



TENDER DOCUMENT

TERMS OF REFERENCE FOR A COORDINATOR FOR CURRICULUM REVISION OF HNDT AGRICULTURE PROGRAMME OF SLIATE

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



**CALLING QUOTATION FOR A COORDINATOR FOR CURRICULUM REVISION OF
HNDT - AGRICULTURE PROGRAMME 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 a coordinator for curriculum revision of Higher National Diploma in Agriculture (HNDT- Agric.) programme 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 HNDT- Agriculture programme.
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 28th August 2018 to 18th September, 2018 or from our official web site: 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 18th September, 2018.
5. Bids must be delivered to the address given below on or before 02.00 pm of 19th 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.

MINISTRY OF HIGHER EDUCATION & HIGHWAYS
SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION

TERMS OF REFERENCE

Position Title: Coordinator for Revision of Curriculum in
HNDT Agriculture

Duration: 3 Months

Sri Lanka Institute of Advanced Technological Education (SLIATE) is one of the leading government institutions in higher education sector in Sri Lanka which has been established by the parliament act no 29 of 1995, and coming under the purview of the Ministry of Higher Education and Highways.

There are 19 Advanced Technological Institutes operated by **SLIATE** island wide having conducted a broad range of multi-disciplinary programs targeting at A/L qualified students in Sri Lanka. It functions as a Higher Educational Institute which offers fifteen Higher National Diploma (HND) courses at present. The main purposes of establishing SLIATE were to reform and restructure the entire technological education system in relation to the changing needs of economic development and to meet the manpower requirements at the technological level.

Project Background

Carrier opportunities in the field of technical and technological sector are expanding tremendously with the modern technology. Since, SLIATE has a responsibility to provide competent technological personal suitable to cater the current needs of the country and the world. Therefore, it is mandatory to assess the industrial requirement and undertake frequent curriculum revisions to meet the requirements of the Higher National Diploma in order to improve the standards of the diploma holders of SLIATE.

Program Goal: To revise the existing curriculum of the Higher National Diploma in Agriculture of SLIATE to develop competent personal in technical and technological streams.

Qualifications and Experience:

- Degree in Agriculture (BSc in Agriculture)
- Postgraduate qualification will be an added advantage
- 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 HNDT Agriculture programme.
- Developing competency standards for HNDT Agriculture programme
- Knowledge of working ethics of national universities, Higher Educational Institutes 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, 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 coordinator will be responsible for assisting the consultant and academic staff members in revising the relevant curriculums including;

- Identify the industrial requirement and the required improvements in existing curriculums
- Coordinate with SLIATE officials and the consultant on regular basis in conducting curriculum revisions;
- Designing field visits, training programmes/ industrial training and assignments for HNDT Agriculture new curriculum
- Developing relevant documents to achieve NVQ level 6 competency level and SLQF 4 for new HNDT Agriculture programme
- Coordinate with consultant to revise the curriculum suited to modern technological environment and to accreditation of the programme with local and international Institutes.

Deliverables:

1. Draft curriculum with relevant documents to achieve NVQ level 6 & SLQF 4 competency level for HNDT Agriculture programme
2. Designing field visits, training programmes and assignments for HNDT Agriculture new curriculum

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

Confidentiality:

The coordinator is expected to maintain full confidentiality of all documentation is discretion in the dissemination of results.

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

Coordinating 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, 19th September, 2018 by including the following documents.

- A cover letter, outlining motivation and summarizing relevant experience
- Suggestions for modifying the envisaged approach to the coordinating 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; "Coordinator to revise the curriculum of HNDDT Agriculture programme of Sri Lanka Institute of Advanced Technological Education (SLIATE)" on top left hand corner of 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

Form of Bid

Name of the Contract: “COORDINATOR FOR CURRICULUM REVISION OF HNDT AGRICULTURE 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 “COORDINATOR FOR CURRICULUM REVISION OF HNDT AGRICULTURE 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 within three (3) months of signing the bid. Therefore, final revised syllabus 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:.....