
**TERMS OF REFERENCE FOR RESOURCE PERSON ASSIGNMENT FOR
DESIGNING ENGLISH LANGUAGE COURSES
FOR DEPARTMENT OF MASS MEDIA**

**Accelerating Higher Education Expansion and Development (AHEAD) Operation
ELTA- ELSE Campus Development Project
Sri Palee Campus, University of Colombo**

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.

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

3. THE OBJECTIVES OF THE RESOURCE PERSON ASSIGNMENT

1. To design the curriculum and develop two courses for English for Mass Media
2. The courses for English for Mass Media should consist of all relevant material exercises, practice questions, and assessments as well as the required audio visual materials to evaluate the students.

4. SCOPE OF THE RESOURCE PERSON ASSIGNMENT

The resource persons should evaluate the English knowledge requirements of the undergraduates (using a need analysis) of Department of Mass Media, design the curriculum and develop English courses to match these requirements. He/she will write a report on need analysis conducted using the campus undergraduates. Then the Resource Person should provide curriculum and syllabi with all required materials for the designed courses which are to be continuous assessment type courses. After introducing the courses to students during the first time, the Resource Person will incorporate the feedback and update the programs with the future requirements.

Resource person shall be in consultation with the Activity Coordinator (ELSE) of the Department of Languages of Sri Palee Campus and be expected to contribute as a resource person at several meetings with relevant parties.

5. KEY TASKS AND RELATED ACTIVITIES

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

1. carry out a need analysis of students to identify students' aspirations in improving English and present a written report on that.
2. design the curriculum and syllabi for 2 English for Specific Purposes (English for Mass Media) courses and provide all materials required to teach them effectively as well as evaluate authentically. As much material as possible must be provided to facilitate self-learning. These two courses shall incorporate components to improve students' English proficiency skills of both academic and professional English to prepare students for work place.
3. liaise with the resource person who is involved in designing the ESP courses for Performing Arts whenever necessary.
4. after introducing the courses to the students for the first time, update the contents that are identified.

	Key Task	Required Deliverables	Time frame (after signing the contract)
01.	Preparation for syllabus design and need analysis	Provide a report on a need analysis of students in learning general English and specific purposes.	1 st Month
02	Providing an implementation Plan	Provide an implementation plan for the project	2 nd Month
03	Designing the English for Mass Media Courses for the 2 nd Year	Provide the curriculum, syllabus, and designed modules (exercises, practice questions, assessments) of the course and web-based activities	2 nd , 3 rd & 4 th months

04	Designing the English for Mass Media Courses for the 3 rd Year	Provide the curriculum, syllabus, and designed modules (exercises, practice questions, assessments) of the course and web-based activities	5 th , 6 th , & 07 th , months
05	Update the modules as required	Modify/ update as and when the requirement arises depending on teachers' and students' feedback	Periodically during the designing stages
06	Finalizing the contract	Provide a completion Report	8 th month

6. DURATION OF THE ASSIGNMENT

The contract will run for 8 months from the date of signing the contract.

7. MODE OF PAYMENT

A total payment of LKR 350,000 will be disbursed on completion of deliverables and submission of a resource person report as follows:

1. LKR 25,000 will be paid on the completion of key task 1 & 2
2. LKR 150,000 will be paid on the completion of key task 3 & 5
3. LKR 125,000 will be paid on the completion of key task 4 & 5
4. LKR 50,000 will be paid on the completion of the full assignment. (key task 6)

8. REQUIRED QUALIFICATIONS & EXPERIENCE

- A doctorate in the TESL/ESL/Applied Linguistics
- At least 10 years working experience in teaching, developing course content in English language teaching.

9. REQUIRED PROFESSIONAL COMPETENCIES

- Ability to analyze and design the curriculum for ESP courses
- Ability to design the modules to teach the above courses to undergraduates in line with the drafted syllabus that can be supplemented by web based materials.
- Ability to interact well with academic staff.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.
- Strong communication skills and good interpersonal relations.
- Ability to meet deadlines.

10. METHOD OF APPOINTMENT

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11. REPORTING THE DELIVERABLES

The resource person shall closely coordinate with the Activity Coordinator of the Department of Languages related to the ELSE component and report any issues to the Activity Coordinator / Project Coordinator of ELTA-ELSE project of Sri Palee Campus.

12. 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 Sri Palee Campus of the University of Colombo 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 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.