
**TERMS OF REFERENCE FOR RESOURCE PERSON ON DEVELOPING
ENGLISH FOR COMMERCE AND MANAGEMENT PROFESSIONALS**

TOR 5.3

Accelerating Higher Education Expansion and Development (AHEAD) operation

Project **ELTA-ELSE**

ELTA-ELSE Grant of the Faculty of Commerce and Management Studies (FCMS),
University of Kelaniya

AHEAD/RA2/ELTAELSE/KLN/FCMS/ OVAA/53

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1. BACKGROUND

Since English is the medium of instruction in all the undergraduate degree programmes in Commerce and Management Studies, the Faculty of Commerce and Management Studies (FCMS) of the University of Kelaniya understands the importance of English and is genuinely concerned about its responsibility to help students improve their English language proficiency during their four years of study. The medium of instruction poses a significant challenge for the vast majority of students who are not accustomed to studying in the English medium, although they have learnt English as an additional language at school. For this reason, continuous and substantial English language support is essential for the students in to function more efficiently in academic, professional, and social settings. At the same time, English opens up many valuable opportunities such as career prospects, internships and scholarships that are otherwise not available to the students. Activity 5 of the ELTA-ELSE - Faculty of Commerce and Management Studies (FCMS) project focuses on the enhancement of English language skills of the undergraduates of the faculty.

Under Activity 5.2, English for Specific Purposes modules will be introduced to address the more specific academic English needs of the Commerce and Management undergraduates.

2. THE OPERATION

FCMS expects to obtain the services of qualified industry experts on designing and developing the instructional materials for course modules in English for specific purposes, i.e. English for

Commerce and Management Professionals. Services of the Resource Person will be used to develop the content of the modules.

3. THE OBJECTIVE OF THE ASSIGNMENT

- To designing the content and instructional materials for the course modules on English for Commerce and Management Professionals.
- To identifying the Outcome-Based Education (OBE) methodologies and Learner-Centred Teaching (LCT) to be integrated into each tier of the modules.

4. SCOPE OF THE ASSIGNMENT

FCMS expects,

- The resource person to develop the content and instructional materials and Learner-Centred Teaching and Assessment methodologies for English for Commerce and Management Professionals.

5. KEY TASKS AND RELATED ACTIVITIES OF THE ASSIGNMENT

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

Key Task	Required Deliverable	Time
Planning, designing high-quality instructional materials for in-session English for Commerce and Management Professionals modules for the undergraduates of the University of Kelaniya	<ul style="list-style-type: none"> • A need analysis with a report on the findings (Students, Lecturers and the Professionals representing industry) • A proposal of the draft course outline 	03 Months (After signing the contract)
Identifying the Outcome-based Education (OBE) methodologies and Learner-Centred Teaching (LCT) to be integrated into each tier module	<ul style="list-style-type: none"> • A diagnostic test to identify the suitability of the content with the undergraduates 	

Attending meetings and workshops to discuss the relevant issues	<ul style="list-style-type: none"> • Finalized instructional materials in line with the specifications of the course as per the agreement. • A brief plan for each lesson that the resource person designs, detailing learning outcomes, lesson procedures, answer keys and assessment rubrics (where necessary). 	
Completing the assigned tasks in an accurate and timely manner		
Working collaboratively with the relevant activity coordinators as well as the other resource person		
Taking feedback on board and editing and redrafting materials as and when required.		

6. DURATION OF THE ASSIGNMENT

The contract will run for 03 Months from the date of signing the contract.

7. SCHEDULE OF PAYMENT

7.1. For the resource person, payment will be made as follows on the agreed contractual price

- a) 10% - Need analysis with the Report on findings
- b) 20% - Draft course outline and proposal, and Diagnostic test
- c) 30% Development of the course modules
- d) 40% Final course manual including teacher manuals

Payment Recommendation

A committee 03 members appointed by the Dean / Faculty of Commerce and Management Studies shall review the deliverables and recommend the payment.

8. REQUIRED QUALIFICATIONS & EXPERIENCE

- a. A first degree in English or a related discipline and/or a very high level of English language proficiency equivalent to CEFR C2.
- b. A postgraduate degree in English language teaching or an internationally recognized professional qualification in English language teaching such as CELTA, DELTA, Certificate in TESOL.
- c. At least 5 years of experience in English language teaching or Business Communication teaching in higher educational or professional contexts.
- d. Prior experience in materials development.

- e. Some editing and proofreading experience.
- f. An academic or professional background in management would be an added advantage.

*Along with the CV, the prospective applicant should submit a sample of materials developed by him/her.

9. METHOD OF SELECTION

In accordance with the procurement guideline of the Government of Sri Lanka.

10. REPORTING THE DELIVERABLES

The resource person shall closely coordinate and report to Activity Coordinator and Faculty Coordinator of Activity 5 – FCMS.

11. REQUIRED PROFESSIONAL COMPETENCIES

- High level of proficiency in written and spoken English equivalent to CEFR C2/IELTS Band 8/9
- Ability to design instructional materials to teach English for academic and professional purposes
- High level of IT literacy, especially in the areas of Word, Excel, email and internet.
- Ability to make things happen, meet deadlines and take feedback on board.
- Ability to create a shared purpose and function effectively in a team environment inspiring trust and cooperation of other team members

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 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 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.

13. PERSON IN CHARGE: Mr. B.S.S.U. Bandara