



TERMS OF REFERENCE FOR DEVELOPMENT OF COURSE MANUAL

Accelerating Higher Education Expansion and Development (AHEAD) ELTA- ELSE Faculty Grants: Faculty of Arts & Culture (FAC) South Eastern University of Sri Lanka (SEUSL)

Inviting Applications for Resource Persons contracts for the Development of Course Manuals (AHEAD/RA2/ELTAELSE/SEUSL/FAC/OVAA 12)

The AHEAD Operation of South Eastern University of Sri Lanka invites applications from interested parties for developing Course Manuals under the ELTA/ELSE Grant, Faculty of Arts and Culture.

1. BACKGROUND

The development of the higher education sector is of central importance to enable Sri Lanka to make the transition from a Lower-Middle Income Country (LMIC) to an Upper Middle-Income Country (UMIC). Recognizing this, the Government of Sri Lanka (GoSL) and the World Bank have agreed to support the higher education sectors through a Bank funded Accelerating Higher Education Expansion and Development (AHEAD) operation.

The AHEAD programme will have three results areas including the Enriching Learning, Teaching, Assessment and English Language Skills Enhancement (ELTA-ELSE) Development Project (DP). This DP aims at improving the quality of higher education which has two main components: (a) academic and socio-emotional skills development and (b) enhancement of English language skills. There is also 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. The ELTA component of the DP seeks to address this area through the meaningful integration of socio-emotional skills into the academic programmes of the Faculties of Humanities, Social Sciences or Arts.

One of the main goals of higher education is to produce employable graduates that integrate into the workforce and positively contribute to the development of the nation.

2. THE OPERATION

Accelerating Higher Education Expansion and Development (AHEAD) operation is organized into two components. The first is a Program Component that supports the national Higher Education Development Program. The second is a system strengthening, capacity building and technical assistance component that will assist GoSL to strengthen the higher education sector and achieve

the objectives of the AHEAD program component. This second will also cover monitoring and evaluation, policy analyses, program coordination and communication.

The implementing agency is the Ministry of Higher Education and Highways (MHEH). The University Grants Commission (UGC) will coordinate the activities of the universities. There will be an Operations Monitoring and Support Team (OMST) which will coordinate and support all AHEAD activities between the MHEH, UGC, and the universities.

AHEAD has three Results Areas:

Results Area 1: Increasing Enrollment in Priority Disciplines for Economic Development

Results Area 2: Improving the Quality of Higher Education

Results Area 3: Promoting Research, Development and Innovation

3. THE OBJECTIVE

Under the AHEAD project at FAC curricula have been revised. This activity will assist in preparing course manuals for all first year courses taught by all departments in the Faculty of Arts & Culture. Altogether 33 courses (see the list below) have been identified and the service of senior academic staff members is required to prepare the manual in the capacity of Resource person. The resource person will work with the staff assigned by the relevant head of the department to prepare the manual. The head of the department will give the resource person the work expected of the resource person in writing and also the head of the department will allocate the work for the staff assigned. Once the manuals are completed they will be reviewed by another senior staff academic staff who will be appointed.

4. SCOPE

Manuals must be developed in accordance with the present standards. The manual should include the intended learning outcomes and objectives. They should contain teaching materials organized according to the course units available in the revised syllabi. It should be covering all the contents proposed in the course specifications. The course manual that are already in use in the CEDPL of SEUSL can be considered as a model. The necessary input could be obtained from the relevant head of the department.

5. KEY TASKS AND RELATED ACTIVITIES

The main duties and responsibilities of the resource persons will be to:

Key Task	Required Deliverable	Time frame (after signing the contract)
5.1	Structuralize the course specification in line with the learning outcomes, number of hours etc. and prepare the manual	60 days

6. DURATION OF THE ASSIGNMENT

The expected duration of the assignment is two months (02) commencing from the date of signing the contract. Resource persons need to discuss and provide their work plan and timeline to the head of the department.

7. MODE OF PAYMENT

Rs. 82,000.00 will be paid per manual.

The schedule of the payments is specified below.

- 7.1 10% of the total value will be paid after signing the contract.
- 7.2 50% of the total value will be paid after submission of the draft's versions of the course the course manual.
- 7.3 Balance 40% of the total value will be paid on the acceptance of the final version of course manual by curriculum development committee and the faculty board.

8. REQUIRED QUALIFICATIONS & EXPERIENCE

- Senior Lecturer –II or above in the relevant course of study.

9. REPORTING THE DELIVERABLES

The resource persons shall closely coordinate and report to the Head of the department and Activity coordinator –II (curriculum revision).

10. OWNERSHIP OF THE ASSIGNMENT

The Course Manual belongs to the Faculty of Arts & Culture, South Eastern University of Sri Lanka. The name of resource person and the staff assigned from the respective department to work along with the resource person will be in the course manual.

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 resource person or the staff assigned for course manual preparation has no rights to use the product 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.

Applications and particulars:

Interested applicants should send their CV along with the work schedule and any other relevant details by email to navazamm@seu.ac.lk to reach before **02.00 pm on 03.02.2021**

Prof. MAM. Rameez
Director / OTS,
AHEAD Operation

Course manual preparation – AHEAD project – FAC Special degrees

Department	Code	Subject
English Language Teaching	ELM 11013	Structure of English - I
	ELM 12013	Structure of English II
Computer Unit	ITM11013	Computer Systems
	ITM12013	Information Systems
Geography	GEM 11013	Fundamentals of Physical Geography
	GEM 12013	Fundamentals of Human Geography
	GIM 11013	Introduction to Geographic Information System
	GIM 12013	Cartography and Geographic Information System
Sociology	SOM 11013	Introduction to Sociology and Social Anthropology
	SOM 12013	Sri Lanka Society
Languages	HCM11013	The sources of Hindu Tradition
	HCM11013	Introduction to Hindu Civilization
	ENM 11013	Introduction to English Literature and Literary Appreciation
	ENM 12013	Sri Lankan Literature in English
	SNM 11013	Introduction to Sinhala Literature
	SNM12013	Introduction to Sinhala Language
	TMM 11013	Introduction to Tamil literature and Literary Appreciation
	TMM 12013	Introduction to Tamil Language and Practical Grammar
Political Science	PSM 11013	Introduction to Political Science
	PSM 12013	Government and Politics in Sri Lanka

	PAM 11013	Introduction to Public Administration
	PAM 12013	Comparative Public Administration
	SHA 11012	Social Harmony and Multiculturalism
Social Sciences	PHM 11013	Problems of Philosophy
	PHM 12013	General Psychology
	LOA 12012	Logic and Scientific Method
	HSM 11013	History of Ancient Civilization
	HSM. 12013	History of Sri Lanka from Ancient period till 1000.A.D
Economics & Statistics	ECM 11013	Introductory Microeconomics
	ECM 12013	Introductory Macroeconomics
	BSA 12012	Introduction to Mathematics and Statistics
	STM 11013	Introduction to Probability and probability distribution
	STM 12013	Introduction to Mathematics and Statistics