# Terms of Reference for Consultancy for the Development of a Curriculum and Learning Materials for the Certificate Course on Advanced Microsoft Office Software Applications

Accelerating Higher Education Expansion and Development (AHEAD) operation

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

Results Area Two: Enriching Learning, Teaching, Assessment and English Language Skills Enhancement

(ELTA-ELSE – Faculty)

**1. BACKGROUND**

As part of the AHEAD program, Results Area II intends to improve the quality of Higher Education in Sri Lanka. This competitive grant was provided to promote academic excellence, socio-emotional skills including soft skills and English Language Skills proficiency of the students of the Faculty of Management. Therefore, Management Educational Resource Centre (MERC) intends to offer a certificate program on Advanced Microsoft Office Applications to develop the analytical skills.

**2. THE OPERATION**

Under the supervision of the activity coordinator, the sub-coordinators including a faculty member who has the expertise in the area of advanced MS Office applications are responsible for overseeing the implementation of this project.

**3. THE OBJETIVE OF THE CONSULTANCY**

1. To identify& outline the course modules to be developed on the use of different software applications in MS Office package (Word, Excel, PowerPoint, Access and etc.)
2. To develop the proposal for the certificate program inclusive of syllabi for the course modules worth of 15 credits
3. To prepare learning materials for the course modules and upload it in a LMS provided by the Faculty

**4. SCOPE OF THE CONSULTANCY**

This consultancy is focused on developing advanced ICT skills of the students of the Faculty of Management, University of Peradeniya, to make them competent enough to cope with the demands of a competitive workplace.

**5. KEY TASKS AND RELATED ACTIVITIES**

Subject to any specific directions given by the Activity/Project Coordinator, the main duties and responsibilities of the personnel/team appointed to provide this service are as follows;

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 and syllabi of the course modules, and getting the approval of the Management Faculty Board.

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.

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| **Key Task**  | **Required Deliverable** | **Time frame (after signing the contract)** |
|  | Brain storming to identify the course module structure with the assistance of key stakeholders. | 22.01.2020 – 30.01.2020 |
|  | Preparation of the proposal for the Certificate program and submitting it for the approvals of the Faculty ADPC and Faculty Board. | 01.02.2020 – 15.02.2020 |
|  | Developing learning materials for course modules and submit them for the approvals of the Faculty ADPC and Faculty Board. | 15.02.2020 – 30.03.2020 |
|  | Submitting the final lessons in electronic format and hard copy format to the project coordinator based on the review report and English language certification report from approved language certifier. | 01.04.2020 –07.04.2020 |
|  | Uploading the learning materials to the LMS. | 08.04.2020 – 22.04.2020 |

**6. DURATION OF THE ASSIGNMENT**

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

**7. MODE OF PAYMENT**

Total Payment LKR 150,000

1. 10% of total consultancy fee will be paid at the signing of the Consultancy Agreement and on acceptance of Work Plan.
2. 20% of total consultancy fee will be paid on the receipt of the Faculty Board approval for the proposal of the Certificate Program.
3. 40% of the total consultancy fee will be paid on the receipt of the Faculty Board approval for the learning materials developed for all the course modules.
4. 30% of the total consultancy fee will be paid on the upload of the learning materials on LMS.

**8. REQUIRED QUALIFICATIONS & EXPERIENCE**

A Bachelor degree specialized in IT or any other relevant field preferably with the postgraduate qualifications. The applicants should possess a teaching experience of 5years or more in IT or related discipline at university level. Having prior experience in developing learning materials for LMS is desirable.

**9. METHOD OF APPOINTMENT**

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

**10. REPORTING THE DELIVERABLES**

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

All the deliverables of the consultancy shall be submitted to the Faculty ADPC through the Activity and Project Coordinators for review and approval.

The following deliverables are expected from this consultancy:

* Work plan
* Proposal for the Certificate Program
* Learning materials for the course modules in electronic form
* Final report and language checking certificate

**11. REQUIRED PROFESSIONAL COMPETENCIES**

* ability to coordinate and facilitate implementation of course modules development
* ability to analyze and resolve implementation issues effectively
* ability to interact with senior academic and administrative staff in the Faculty to identify the needs for advanced MS Office applications
* high level of IT literacy
* strong communication, negotiating skills and good interpersonal relations
* high level of proficiency in written and spoken English

**12. OWNERSHIP OF THE ASSIGNMENT**

The Faculty of Management has the exclusive ownership of learning material for tutors developed and such materials should not be copied or used by the service provider elsewhere.