

TERMS OF REFERENCE

RESOURCE PERSON

DEVELOPMENT OF ESP COURSE MODULES FOR THE YEAR 1 ENGLISH PROGRAMME

Accelerating Higher Education Expansion and Development Operation (AHEAD) ELTA-ELSE ,
Faculty Level DP, Faculty of Dance & Drama

Name of sub-activity: Resource Person contract for the Integrating the ESP course modules into the year 1 English programme and offering them to students (3.1)

TOR No: AHEAD/RA2/ELTAELSE/VAPA/DD/OVAA/7

Sub Activity No: 3.1

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.

The undergraduates of Faculty of Dance & Drama are offered five English courses. For the first-year students, two English courses offered (ELTU 11015 -semester 1; and ELTU 12025 -semester 2). Both these courses are regarded as compulsory. The existing English syllabi for the year 1 English programme has been implemented from the year 2018 and consist of a total of 300 student contact hours.

Since the Faculty is in the process of introducing identified course units in the medium of English, in addition to enhancing the dance and drama undergraduates' general English proficiency, it has been decided to revise the existing curriculum for the ELTU 12021 course titled "English for General and Academic Purposes: Pre-intermediate Level" so as to integrate ESP lesson modules which would focus on English for Specific Purposes (ESP). Given the fact that the two performing arts degree programmes on offer are honours degrees in the subjects of dance and drama, it is expected that the ESP lesson modules developed by the resource person focus on teaching English as a second language by integrating subject-related content from these two particular fields of study.

The lesson modules thus developed should be compatible with the hybrid mode of delivery whereby the content will be taught using face-to-face as well as technology-enhanced teaching practices. Hence, in the proposed activity, it is expected to obtain the expertise of the resource person to develop ESP teaching materials for the first year, second semester English course which will be revised to include an ESP component.

It is anticipated that the inclusion of these modules will provide exposure to subject related content-embedded lessons that would provide students with the necessary input required for developing English language proficiency that would support them in enhancing their learning and knowledge acquisition of their main subjects while also promoting the development of English language skills. They would then be able to learn subject-related vocabulary/ jargon, functional use of the language as students/practitioners in the field of performing arts; and read and understand subject-related content to a large extent. This, in turn, would further promote their motivation and interest in learning English at the undergraduate level.

2. Objectives of the Assignment

- (a) Review the existing English syllabus (ELTU 12025) to identify the opportunities for developing appropriate ESP materials and incorporate ESP topics.
- (b) Provide an inception report on proposed activity plan and methods of implementation.
- (c) Conduct a needs analysis in order to identify what needs to be included in the ESP modules.
- (d) Develop ESP lesson modules that would cover 60 hours of teaching time and 40 hours' worth of supplementary self-learning ESP materials .
- (e) Pilot the initial module/s to get feedback and revise accordingly.
- (f) Train the teaching staff of the DELT to use the developed material and on how to develop ESP modules.

3. Scope of the Assignment

The resource person is expected to use his/her expertise in order to develop the ESP modules which would be meant for the year 1 undergraduates following subjects in the performing arts stream. By talking to the staff and students of the faculty and conducting a formal needs analysis, s/he is expected to come up with the best methods/approaches for the development of the ESP lessons.

The initial module/s should be piloted and based on the feedback from the faculty, DELT staff as well as the students, revisions should be made before continuing the task. From time to time, the developed ESP lessons should be sent to the DELT for them to provide feedback.

It is also anticipated to obtain the resource person's expertise on developing ESP modules for the DELT teaching staff so that the activity can be sustained in the future. Moreover, s/he is expected to work closely with the Head and staff of the DELT and ensure that the deliverables are made timely.

4. Tasks to be Completed by the Resource Person

- (a) Evaluation of the existing curriculum of the course module (ELTU 12025).
- (b) Identify what needs to be incorporated into the ESP modules through discussions and a needs analysis.
- (c) Provide an inception report on the proposed activities and the implementation plan.
- (d) Develop the initial ESP module/s and pilot it to get feedback from the students.
- (e) Revise the module/s based on the student and staff feedback.
- (f) Development the ESP modules that would cover 60 hours of direct student contact hours 40 hours' worth of supplementary self-learning ESP materials.
- (f) Get feedback and revise at intermittent points during the activity.
- (g) Conduct a training for the DELT staff on how to develop ESL lessons effectively.
- (h) Submission of the draft report.
- (i) Submission of the final report with the ESP modules that were developed.

5. Duration; 6 months

No.	Task	2021				2022		
		Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	Evaluate the existing curriculum and proposed curricula of the course module (ELTU 12025)	X						
2	Identify what needs to be incorporated into the ESP modules through discussions and a needs analysis.	X						
3	Provide an inception report on proposed activities and implementation plan		X					
4	Develop the initial module/s and pilot it to get feedback from the students.		X					
5	Revise the module/s based on the student and staff feedback			X				
6	Continue to develop the ESP modules (both a teacher's copy and a student's copy) and supplementary materials.			X	X	X	X	
7	Get feedback and revise at intermittent points during the activity.				X		X	
8	Conduct a training for the DELT staff on how to develop ESL lessons effectively.						X	
9	Submit the draft report						X	

10	Submit the final report with the completed and finalized ESP modules							X	
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6. Qualifications & Experience

A prospective resource person is expected to be a graduate in the relevant field/s, with postgraduate qualifications. He/she must be an expert on developing lesson material for teaching English as a Second Language. S/he should have some experience in developing ESP content at tertiary level. The resource person should have related experience in the university system or higher education institution for a minimum of 8 years.

7. Facilities Granted by the Client

- Assistance for gathering the necessary information
- Logistical arrangements for the training session (No separate payment is possible for conducting the training under this contract)
- IT facilities
- Office facilities (if required)

8. Reporting Obligations

The resource person has to report to the Project Coordinator. Monthly reports need to be submitted highlighting the progress. Once the tasks are completed, a draft report has to be submitted to be evaluated by the review committee. The submission of the final report has to be made within two weeks after the review committee accepts the draft report. The final payment installment of the resource person fee will be paid upon the review committee's approval for the final report, and the submission of other relevant documents and materials.

9. Payment Schedule

Total allocation: SLR 300,000.00

Method of payment is described below.

- (a) 15% of the total fee will be paid at the completion of the need's analysis, pilot study and the finalized initial ESP module/s.
- (b) 35 % at the completion of all the ESP modules (including the teacher's copies and the student's copies) that can be used for 60 student contact hours and 40 hours worth of supplementary self-learning ESP materials).

- (c) 15% at the completion of training for the DELT staff members on how to develop ESP modules.
- (d) 35% after the recommendation of the final report.

10. Method of Application

Prospective candidates with relevant qualifications should send in their application with a proposal of 3-5 pages about the task and method/s of implementation. A comprehensive Curriculum Vitae including information highlighting competencies in relation to the proposed activity must be submitted with the proposal.

11. Method of Selection

Individual Consultant Competitive (IC-C) bidding method as authorized by the Regional Procurement Committee-Minor (RPC-minor)

12. Composition of monitoring committee on the resource person's work and procedures and inception report

- Coordinator of the project
- A senior academic appointed by the relevant Faculty Board
- Activity Coordinator –

Frequency of monitoring: Bimonthly (as decided by the Project Team)

13. Composition of the Review Committee

- Dean of the Faculty of Dance & Drama
- Head of Department of English Language Teaching
- Project Coordinator

Frequency of Review: Bimonthly

14. 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.

15. **Activity Coordinator:** Dr. R.M.S.N. Embogama