

Terms of Reference (TOR) for obtaining Individual Consultancy Service of a Senior Consultant for the Department of English Language Teaching (DELT) of The Open University of Lanka

1. INTRODUCTION

The Department of English Language Teaching (DELT) was established in January 2020 and has been serving a student population of over 12,000 annually, registered under all six (6) faculties of the OUSL. The DELT carries out all related duties with minimum staff and resources. Therefore, the increasing demand for new English programmes to meet academic and professional needs requires much input in terms of planning, designing, developing, training, and monitoring numerous activities entailed in its operations. Therefore, the service of a senior consultant is urgently needed in view of the complexity and volume of tasks entailed.

2. THE BACKGROUND THE CONSULTANCY

The New Programme, English for Academic Purposes (EAP) consisting of 3 levels is scheduled to commence in September of 2024. In preparation for this, the Elementary Level Course Book - Block 1 comprising 3 Units has been completed and is ready for printing. Simultaneously, Block 2, containing Units 4 to 6, is currently undergoing content and language editing and will be ready for print at the end of January 2024. In parallel, lesson writing pertaining to the generic skills course of the Advanced level, English for Specific Academic Purposes (ESAP), is underway.

In order to complete the objectives of the EAP Programme, there is a need to restructure EGAP's, Intermediate Level course to match that of the EAP Intermediate Level course objectives. In addition, there is a pressing need to create the Advanced Level ESAP courses that fit the unique language needs of different disciplines at OUSL. Further, there is a need to oversee the expansion of the online question bank in the LMS of The Open University (LearnOUSL) pertaining to the new EAP Programme.

3. THE OBJECTIVE OF THE CONSULTANCY

Monitor and oversee the restructuring and rewriting of the 6 units in the EGAP Course Book to conform to the Intermediate Level Course Learning Outcomes (CLOs) as outlined in the new EAP Curriculum. In addition, plan and formulate unit objectives, teaching-learning activities, and assessments, as well as oversee the lesson writing of the Advanced Level, English for Specific Academic Purposes (ESAP) for Social Sciences. Also, monitor the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP Course.

4. THE SCOPE OF THE CONSULTANCY

The scope of the consultancy is to –

- Monitor and oversee the restructuring and rewriting of the 6 units in the EGAP Course Book to conform to the Intermediate Level Course Learning Outcomes (CLOs) as outlined in the New EAP Curriculum.
- Plan and formulate objectives, teaching-learning activities, and assessments, as well as oversee the lesson writing of the 6 units of the Advanced Level - English for Specific Academic Purposes (ESAP) for Social Sciences.
- Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP Course.

5. KEY TASKS AND RELATED ACTIVITIES

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

Key Tasks	Required Deliverables	Time frame (After signing the contract)
Intermediate Level (EAP) Course <ul style="list-style-type: none"> • Restructuring of Unit 1 - of the EGAP Course Book to conform to the Intermediate Level CLOs as outlined in the New EAP Curriculum. 	<ul style="list-style-type: none"> • Restructuring of Unit 1 – Report on meeting/s with the course team to discuss aspects that need to be restructured and provide soft copies of the restructuring plan to the DELT for approval. 	Month 1
Question Bank <ul style="list-style-type: none"> • Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> • Report on the activity related to the online question bank and onsite examinations to the DELT <i>(# The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	
Advanced Level (ESAP) Course English for Social Studies <ul style="list-style-type: none"> • Unit 1 - Plan, and formulate unit objectives, and align teaching-learning activities with learning outcomes. 	<ul style="list-style-type: none"> • Provide softcopies of Unit 1 – Session 1 - 3 (integrated skills) to the DELT for approval. 	

<p>Intermediate Level (EAP) Course</p> <ul style="list-style-type: none"> • Restructuring of Unit 2 - of the EGAP Course Book to conform to the Intermediate Level CLOs as outlined in the New EAP Curriculum. 	<ul style="list-style-type: none"> • Restructuring of Unit 2 – Report on meeting/s with the course team to discuss aspects that need to be restructured and provide soft copies of the restructuring plan to the DELT for approval. 	Month 2
<p>Question Bank</p> <ul style="list-style-type: none"> • Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> • Report on the activity related to the online question bank and onsite examinations to the DELT. <i>(# The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> • Unit 2 - Plan, and formulate unit objectives, and align teaching-learning activities with learning outcomes. 	<ul style="list-style-type: none"> • Provide softcopies of Unit 2 – Session 1 - 3 (integrated skills) to the DELT for approval. 	
<p>Intermediate Level (EAP) Course</p> <ul style="list-style-type: none"> • Restructuring of Unit 3 - of the EGAP Course Book to conform to the Intermediate Level CLOs as outlined in the New EAP Curriculum. 	<ul style="list-style-type: none"> • Restructuring of Unit 3 – Report on meeting/s with the course team to discuss aspects that need to be restructured and provide soft copies of the restructuring plan to the DELT for approval. 	Month 3
<p>Question Bank</p> <ul style="list-style-type: none"> • Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> • Report on the activity related to the online question bank and onsite examinations to the DELT <i>(# The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> • Unit 3 - Plan, and formulate unit objectives, and align teaching-learning activities with learning outcomes. 	<ul style="list-style-type: none"> • Provide softcopies of Unit 3 – Session 1 - 3 (integrated skills) to the DELT for approval. 	

