NOTICE OF VACANCY

AHEAD PROJECT - FACUTY OF MANAGEMENT AND FINANCE,

UNIVERSITY OF RUHUNA.

CONSULTANT ON DESIGN, DEVELOPMENT AND INSTALLATION OF EXAMINATIONS MANAGEMENT INFORMATION SYSTEM (EMIS)

OBJECTIVE

- Develop, implement operationalize and maintain a user-friendly, interactive, web-based computerized Examinations Management Information System (EMIS) for functioning all examination activities of the University of Ruhuna.
- Improve the university examination activities by achieving transparency and accuracy by embedding best practices and processes into all its operations, ensuring the confidentiality of the examination process and data.
- Automate the existing manual activities of the examination management and integrate with the existing Ruhuna University Management Information System (RUMIS) and the Faculty/Unit Information Systems in a secure way.
- Making the University, Faculties, and Units examination management process with minimum paper-based activities and providing essential documentary pieces of evidence where necessary.
- Allowing timely, secure, and transparent storage of data, easy handling of storage, processing, and retrieval of large quantities of data, the flow of information, searching and sorting of specific information uniformly, accurately & quickly, and easy generation of reports.
- It is expected that a fully operational EMIS will become an invaluable tool to aid decision-making in the University, the Faculties, and the Units.

SCOPE OF THE CONSULTANCY

The overall scope of the consultancy is to provide all sorts of support that is required to establish a fully functional EMIS which provides effective and efficient collection, integration, processing, maintenance, and dissemination of data and information to support decision making, planning, policy analysis, monitoring and evaluation about the student's assessment system of the postgraduate and degree programs and the other programs of the Distance and Continuous Education Unit of the University of Ruhuna. The incumbent will be responsible for needs assessment, analysis, designing, establishment, and maintenance of the EMIS as well as training the end-users in using the system.

REQUIRED QUALIFICATIONS & EXPERIENCE

➢ **Qualifications & Experience of the Firm**

- The consultant firm should be an experienced Consultancy Firm well established with at least 5 years of prior work experience in content and software development.
- Prior experience in developing learning-related content and software development for state education agencies.
- ICTA Recognition.
- Minimum Staff Capacity 10.
- Previous experience with Government Institutions.
- Audited Financials for the last 3 years.
- Experience in conducting technical training sessions for professionals.
- Previous experience in developing LMSs for Education Institutes.

➢ **Required Professional Competencies of the Firm**

- Strong background and/or recognized professional experience and status in the design and development of Management Information Systems.
- Ability to work in partnership with and train staff in the operation of the information systems to ensure sustainability.
- Ability to interact with administrative staff in the university, project coordinator, and activity coordinator.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.

➢ **Qualification and Experience of Key Experts required for this assignment:**

No	Team member	Qualifications	Experience
1	Team Leader	Bachelor's degree in engineering or IT or Physical Science or equivalent.	At least 10 years of prior work experience in content and software development. Prior experience in developing learning-related content and software development for state education agencies.
2	Software Engineer	Bachelor's degree in engineering or IT or equivalent.	At least 5 years of prior work experience in software development.

➢ **Required Professional Competencies of the Key Experts**

- The experience and ability to develop and maintain learning platforms and apps.
- The experience and ability to develop content that is suitable for learning platforms and apps.
- The ability to work closely with academics in order to help them develop content that can be used on platforms and apps.
- The ability to analyze and resolve implementation issues promptly and efficiently.
- ability to interact with senior academics of the university system and the Operation

- Monitoring and Support Team (OMST) of AHEAD.
- The ability to function effectively in a team environment inspiring trust and cooperation of other team members.
- Strong communication and negotiating skills and good interpersonal relations.
- A high level of proficiency in written and spoken English.

MODE OF PAYMENT

Payment will be done for each task after completion as follows:

Key Task	Required Deliverable	Payment Percentage (%)
1. Detailed requirement analysis	Detailed requirement analysis and work plan for the setting up of the EMIS.	-
2. Proposal of the design and technical solution	Development plan and technical solution for EMIS. (EMIS System Design and Architecture)	08%
3. Development and implementation of the EMIS	A series of pilot EMIS versions. A detail technical report on the operations of EMIS. Progress reports of the assignment	12%
4. Submission of the refined final version of the software	Supply and installation of finalized version of EMIS. Progress reports of the assignment.	60%
5. Submission of the user manuals, training materials and completion of training	User manuals Training materials User training Overall progress reports of the assignment.	08%
6. After service and maintenance	Progress report on service and maintenance.	12%
Total		100%

DURATION OF THE ASSIGNMENT

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

Interested candidates must submit their **company profile, other documents, and any other relevant certificates together with a Referee Report** to reach the **Project Coordinator, AHEAD Project, Faculty of Management and Finance, University of Ruhuna, Wellamadama, Matara** on or before **02nd November 2022.**

A candidate who satisfies the mentioned criteria will be selected, and the decision of the coordinator in this regard shall be final and conclusive.

W.M. Rohan Laksiri
Project Coordinator,
AHEAD ELTA-ELSE Project,
Faculty of Management and Finance
19th October 2022