the AHEAD project now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

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.

Interested consultants may obtain further information at the address [shanaka.amila@gmail.com](mailto:shanaka.amila@gmail.com) or by calling 0715601818/0718556034 from 08.30 am to 04.30 pm during working days and visit the ‘Notice Board’ of the website of University of Peradeniya (<http://www.pdn.ac.lk/>).

Duly completed EOI must be delivered to the Deputy Director (Procurement),OTS Office - AHEAD Project, Room No 12, Second Floor, Senate Building, University of Peradeniya on or before 2.00 PM on 24th March 2020.(Tel:0812392326, Email: [peraahead@gmail.com](mailto:peraahead@gmail.com))

**ACTING REGISTRAR**

**UNIVERSITY OF PERADENIYA**