<ul style="list-style-type: none"> • Intermediate Level (EAP) Course Restructuring of Unit 4 - of the EGAP Course Book to conform to the Intermediate Level CLOs as outlined in the New EAP Curriculum. 	<ul style="list-style-type: none"> • Restructuring of Unit 4 – Report on meeting/s with the course team to discuss aspects that need to be restructured and provide soft copies of the restructuring plan to the DELT for approval. 	
<p>Question Bank</p> <ul style="list-style-type: none"> • Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> • Report on the activity related to the online question bank and onsite examinations to the DELT <i>(# The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	Month 4
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> • Unit 4 - Plan, and formulate unit objectives, and align teaching-learning activities with learning outcomes. 	<ul style="list-style-type: none"> • Provide soft copies of Unit 4 – Session 1 - 3 (integrated skills) to the DELT for approval. 	
<p>Intermediate Level (EAP) Course</p> <ul style="list-style-type: none"> • Restructuring of Unit 5 - of the EGAP Course Book to conform to the Intermediate Level CLOs as outlined in the New EAP Curriculum. 	<ul style="list-style-type: none"> • Restructuring of Unit 5 – Report on meeting/s with the course team to discuss aspects that need to be restructured and provide soft copies of the restructuring plan to the DELT for approval. 	
<p>Question Bank</p> <ul style="list-style-type: none"> • Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> • Report on the activity related to the online question bank and onsite examinations to the DELT <i>(# The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	Month 5
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> • Unit 5 - Plan, and formulate unit objectives, and align teaching-learning activities with learning outcomes. 	<ul style="list-style-type: none"> • Provide softcopies of Unit 5 – Session 1 - 3 (integrated skills) to the DELT for approval. 	

<p>Intermediate Level (EAP) Course</p> <ul style="list-style-type: none"> Restructuring of Unit 6 - of the EGAP Course Book to conform to the Intermediate Level CLOs as outlined in the New EAP Curriculum. 	<ul style="list-style-type: none"> Restructuring of Unit 6 – Report on meeting/s with the course team to discuss aspects that need to be restructured and provide soft copies of the restructuring plan to the DELT for approval. 	Month 6
<p>Question Bank</p> <ul style="list-style-type: none"> Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> Report on the activity related to the online question bank and onsite examinations to the DELT <i>(# The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> Unit 6 - Plan, and formulate unit objectives, and align teaching-learning activities with learning outcomes. 	<ul style="list-style-type: none"> Provide soft copies of Unit 6 – Session 1 – 3 (integrated skills) to the DELT for approval. 	
<p>Intermediate Level (EAP) Course</p> <ul style="list-style-type: none"> Monitor and oversee – Lesson Writing of Unit 1 	<ul style="list-style-type: none"> Lesson Writing - Unit 1 Report on meeting/s with the course team to discuss progress in lesson writing. (Liaise with lesson writers, and revise based on content editor comments) 	Month 7
<p>Question Bank</p> <ul style="list-style-type: none"> Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> Report on the activity related to the online question bank and onsite examinations to the DELT <i>(# The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> Unit 1 - Monitor and oversee the lesson writing of the ESAP for Social Sciences 	<ul style="list-style-type: none"> Report on meeting/s with the course team to discuss the progress of lesson writing for Unit 1 – Session 1 - 3 (Liaise with lesson writers, and revise based on content editor comments) 	

<p>Intermediate Level (EAP) Course</p> <ul style="list-style-type: none"> Monitor and oversee – Lesson Writing of Unit 2 	<ul style="list-style-type: none"> Lesson Writing - Unit 2 Report on meeting/s with the course team to discuss progress in lesson writing. (Liaise with lesson writers, and revise based on content editor comments) 	
<p>Question Bank</p> <ul style="list-style-type: none"> Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> Report on the activity related to the online question bank and onsite examinations to the DELT <i>(# The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	Month 8
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> Unit 2 - Monitor and oversee the lesson writing of the ESAP for Social Sciences 	<ul style="list-style-type: none"> Report on meeting/s with the course team to discuss progress of lesson writing for Unit 2 – Session 1 -3 (Liaise with lesson writers, and revise based on content editor comments) 	
<p>Intermediate Level (EAP) Course</p> <ul style="list-style-type: none"> Monitor and oversee – Lesson Writing of Unit 3 	<ul style="list-style-type: none"> Lesson Writing - Unit 3 Report on meeting/s with the course team to discuss progress in lesson writing. (Liaise with lesson writers, and revise based on content editor comments) 	
<p>Question Bank</p> <ul style="list-style-type: none"> Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. 	<ul style="list-style-type: none"> Report on the activity related to the online question bank and onsite examinations to the DELT <i>(# The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	Month 9
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> Unit 3 - Monitor and oversee the lesson writing of the ESAP for Social Sciences 	<ul style="list-style-type: none"> Report on meeting/s with the course team to discuss the progress of lesson writing for Unit 3 – Session 1-3 (Liaise with lesson writers, and revise based on content editor comments) 	

