

# **Request for consultancy on “Holding mock interviews as part of the Career fair”, Faculty of Applied Sciences, Sabaragamuwa University of Sri Lanka**

## **Accelerating Higher Education Expansion and Development (AHEAD) Project**

### **ELTA-ELSE FACULTY GRANT – FACULTY OF APPLIED SCIENCES**

#### **Sabaragamuwa University of Sri Lanka**

AHEAD/RA2/ELTAELSE/SUSL/FAS/CON/05

The AHEAD Operation of the Sabaragamuwa University of Sri Lanka requests Expression of Interest from interested parties for the above mentioned consultancy, under the ELTA/ELSE Faculty Grant - Faculty of Applied Sciences.

#### **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.

Faculty of Applied Sciences was established in 1996 with three academic departments and it currently consists of five such departments. During the past development stages the Faculty has taken steps to incorporate outcome based education and learner centered teaching. In addition, regular curriculum revisions at five year intervals enables the Faculty to identify and incorporate emerging requirements in the industry and keep the curricular up to date, while we are dedicated to become a centre of excellence in education.

Under the program on Accelerating Higher Education Expansion and Development (AHEAD), we the Faculty of Applied Sciences have recognized following five activities as the most required activities to enhance academic excellence, socio-emotional skills and English language skills of our undergraduates;

Activity 1: Enriching Curricular, Learning and Teaching

Activity 2: Enriching Research and University-Industry linkage

Activity 3: Enriching Assessment Methods, Procedures and Examination process

Activity 4: Enriching English Learning Skills

Activity 5: Enriching Learner around Environment

Under the Activity 3 (Enriching Assessment Methods, Procedures and Examination process), it has been proposed to get an expert knowledge on how to hold mock interviews as part of a career fair for students.

## 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, Technology and Innovations (MHETI). The University Grants Commission (UGC) coordinates the activities of the universities. There is an Operations Monitoring and Support Team (OMST) which coordinates and supports all AHEAD activities between the MHETI, 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 OF THE CONSULTANCY

- To enhance communication, presentation and interview skills of undergraduates of Faculty of Applied Sciences, Sabaragamuwa University of Sri Lanka

## 4. SCOPE OF THE CONSULTANCY

This consultancy will target the entire undergraduate population of the Faculty of Applied Sciences, Sabaragamuwa University of Sri Lanka. The consultancy should also divulge the plan and mechanism to identify and improve the skills and attitudes of undergraduates to match with the current job market.

## 5. KEY TASKS AND RELATED ACTIVITIES

The main duties and responsibilities of the consultant will be to:

Key Task	Required Deliverable	Time frame (after signing the contract)
Evaluate current level of communication and interview skills of undergraduates and their attitude towards job market	Assessment report including a work plan and an indicative final report outline	4 weeks
Suggest activities to enhance above skills	Final report	8 weeks
Propose methodology for		

holding mock-interviews		
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After submitting the final report, it should be presented to the staff.

## **6. DURATION OF THE ASSIGNMENT**

The duration will be eighteen weeks, commencing from the date mentioned in the Contract Agreement or any other date agreed by both parties (Project Coordinator and the Consultant).

## **7. MODE OF PAYMENT**

The Total Estimated Cost of the Consultancy is LKR 100,000/=. Payment will be made as follows. The consultant shall make at least two visits to the SUSL during the consultancy.

Consultancy fee LKR. 100,000/= will be paid on two installments.

- 40% after submission of Inception Report/ draft Final Report outline
- 60% after submission of the Final Report

## **8. QUALIFICATION REQUIREMENTS**

The expert is preferred to have a post graduate Degree in HR Management, education Psychology or related field with ten years of progressively responsible experience in Human Resource Management.

## **9. METHOD OF APPOINTMENT**

IC-C

## **10. REPORTING THE DELIVERABLES**

The consultant shall closely coordinate and report to coordinator of Activity 03.

## **11. FACILITIES PROVIDED BY THE CLIENT**

Client will provide following facilities in addition to the remuneration mentioned under Mode of Payment.

- i. Office space for consultant during the time spend in Sabaragamuwa University of Sri Lanka
- ii. Stakeholder meetings/workshops (Facilitated by activity coordinator with prior arrangements)

## **12. REQUIRED PROFESSIONAL COMPETENCIES**

- ability to lead and manage AHEAD tasks

- ability to coordinate and facilitate implementation of personality development
- ability to analyze and resolve implementation issues effectively
- ability to interact with academic and administrative staff in the university and faculty of Applied Sciences
- ability to function effectively in a team environment inspiring trust and cooperation of other team members
- high level of IT literacy
- strong communication, negotiating skills and good interpersonal relations
- high level of proficiency in written and spoken English

### **13. 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.

### **APPLICATION AND PARTICULARS:**

Eligible individuals are invited to express their interest in providing the services. Interested individuals must provide a CV indicating their qualifications to perform the services.

Expressions of interest must be delivered to

**Dr. L.V. Ranaweera (email: laliwr@appsc.sab.ac.lk) on or before 03<sup>rd</sup> November 2020.**

**Dr. L.V. Ranaweera**

**Project Coordinator  
AHEAD Project  
Faculty of Applied Sciences  
Sabaragamuwa University of Sri Lanka**