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## **TERMS OF REFERENCE FOR CONSULTANCY ON SIS SETUP AND OPERATION**

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**Faculty of Applied Sciences (FAS)**

**South Eastern University of Sri Lanka (SEUSL)**

**Inviting Applications for Consultancy on SIS Setup and Operation  
(AHEAD/RA2/ELTALESE/SEUSL/FAS/CON/04)**

**Accelerating Higher Education Expansion and Development (AHEAD) Operation  
AHEAD/RA2/ELTAELSE/SEUSL/FAS/CON/TOR 04**

### **1. BACKGROUND**

Accelerating Higher Education Expansion and Development (AHEAD) will focus 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 the three results areas and among those the Enriching Learning, Teaching, Assessment and English Language Skills Enhancement (ELTA-ELSE) DP aims 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.

Presently, there is a global trend towards promoting the integration of academic excellence and enhanced socio-emotional skills among university students, so that they are well prepared for the world of work, and for wider social and civic life upon graduation. In this line, the extracurricular scheme was proposed as a one of the sub activities under Activity No. 04 to motivate the FAS students in the outside link and outclass performances. This scheme reflects the student's non-curricular performance in knowledge, skills, service, sense of social responsibility to the community, and other activities that the student may have participated in, or contributed to, during the time spent at the FAS. The scheme was introduced as a one credit elective course namely Thousand Points Scheme (TPE 21041), for which students can register in the first semester of their second year. To record all the activities related to this course and to ease its whole administration the faculty needs to develop a web based Portal with Student Information System (PwSIS).

### **2. THE OPERATION**

Consultant firm is expected to provide the PwSIS. This system should provide an online platform to the FAS students and contains both teacher portal and student portal. With this PwSIS, teachers and administrators should have the ability to manage all student-related information, monitor their extracurricular activities, and grades.

Basically the PwSIS should;

- (i) allow students to
  - Register for the subjects
  - Create and real time update their profile in the system

- Update the student's activities with the approval of the person in-charged
- Keep track of student progress and scores
- View, download and print their own academic status

(ii) allow the FAS admin to

- View updated status of the students
- Examination grade entry, releasing results etc.
- Configure the system and to create facilities
- Mass mail students
- Manage users, roles and access
- Import/export bulk data via Excel
- Manage contents of the site by adding/editing categories and pages
- Manage contents like notices, news, photo gallery, slide shows, etc.
- Manage personal information of the staff

Further, the PwSIS should possess following technical features.

- The software will be web based, responsive and browser & device independent
- The system will be able to send email & mobile SMS notification and this should be configurable
- Users, Roles and Access management will be integrated part of the software
- The system will be able to enforce all data validation during entry and at time intervals
- The software source code, must have sufficient comment and be delivered without encryption
- Developer should provide user manual/tutorial with screenshots
- Developer should provide detailed development documentation (work flow diagram, data flow diagram etc.)
- Maximum security

Consultant firm should design the PwSIS and run the operation to facilitate above activities. The developed SIS design will be reviewed by a committee appointed by the Faculty Board, FAS to ensure that the draft designs are compliance with the expected outcomes. Finally, the final version of the design after incorporating reviewer's comments should be submitted for the Faculty board approval.

### 3. THE OBJECTIVE OF THE CONSULTANCY

The objective of the consultancy is to develop web based portal with SIS setup.

### 4. SCOPE OF THE CONSULTANCY

The consultant firm should work with the activity coordinator and the FAS to elicit requirements and manage the software development life cycle including capacity building and knowledge transfer. The scope of the work will be as follows:

- List the hardware requirements for this portal set up
- Completely Setting the portal system with all connectivity
- Test the web-based system
- Based on the feedback received from the testing by the real users, finalize the web based application and prepare technical documentations and user manuals for orienting the users
- Finalize the users' manual based on feedback received from the end users
- Make the user manual as help file to online application so that user can refer to the manual as and when needed
- Host the PwSIS at FAS designated web server and hand over the documented source code, user manuals and training materials to the FAS with a plan of regular maintenance.
- Provide troubleshooting support for at least on year after handing over the setup. The support should be in person, over telephone and via email, as and when necessary. At the end of the assignment, the FAS will have a fully functional web-based portal setup and FAS administrators will be able to maintain the software.

