
TERMS OF REFERENCE
FOR
WEBSITE DEVELOPMENT

Accelerating Higher Education Expansion and Development (AHEAD) operation

WEBSITE DEVELOPMENT
AHEAD/RA3/UBL/SUSL/OVAA/16
(AHEAD/RA3/UBL/SUSL/OVAA/TOR 02)
University Business Linkage Cell
Sabaragamuwa University of Sri Lanka

1. BACKGROUND

The development of the higher education sector is of a 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.

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 component 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

The University Business Linkage Cell of Sabaragamuwa University of Sri Lanka was established on April 2018 with reference to the University Grants Commission Circular No.10/2016. The University Business Linkage Cell has taken the responsibility to link the University research and innovation activities with external business stake holders while promoting research, development, innovation and commercialization and enhancing

community engagement through disseminating knowledge to wider community . UBLC will strive to bridge the gap among Private and State-owned businesses, the academic community, faculties, and undergraduates. The University Business Linkage Cell, Sabaragamuwa University of Sri Lanka (SUSL) in this context, plans to design a website to integrate the UBLC functions into a single web-based environment.

3. THE TITLE OF THE PROJECT

Website Development for the University Business Linkage Cell, Sabaragamuwa University of Sri Lanka

4. KEY TASKS AND RELATED ACTIVITIES

The key tasks and related activities of the project are given below.

No.	Action Item	Description	Time Line
01	Requirement Analysis	Requirement gathering from stakeholders	1 Weeks
02	UX/UI designing, System architecture designing	Design user interfaces of the website and admin panel. Design cloud-based scalable service booking system solution	1 Weeks
03	Website	Home, About Us, IP Services, For SUSL Reseachers, For Industry, Industry Affiliations, Our Team, All Forms, News & Events, Eco System, and Contact us pages, Sharable links and Important Websites Links will be included with the necessary requirements. Including user friendly content update and administration capability.	3 Weeks
04	Administrator Functionalities	Facilitate UBL designated administrators to maintain user/resource profiles and media gallery etc.	4 Weeks
05	Report generation and promotion	Platform usage reports using Google Analytics Integration Generate image-based promotional materials to publish on social media websites.	
06	Functional Testing	Unit Testing, Integration Testing, System Testing Interface Testing, User training and acceptance testing	1 Weeks
07	Non-functional Testing	Performance Testing, Security Testing	1 Weeks
08	System Deployment	Deploy system in cloud and system signoff	1 Week

The contracted web developer will be assigned to maintain the system regularly whenever necessary after completion of the above tasks to run the effective website. Maintenance does not include web site redesign or development. Payment will be made for each completed work associated with the System Maintenance. However, separate separate agreement will be signed when the task is assigned to a web developer.

5. DURATION OF THE ASSIGNMENT

This project will be for *three months* after signing the contract agreement.

6. MODE OF PAYMENT

Payments will be made upon submission of the completion report/ certificate or recommendation below mentioned task sheet. (Total payment will be received upon launching the website)

Task	Percentage (%)
01. Requirement Analysis	12.5%
02. UX/UI designing, System architecture designing	12.5%
03. Website	25%
04. Administrator Functionalities	25%
05. Report generation and promotion	12.5%
06,07 Functional Testing and Non-functional Testing	6.25%
08. System Deployment	6.25%
Total	100%

The payments are under the
AHEAD/RA3/UBL/SUSL/OVAA/16

7. REQUIRED QUALIFICATIONS & EXPERIENCE

- The individual involved in this project must possess a BSc degree in Computer Science, Computer Engineering, Software Engineering or equivalent higher education qualifications.
- Prior experience in a related field on similar projects is a must.

8. METHOD OF APPOINTMENT

- A suitable candidate will be selected after evaluating the EOIs submitted by relevant individuals based on the ability to comply with pre-defined requirements and according an agreement.
- A comparison of CVs will be conducted to select a candidate to carry out the task.
- The agreement will be valid for the tasks mentioned above from the given time span and may be changed with agreement from both parties during the period of the relevant TOR.

9. REQUIRED PROFESSIONAL COMPETENCIES

- Ability to carry out the key tasks effectively and efficiently
- Ability to interact with senior academic and administrative staff in the university and the UBL office.
- Ability to function effectively in a team environment inspiring trust and cooperation of other stakeholders of the project
- Ability to work efficiently, and to meet deadlines
- Strong communication, negotiating skills and good interpersonal relations
- Ability to speak, read and write fluent English, and assist in the production of project reports in English.
- Computer literate

10. REPORTING OBLIGATIONS

The individuals will be reporting to UBL Director

11. OWNERSHIP OF THE ASSIGNMENTS

The Ministry of Higher Education funds this assignment 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 University Business Linkage Cell, Sabaragamuwa University of Sri Lanka will hold exclusive right to the website designed and all the content that published on the website. The selected candidate 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.

12. OUTPUT/ OUTCOME

The recommended focal areas for the development of University Business Linkages Universities are as follows.

1. Developing practice and business oriented student's projects
2. Organizing trainings and coaching activities for businesses
3. Implementing (technical) consulting services for businesses
4. Implementing an IP Policy at University
5. Promoting the creation of University Spin – offs
6. Promoting research cooperation between business and the university
7. Promoting strategic alliances with the private sector in order to develop research infrastructures and capacities at University