



# **TENDER DOCUMENT**

## **TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR “SYLLABUS REVISION OF HND PROGRAMMES” OF SLIATE**

**Client:** Director General  
Sri Lanka Institute of Advanced Technological Education  
No: 320  
“Janawathu Piyasa”  
T. B. Jayah Mawatha  
Colombo 10.



**SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION**



**CALLING QUOTATION FOR CONSULTANTS FOR CURRICULUM REVISION OF HND PROGRAMMES OF SLIATE**

1. The Chairman, Department Procurement Committee of Sri Lanka Institute of Advanced Technological Education (SLIATE) invites sealed quotations from eligible and qualified bidders to serve as the consultant for curriculum revision of Higher National Diploma (HND) programmes of SLIATE. Bidding will be conducted through National Competitive Bidding Procedure.
2. To be eligible for applying, the bidder shall have experience in similar work and knowledgeable in curriculum revision of relevant HND programme. Followings are the programmes to be revised. Qualified applicants should submit the quotations for the preferred/ eligible programme from the following list.  
Programmes:
  - HNDT Agriculture
  - HNDIT (Information Technology)
  - HNDFT (Food Technology)
  - HNDCSPT (Consumer Science and Product Technology)
  - HNDE – Electrical/ Mechanical/ Civil
  - HNDQS – Quantity Surveying
  - HND in English
  - HNDTHM (Tourism & Hospitality Management)
  - HNDA (Accountancy)
  - HNDM (Management)
  - HNDBF (Business Finance)
  - HNDBA (Business Administration)
  - HNDPM (Project Management)
3. Interested eligible bidders may obtain further information from Deputy Director General (Academic Affairs / Planning and Research), Sri Lanka Institute of Advanced Technological Education, No. 320, “Janawathu Piyasa”, T.B. Jayah Mawatha, Colombo 10. Tel - 011 2691631/011 2696804. The relevant documents could be obtained from the above address from 09:00 am to 03:00 pm from 28<sup>th</sup> August 2018 to 18<sup>th</sup> September, 2018 or from our official web site: [www.sliate.ac.lk](http://www.sliate.ac.lk)
4. A complete set of bidding document in English language may be obtained by interested bidders on the submission of a written application to the aforementioned address until 3.00 pm of 18<sup>th</sup> September, 2018.
5. Bids must be delivered to the address given below on or before 02.00 pm of 19<sup>th</sup> September 2018. Late bids will be rejected. Bids will be opened soon after the closing, in the presence of the bidders or bidders’ representatives.

The Chairman  
Department Procurement Committee  
Sri Lanka Institute of Advanced Technological Education  
No.320 “Janawathu Piyasa”  
T.B. Jayah Mawatha, Colombo 10.



**Qualifications and Experience:**

- Postgraduate qualifications in relevant field (Agriculture, Engineering [Civil/ Mechanical/ Electrical], Quantity Surveying, Information Technology, Food Technology, English, Tourism and Hospitality Management, Accountancy, Management, Business Administration, Business Finance, Project Management, Consumer Science and Product Technology).
- Prior experience in conducting assessments and evaluations for policy interventions in relevant fields.
- At least 08 years of proven academic experience in higher education sector in Sri Lanka.
- Previous experience in similar work with national and international level organizations.
- Previous experience in quality assurance and accreditation of HND and degree programmes.
- Knowledge of working ethics of national universities or state government agencies, International organizations would be an added advantage.

**Personal Qualities:**

- Self-motivated, pro-active and enthusiastic.
- Demonstrated ability to plan, organize work on time and independently.
- Good verbal and written communication skills in English are essential.
- Excellent interpersonal skills, team-oriented work style and experience in working in a multi-cultural environment.
- Strong networking capacity and clear understanding of higher education system in Sri Lanka
- Strong desires to undertake new challenges, a creative problem-solver, must have self-confidence, willingness to work hard, with seriousness about the quality and excellence of work.

**General Requirements:**

- Operate within SLIATE Procedures/ Policies
- Operate within Government Procedures/ Policies

**Duties and Responsibilities:**

The consultant will be responsible for revising the relevant curriculums including;

- Identify the industrial requirement and the required improvements in existing curriculums
  - Design Focus Group Discussion (FGD) and Key Informant Interview techniques (KII) according to the given subject areas;
  - Conduct baseline survey /assessment;
- Coordinate with SLIATE officials on regular basis in conducting curriculum revisions;
- Revise the curriculum suited to modern technological environment and to accreditation of the programme with local and international Institutes.

**Deliverables:**

1. Draft curriculum of th relevant programme
2. Revised curriculum of the relevant programme
3. Report on the process including stakeholder consultations and workshops (PAC meeting).

**Note:** The consultant is expected to provide a financial statement with corresponding supporting documents for final payment.

**Confidentiality:**

The consultant/ Team of consultants are expected to maintain full confidentiality of all documentation are discretion in the dissemination of results.

The consultant may not utilize any documents without prior approval from the SLIATE.

**Consultancy Fees:**

Negotiable

**Note:** Please submit your financial proposal with your application

## **Application Process**

The application (in English) to be sent only as a hard copy by-hand or by registered post addressed to; Director General of SLIATE on or before 02.00 pm of 19<sup>th</sup> September 2018, by including the following documents.

- A cover letter, outlining motivation and summarizing relevant experience
- Suggestions for modifying the envisaged approach to the consultancy in order to deliver more effectively (if appropriate).
- Curriculum Vitae with full description of the applicant's profile and experience according to the given format
- Contact details from Institutes/ Organizations to identify the applicant's experience and relevant work experience

**Note-** It should be indicated as; "Consultancy to revise the curriculum of HND .....programme of Sri Lanka Institute of Advanced Technological Education (SLIATE)" on top left hand corner of the envelop.

E mails will not be accepted.

Enquiries & submission of proposals should be addressed to;

**Director General**  
**Sri Lanka Institute of Advanced Technological Education (SLIATE)**  
**No 320, "Janawathu Piyasa"**  
**T.B.Jayah Mawatha**  
**Colombo 10**  
**Tel: 011-2691630**  
**Fax: 011-2691319**  
**Email: [dg@sliate.ac.lk](mailto:dg@sliate.ac.lk)**

**Form of Bid**

**Name of the Contract: “SYLLABUS REVISION OF HND ..... PROGRAMME”**

To: Director General  
Sri Lanka Institute of Advanced Technological Education (SLIATE)  
No 320, “Janawathu Piyasa”  
T.B.Jayah Mawatha, Colombo 10.

Gentleman,

Having examined the standard Bid Document “SYLLABUS REVISION OF HND ..... PROGRAMME”,

We/ I the undersigned, offer to execute and complete such work to the satisfaction of the client (Director General, SLIATE) in conformity with the aforesaid conditions for the sum of Sri Lankan rupees.....

We/ I undertake, if our/ my Bid is accepted, to commence the works immediately and submit the draft revised syllabus (soft copy & hard copy) within three (3) months of signing the bid. Therefore, final revised syllabus (soft copy & hard copy) with all the recommended corrections will be submitted on the date given by the Director General of SLIATE.

*I accept the terms and conditions as outlined in the bid documents/ above.*

Name:.....

Signature: .....

Date:.....

***Approved by:***

Name:.....

Signature: .....

Date:.....