NOTICE OF VACANCY

AHEAD PROJECT - FACUTY OF MANAGEMENT AND FINANCE,

UNIVERSITY OF RUHUNA.

CONSULTANT ON DEVELOPING AN SYSTEM FOR MONITORING INTERNSHIP PROGRAMME

INTERNSHIP MANAGEMENT INFORMATION SYSTEM (IMIS)

OBJECTIVE

- Develop and implement an online system for assessing the internship programme for the functioning of the faculty internship activities.
- Improve the faculty internship activities by achieving transparency and accuracy by embedding best practices and processes.
- Automate the existing manual activities of the internship programme and integrate with the existing Ruhuna University Management Information System (RUMIS) and Faculty of Management Student Information System (FOMSIS) securely.
- Reduce the paper-based activities of internship activities and improve the accuracy of evaluation process.
- Allowing timely, secure and transparent storage of data, easy handling of storage, processing large quantities of data accurately & quickly.

SCOPE OF THE CONSULTANCY

The overall scope of the online system for assessing the internship programme is to provide all sorts of support that is required to establish an accurate and transparent information system to support decision making, monitoring and evaluation in relation to the students' assessment system of the BBA degree programme, Faculty of Management and Finance.

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 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, Physical Science or IT or equivalent	At least 5 years of prior work experience in software development

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 IMIS	-
2. Proposal of the design and technical solution	Development plan and technical solution for IMIS (IMIS system design and architecture)	8%
3. Development and implementation of the IMIS	A series of pilot IMIS versions A detail technical report on the operations of IMIS Progress reports of the assignment	12 %
4. Submission of the refined final version of the system	Supply and installation of finalized version of IMIS 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	8%
6. After service and maintenance	Progress report on service and maintenance within the period. (Progress report should be submitted for each six months)	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