## 5. KEY TASKS AND RELATED ACTIVITIES

The main duties and responsibilities of the consultant firm are summarized in the following table.

<b>Key Task</b>	<b>Required Deliverable</b>	<b>Time frame</b> (after signing the contract)
5.1	Submit Inception Report with updated project plan	1 month
5.2	Develop web based PwSIS and deliver as per technical requirements stated in the scope of work and agreed through SRS	2 months
5.3	Conduct orientation training for the students and staff	3 months
5.4	Conduct PwSIS maintenance training for the FAS IT Staff	3 months
5.5	Deliver final version of the Software along with documented source code	5 months
5.6	Deliver user's manual and training materials to the FAS	6 months

## 6. DURATION OF THE ASSIGNMENT

The estimated duration of the consultancy assignment is six months (6) starting from the date of signing the contract.

## 7. MODE OF PAYMENT

Payment for the consultancy work is Rs. 1,000,000.00. The payment plan is specified as below.

S.N.	Deliverable/Milestone	Payment Schedule
1	Submission of Inception Report and SRS	5 %
2	Submission of Software setup developed as per technical requirements stated in the scope of the work and SRS	45 %
3	Submission of the user manuals, training materials and completion of training of FAS IT team and FAS students	20 %
4	submission of the refined Final Version of the setup along with documented source code, final user manuals and training materials	20%
5	After successful operation of one year	10%

## 8. REQUIRED QUALIFICATIONS & EXPERIENCE

- Extensive experience in designing and developing portal and SIS setup

## 9. METHOD OF APPOINTMENT

Interested applicants should send their expression of interest along with their experience and human resource that portray their experience in portal and SIS setup by email to **nadeeshamadugalla@seu.ac.lk** to reach before **10.07.2020**.

## 10. REPORTING THE DELIVERABLES

The consultant firm shall closely coordinate and report to Dr. T.B.N.S. Madugalla (nadeeshamadugalla@seu.ac.lk), Activity Coordinator for Activity 4/ AHEAD ELTA ELSE Faculty DP.

Design need to be submitted to the Project Coordinator (Activity 4) of the AHEAD ELTA/ELSE Faculty DP as per with the following schedule.

- Inception Report with updated project plan should be submitted both in soft and hard versions within 20 working days from the date of signing the contract.
- Draft of the web based portal setup as per the technical requirements stated in the scope of work and agreed through SRS should be submitted in soft version within 40 working days from the date of signing the contract.
- Portal setup maintenance training for the FAS IT Staff and orientation training for the students should conduct within 60 working days from the date of signing the contract.
- Final version of the Software along with documented source code should be submitted in soft version within 100 working days from the date of signing the contract
- user's manual and training materials should deliver to the FAS both in soft and hard versions within 120 working days from the date of signing the contract.

## 11. REQUIRED PROFESSIONAL COMPETENCIES OF THE TEAM

- high level of computer and IT literacy
- ability to coordinate and facilitate implementation of the portal and SIS setup
- ability to analyze and resolve implementation issues effectively
- strong communication, negotiating skills and good interpersonal relations
- high level of proficiency in written and spoken English

## 12. OWNERSHIP OF THE ASSIGNMENT

This assignment is funded by the Ministry of Higher Education via AHEAD-OMST under the program component of AHEAD. As such, the University shall be the owner of the assignment and will reserves the Intellectual Property Rights for all deliverable of the assignment under the terms and conditions given in the IP policy of the University. The consultant will have no right of claim to the assignment or its outputs once it is completed and no rights to use Data and Information gathered through the assignment for other purposes without written permission from the Vice Chancellor. Any Reports/ Data/ Information produced as a part of this assignment shall be handed over to the Client in soft and hard forms.

Director  
Operations Technical Secretariat  
AHEAD Operation  
South Eastern University of Sri Lanka