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**TERMS OF REFERENCE (TOR)**

**FOR**

**CONSULTANCY OF DESIGNING, DEVELOPING AND UPGRADING THE  
NEW INFORMATION MANAGEMENT SYSTEM OF THE FACULTY OF  
ARTS**

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Accelerating Higher Education Expansion and Development (AHEAD) operation  
Project AHEAD/RA2/ELTAELSE/PDN/FOA/CON/15  
(AHEAD/RA2/ELTAELSE/PDN/FOA/CON/TOR 15)

**1. BACKGROUND**

Under activity 3 of the AHEAD Project, Information Management System (IMS) of Faculty of Arts has been upgraded with new features to meet the most recent IMS requirements to improve administrative performance of the faculty and to offer better student participatory experience. However, the Faculty of Arts still requires a further upgrading for the new IMS with the most up-to-date functions of generating SMS alerts and auto generated emails, an interface for students to update details (including health) and online payment gateway for students' payments. Therefore, sub-activity 3 of the Activity 3 of the ELTA\_ELSE (DP), aims to update the newly upgraded Information Management System of the Faculty of Arts by incorporating the above-mentioned features.

**2. THE OBJECTIVE OF THE CONSULTANCY**

The objective of the proposed consultancy is to seek external experts to provide the following services:

- 2.1 Set up the facility for sending SMS alerts and auto generated emails
- 2.2 Create an interface for students to update details (including health)
- 2.3 Set up an online payment gateway for students' payments

**3. SCOPE OF THE CONSULTANCY**

The scope of the external expert consultancy covers:

- 3.1 Create facility to send SMS alerts and auto generated emails on the status of subject registration, preparation of detailed certificates and transcripts
- 3.2 Generate common messaging system to all students on deadline reminders, examination notifications etc.
- 3.3 Send SMS and emails regarding notices issuing by the faculty
- 3.4 Create an interface for students to update details ( including health status) and to obtain detailed report by the faculty
- 3.5 Establish online payment gateway for students' payments

#### **4. KEY TASKS AND RELATED ACTIVITIES**

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

- 4.1 Review the existing Faculty Information Management System
- 4.2 Upgrade the Faculty Information Management System with the required features stated in 3.
- 4.3 Provide 3 year-maintenance facility with free of charge

#### **5. THE DOCUMENTS**

The applicants should ensure to attach the following documents separately:

1. Technical proposal
2. Financial proposals

#### **6. DURATION OF THE ASSIGNMENT**

- 6.1 The contract will run for **two (02) months** from the date of signing the contract.
- 6.2 The interested party should provide an EOI (Expression of Interest) within two weeks' time after displaying the web-advertisement at the university web page.
- 6.3 The selected party should sign the contract when it is awarded. Then, the agreement between two parties should be signed within two weeks' time.
- 6.4 A draft version of the assignment should be presented within a month of signing the contract.

#### **7. PAYMENTS AND PAYMENT CONDITIONS**

The mode of payment and conditions are specified below:

- 7.1 10 % of the total value will be paid after signing the contract
- 7.2 40 % of the total value will be paid after accepted of the draft version
- 7.3 40 % of the total value will be paid on the submission and accepted of the complete final version
- 7.4 10 % retention will be kept for the period of one (01) academic year plus three (03) months

#### **8. REQUIRED QUALIFICATIONS AND EXPERIENCE**

The team should consist of the personnel with the postgraduate degree qualifications plus at least five (05) years' experience in the following areas.

- Software Engineering
- Web Developing
- Management Information Systems

## **9 REPORTING THE DELIVERABLES**

The consultant shall closely coordinate and report to Coordinator of the Assignment and/or the person or the team request by the Coordinator.

Demonstrations will be made on the request of the Coordinator in addition to the time duration mentioned in this document.

## **10 COORDINATOR OF THE ASSIGNMENT**

Dr. Malini Balamayuran, Activity Coordinator – Activity 3, AHEAD, ELTA-ELSE, Faculty Development Project, Faculty of Arts, University of Peradeniya.

## **11 OWNERSHIP OF THE SOFTWARE (WHOLE SYSTEM)**

Faculty of Arts, University of Peradeniya