<p>Intermediate Level (EAP) Course</p> <ul style="list-style-type: none"> Monitor and oversee – Lesson Writing of Unit 4 	<ul style="list-style-type: none"> Lesson Writing - Unit 4 Report on meeting/s with the course team to discuss progress in lesson writing. (Liaise with lesson writers, and revise based on content editor comments) 	Month 10
<p>Question Bank</p> <ul style="list-style-type: none"> Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> Report on the activity related to the online question bank and onsite examinations to the DELT <i>[#] The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> Unit 4 - Monitor and oversee the lesson writing of the ESAP for Social Sciences 	<ul style="list-style-type: none"> Report on meeting/s with the course team to discuss the progress of lesson writing for Unit 4 – Session 1 -3. (Liaise with lesson writers, and revise based on content editor comments) 	
<p>Intermediate Level (EAP) Course</p> <ul style="list-style-type: none"> Monitor and oversee – Lesson Writing of Unit 5 	<ul style="list-style-type: none"> Lesson Writing - Unit 5 Report on meeting/s with the course team to discuss progress in lesson writing. (Liaise with lesson writers, and revise based on content editor comments) 	Month 11
<p>Question Bank</p> <ul style="list-style-type: none"> Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> Report on the activity related to the online question bank and onsite examinations to the DELT <i>[#] The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> Unit 5 - Monitor and oversee the lesson writing of the ESAP for Social Sciences 	<ul style="list-style-type: none"> Report on meeting/s with the course team to discuss the progress of lesson writing for Unit 5 – Session 1 - 3 (Liaise with lesson writers, and revise based on content editor comments) 	

<p>Intermediate Level (EAP) Course</p> <ul style="list-style-type: none"> • Monitor and oversee – Lesson Writing of Unit 6 	<ul style="list-style-type: none"> • Lesson Writing - Unit 6 Report on meeting/s with the course team to discuss progress in lesson writing. (Liaise with lesson writers, and revise based on content editor comments) 	
<p>Question Bank</p> <ul style="list-style-type: none"> • Oversee the work produced by the setters, moderators, and feeders of the questions to the Online Question Bank and the onsite examinations (CAs & Final Exams) of the new EAP course. # 	<ul style="list-style-type: none"> • Report on the activity related to the online question bank and onsite examinations to the DELT <i>(# The number of questions that will be uploaded, and the onsite CAs and Final Exam questions, will vary depending on the number sent in by the setters, moderators, and feeders)</i> 	Month 12
<p>Advanced Level (ESAP) Course English for Social Studies</p> <ul style="list-style-type: none"> • Unit 6 - Monitor and oversee the lesson writing of the ESAP for Social Sciences 	<ul style="list-style-type: none"> • Report on meeting/s with the course team to discuss the progress of lesson writing for Unit 6 – Session 1-3 (Liaise with lesson writers, and revise based on content editor comments) 	

6. DURATION OF THE ASSIGNMENT

The consultancy period shall be for a period of 12 months.

7. MODE OF PAYMENT

A consultancy fee of LKR. 120,000.00 will be paid monthly based on the successful completion of the key tasks mentioned above and the submission of the final report to the satisfaction of the Department of English Language Teaching.

8. REQUIRED QUALIFICATIONS

- I. A Senior Lecturer with a PhD in the use of online technology in English Language teaching from a recognized university
- II. A recognized qualification in online teaching and training.

EXPERIENCE

- I. Experienced Senior academic in a state university or non-state institution preferably in a Distance Education Institution
- II. A minimum of 10 years experience in the following areas:
 - Experience in planning developing and delivering English language online / blended courses.
 - Experience in teaching and training tutors and students in the English language.
 - Experience in online assessment and testing.

9. METHOD OF APPOINTMENT

Selection of Individual Consultant

10. OWNERSHIP OF THE ASSIGNMENT

- I. The consultant must not divulge data to any other party and maintain confidentiality.
- II. The consultant must sign an agreement with the OUSL.

