
TERMS OF REFERENCE
FOR
RESOURCE PERSON CONTRACT ON SOFT SKILL DEVELOPMENT
THROUGH SUBJECT RELATED TEAM-BASED ACTIVITIES
DEPARTMENT OF ACCOUNTANCY & FINANCE

Accelerating Higher Education Expansion and Development (AHEAD) operation
ELTA-ELSE Department Development Project- AHEAD
Activity 4 /Sub Activity 4.3
AHEAD/RA2/ELTAELSE/SUSL/DAF/OVAA 08
Department of Accountancy & Finance/ Faculty of Management Studies
Sabaragamuwa University of Sri Lanka

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. AHEAD has three Results Areas. Under the results Area 2, the Department of Accountancy & Finance has to complete proposed activities for Enriching Learning, Teaching, Assessment and English Language Skills Enhancement of the Department.

The Department of Accountancy & Finance (DAF) was established in 1996 as one of the oldest and the most demanded departments in the Faculty of Management Studies (one of the oldest faculties in the university). At present more than 400 students are carrying out their studies in the department under two-degree programs; B.Sc. Honours Financial Management (FM) is one of the most demanded degree programs in the faculty and the new degree programme introduced by the department, B.Sc. Honours Banking and Insurance (BI) degree program with the aim of catering to the burning market demand to well qualified bankers and insurers. Every year department produces over 100 well qualified graduates who enriched with knowledge, skills and attitudes to cater to the dynamic business world. The DAF has taken steps to incorporate the principles of Outcome Based Education and Learner Centered Teaching into its degree programmes.

In addition, the curriculum revisions at five year intervals enabled the DAF to identify and incorporate emerging requirements in the industry and keep the curricular up to date, and to be in line with the university's vision.

Under the Accelerating Higher Education Expansion and Development (AHEAD) Operation, the DAF has identified that improving socio-emotional skills of undergraduates to make them confident as able graduates seeking career success. The DAF expects to enhance teaching process and learning experience through external expertise support because it is needed to prepare students dynamic business environment and equip them with appropriate skills, knowledge, values and attributes to flourish them.

2.THE OBJECTIVE OF THE RESOURCE PERSON CONTRACT

- To improve the practical ability on development of students’ realistic knowledge attitudes and goal settings
- To enhance the self-development
- To enhance creativity
- To manage stress and gain effective results from perfect time management
- To enhance effective communication , problem solving and emotional intelligence
- To cultivate the values on ethics and morality through course modules to enhance the capacity

3.SCOPE OF THE RESOURCE PERSON CONTRACT

Scope of the resource person contract is to conduct the certificate course in soft skill development through subject related team-based activities.

4. KEY TASKS AND RELATED ACTIVITIES

The key tasks and related activities of the resource person contract are given below.

The programs should be conducted in the university premises of Sabaragamuwa University of Sri Lanka.

Key Task	Required Deliverable	Time frame (after signing the contract)
1. Developing the soft skills of the undergraduates of the Department.	Conducting a certificate course in soft skill development through subject related team-based activities.	Three (3) months

5. DURATION OF THE ASSIGNMENT

This resource person contract will be for a period of **three months** after signing the contract.

6. MODE OF PAYMENT

The full payment for the Resource person/s (Rs.1,000,000.00 for all three programmes) will be paid within two weeks after the completion of a task. And advance payment also can be pay before commencement of the activity.

7. REQUIRED QUALIFICATIONS & EXPERIENCE

1. Master Degree Qualification / relevant professional qualification in the mentoring, training and development or Master certified coach or professional certified coach from authorized local or foreign institutes or certified master trainer on SOFT SKILLS or certified

MBTI© trainer or inbound and outbound trainer or training and certifications on development of human skill development

2. 3 to 5 years of training experience from corporate sector and experience and exposure in international context would be an additional qualification

3. Exposure to and training experience in foreign universities / corporate companies will be added advantage

4. Strong interpersonal, communication, adaptability, problem solving, social networking, adaptability and flexibility, enhancement of attitudes, values, professionalism and negotiating skills

5. Should be able to work independently

6. The Resource person must have a team of professional with the relevant skills required. Provide proof of availability of key professionals (CVs with signature & date and their confirmation letter) and availability of resources (hardware, software and logistics) for conducting this task.

8. METHOD OF APPOINTMENT

A suitable candidate will be selected after evaluating the proposal submitted by the resource person based on the ability to comply with pre-defined requirements.

9. REPORTING THE DELIVERABLES

The resource person shall closely coordinate and report to the Project Coordinator and the Activity Coordinator of the AHEAD ELTA-ELSE DAF of the Department of Accountancy & Finance, Faculty of Management Studies, Sabaragamuwa University of Sri Lanka. The resource person should report his progress of the work to the Project Coordinator and the Activity Coordinator after the completion of the tasks and system implementation.

10. REQUIRED DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The following documents should be attached when submitting the proposals:

- Curriculum vitae of the candidate/s
- Project proposal of the work going to be delivered

11. OWNERSHIP OF THE ASSIGNMENTS

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 reserve 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 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.