

Accelerating Higher Education Expansion and Development (AHEAD) Operation Funded by the World Bank

ELTAELSE/DP- Department of Agribusiness Management

Terms of Reference

Online Workshop on Social Etiquettes by the Department of Agribusiness Management of the Faculty of Agricultural Sciences, Sabaragamuwa University of Sri Lanka

Activity 5: English language skill enhancement

AHEAD/RA2/ELTAELSE/SAB/FAG/DAB/OVAA/15

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 sector through a Bank funded Accelerating Higher Education Expansion and Development (AHEAD) operation.

The Faculty of Agricultural Sciences (FAS) of the Sabaragamuwa University of Sri Lanka (SUSL) aims to achieve excellence in agricultural education with special emphasis on practical exposure, since 1995. The Faculty strives to achieve this objective by creating a conducive teaching and learning environment that enhances knowledge, skills and attitudes of undergraduates and staff by the means of effective teaching and learning, research and extracurricular activities. The Faculty of Agricultural Sciences consists of three academic departments: Agribusiness Management, Export Agriculture and Livestock Production, representing all possible disciplines related to Agriculture and offers six modules of specializations. Some centers and units established within the faculty are supported to academic and other activities and also helped to enhance soft skills of undergraduates. The faculty teaching farm provides a sound practical training on all kinds of crops and livestock species. the faculty offer two (02) four-year honors degree programs (with SLQF level 6), viz, B.Sc. in Agricultural Sciences & Management and B.Sc. in Food Business Management to cater to the employability needs of the nation.

Under the Accelerating Higher Education Expansion and Development (AHEAD) Operation, the Faculty of Agricultural Sciences (the contractor of the agreement), has identified the following five activities.

Activity 1: Inculcating quality management principles for commercial level of Agri-Food Business creation.

Activity 2: Strengthening the link between the industry and the Degree Programmes of B.Sc. in Food Business Management and B.Sc. in Agricultural Sciences and Management

Activity 3: Enriching teaching and learning through improved OBE & LCT methods

Activity 4: Improving analytical skills through students centered learning

Activity 5: English language skill enhancement

This TOR is connected to one of the sub-activities identified under the Activity 5: English language skill enhancement

This workshop is planned for all the third year first semester students specializing Agribusiness Management and the Food business Management degree program. The training provides undergraduates a greater opportunity to develop their own competencies in developing their social etiquettes.

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 systems 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

This project comes under Result Area 2: Improving the Quality of Higher Education.

3. THE OBJECTIVES OF THE ASSESSMENT

- To educate the students on what social etiquettes
- To help the students to enhance their social image and professionalism

4. SCOPE OF THE CONSULTANCY/WORKSHOP

Social etiquette involves etiquette in social situations. It is considered as one of the imperative skills that has to be developed in undergraduates and is considered as one fundamental skill that would determine one's career path. The department expects to provide a better environment to the students to develop and polish social etiquettes skills within their 4 years tenure in undergraduate life.

5. KEY TASKS AND RELATED ACTIVITIES

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

- To educate the students on the basis of social etiquettes
- To educate the students on the tips and tricks to enhance their social image and professionalism

- Further, the resource person will be able to provide followings to the participants.
 - Study materials/booklet/ hand book of workshop notes including all the important aspects of Social Etiquettes
 - Prepare a certificate for the participants

6. DELIVARABLES AND TME FRAME

Key Task	Required Deliverable	Time frame (Tentative)
Workshop	Lecture & Discussions (Online Session)	26 th September 2021

7. DURATION OF THE ASSIGNMENT

The time duration of the whole workshop will be 03 hours

8. a) MODE OF CONDUCTING THE PROGRAM

Online Lecture & Discussions

b) MODE OF PAYMENT/ EXPENDITURE

Description	Expenditure
Honorarium for resource person (3 hours in the weekend) Online session	Rs.12,000.00 (Rs.4000.00*3 hours)
Certificate printing cost for 65 students (Rs.150.00/Participant)	Rs.9,750.00
DVD preparation (5 DVDs)	Rs.6,000.00
Miscellaneous	Rs.3,000.00
Total cost	Rs.30,750.00

*standards rates of AHEAD applies

9. REQUIRED QUALIFICATIONS & EXPERIENCE

- Minimum of 5 years' experience in the field of communication
- Previous proven experience providing workshops on social etiquettes
- Excellent command of English language

10. METHOD OF APPOINTMENT

The consultant will be shortlisted respective to their qualifications and be selected on the basis of their performance though Individual Competitive Consultancy (IC-C) method.

11. DELIVERABLES

The resource person shall closely coordinate and report to the PIC and Activity coordinator.

- Conduct the workshop – approximately 3 hours session online

12. OWNERSHIP OF THE ASSIGNMENT

Impacts of this workshop will be done by keeping records of the number of students would publish or submit full research papers for publications.

The resource person should have to maintain high level of professionally and confidentiality during the prior and post stages of the assignment. In any grounds, the resource person will have no rights to disclose or use research findings or related data and information gathered through the assignment for other purposes without written permission from the secretary of the Ministry of Higher Education and Cultural Affairs.

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 of the SUSL. Any Curricula/Manual/Reports/ Data/Information produced as a part of this assignment shall be handed over to the Client in soft and hard forms.