Center for Pedagogy
established under the sub-project titled
Pedagogical Development at Undergraduate and Master’s Level
Sub-Project: CP 3357

Higher Education Quality Enhancement Project (HEQEP)
University Grants Commission, Bangladesh

School of Liberal Arts and Social Sciences (SLASS)
Independent University, Bangladesh
Plot No. 16, Block-B, Aftabuddin Ahmed Road, Bashundhara, Dhaka

TERMS OF REFERENCE
for
Resource person for module development and conference preparation
(Package No S-4)

1. Background

The Government of the Peoples Republic of Bangladesh has undertaken the Higher Education Quality Enhancement Project (HEQEP) with the support of the International Development Association (IDA). The University Grants Commission of Bangladesh is the implementing agency of the Project. The HEQEP will comprise of four components: (1) promotion of academic innovation in teaching, learning and research through an Academic Innovation Fund (AIF) allocating funds to universities on a competitive basis; (2) institutional capacity building at the University Grants Commission (UGC) and the universities; (3) connectivity capacity building for universities and research centers through the development of Bangladesh Research and Education Network (BdREN); and (4) support to the operation of the project implementation unit (HEQEPU). The Center for Pedagogy established under the HEQEP-funded sub-project titled Pedagogical Development at Undergraduate and Master’s Level at Independent University, Bangladesh will engage a resource person for developing a pedagogy module for IUB and for organizing a pedagogy conference.

2. Objectives of the Sub-project

The School of Liberal Arts and Social Sciences (SLASS), Independent University, Bangladesh is implementing a sub-project entitled Pedagogical Development at Undergraduate and Master’s Level under the HEQEP, UGC Bangladesh. The general objectives of the sub-project are:
- Enhancement of pedagogical skills of the academic staff of all schools of the university.
• Address practical concerns of classroom teaching practice as well as theoretical issues associated with tertiary level teaching.
• Make a common general standard for all modules and courses that are being offered at the university and establish some assessment tools and mechanisms to maintain this standard.
• Develop a platform so that faculties can exchange their classroom problems and find remedies.
• Build a website to facilitate virtual interaction among teachers and students for developing the quality of teaching and learning environment.
• Build a resource corner with related books, research monographs of (I)NGOs and renowned research institutions, peer-reviewed journals, and government policies/reports.
• Develop a network to share knowledge and experience of other institutions.

3. Objectives of the Assignment

Engaging a resource person for implementation of academic and administrative tasks required to organize an international conference in the broader area of pedagogy is the key objective of this assignment. The conference aims to bring together scholars, academicians, researchers, faculty members and students of various disciplines including but not limited to social sciences and humanities. The Center for Pedagogy established under the sub-project titled ‘Pedagogical Development at Undergraduate and Master’s Level’ at IUB strongly encourages exchange of ideas on various issues of tertiary pedagogy, forges greater cooperation between pedagogy experts and researchers of Bangladesh origin and the rest of the world and promotes this in the wider sphere of the academia. It will provide a platform for researchers and practitioners to actively share their experiences and research findings.

4. Scope of Services of Resource Person

The resource person will design the detailed planning of the conference in consultation with the sub-project management team. The tasks assigned to him should be delivered upon approval of the sub-project management team. The performance of the resource person will be evaluated both in terms of time dedicated by him and required tasks accomplished by him. He will be responsible for, but not limited to the following tasks:

a. Preparing the call for paper;
b. Reviewing and selecting abstracts;
c. Composition of panel;
d. Designing and printing invitation card;
e. Managing registration for the conference participants;
f. Selecting and contacting chief guest & special guests;
g. Selecting conference venue;
h. Preparing schedule and budget details;
i. Arranging government approval and security permission;
j. Organizing press conference & promotion;
k. Designing and printing conference brochure and proceedings;
l. Issuing certificates;
m. Selecting volunteers as needed;

n. Synchronizing programs;

o. Arranging food during the conference;

p. Arranging accommodation and other logistics for international guests;

q. Providing medical and fast aid support at the venue;

r. Receiving international guests from airport to hotel and taking guests from hotel to conference venue;

s. Contacting vendors;

t. Communicating with the sponsors if needed;

u. Preparing a complete presentation list and schedule;

v. Corresponding to the session chairs, participants and paper presenters;

w. Writing up a summary of each session;

x. Assisting in research report writing;

y. Developing a complete module for tertiary pedagogy for IUB; and

z. Disseminating the newly developed pedagogy module among the stakeholders at IUB.

5. Counterpart Support

The Center for Pedagogy under the sub-project at Independent University, Bangladesh will provide office space, logistics and institutional support.

6. Reporting Arrangement

The resource persons will report directly to the Sub-project Manager (SPM) and the Deputy Sub-project Manager (DSPM). The consultant will update the SPM team weekly basis and will have regular planning and revision meetings (fortnightly) with the SPM Team.

7. Expected Outputs

The outputs can be, but not limited to the followings:

a. A complete module for tertiary pedagogy at IUB

b. Budget of the conference

c. Call for paper

d. Abstracts (collected and sorted)

e. Panel

f. Invitation card

g. List of guests and panelists

h. Conference venue (confirmed)

i. Schedule of the conference

j. Approval from the government and security clearance

k. Press conference and adequate promotional activity

l. Brochure of the conference and the proceeding

m. Certificates to the authors, panelists, session chairs, organizers, etc.

n. Food (menu selected and arranged)

o. Accommodation for International guests (confirmed)

p. Medical and fast-aid support (prepared)
8. **Qualifications and Experience**

The resource persons will preferably be holding a post-graduate degree with experience in conducting conference. He will be required to possess the following:

a. At least a Masters Degree in any discipline, preferable in pedagogy and education from any reputed university.

b. First-hand experience in conducting conference, seminar and workshop.

c. Minimum three years of experience in empirical research conducted individually or as consultant. Some university-level teaching experience is preferable.

d. Prior experience as research trainer/facilitator is taken as an additional quality.

e. Demonstrated proficiency in writing and speaking both English and Bengali.

9. **Duration of Service**

Recruiting the resource person requires the presence of once in a week at least. The estimated duration of the assignment is sixty working days over a period of eight months. The expected commencement of the assignment is contingent upon the initiation of the conference preparation in early 2016. However, the duration of the assignment may be increased or reduced according to the requirement of the Center under the sub-project as determined by HEQEP.

10. **Selection Criteria**

Individual Consultants will be selected following the procurement rules applicable for the sub-project on the basis of their relevant working experience.
Application Submission

[Location: dd/mm/yy]

To:
The Sub-Project Manager
Sub-Project: Pedagogical Development at Undergraduate and Master's Level (CP - 3357)
School of Liberal Arts and Social Sciences (SLASS)
Independent University, Bangladesh

Dear Sir

I am hereby submitting my Application to provide the consulting Services for External Peer Review in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name
Address:
Tel:

Attachment:
# Curriculum Vitae (CV) of the Applicant

<table>
<thead>
<tr>
<th>1</th>
<th>PROPOSED POSITION FOR THIS PROJECT</th>
<th>Resource Person for Module Development and Conference Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>NAME OF PERSON</td>
<td>[state full name]</td>
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<tr>
<td>3</td>
<td>DATE OF BIRTH</td>
<td>[ dd/mm/yy]</td>
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<tr>
<td>4</td>
<td>NATIONALITY</td>
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<tr>
<th>5</th>
<th>MEMBERSHIP IN PROFESSIONAL SOCIETIES</th>
<th>[state rank and name of society and year of attaining that rank].</th>
</tr>
</thead>
</table>

| 6 | EDUCATION | [list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant]. |

| 7 | OTHER TRAINING | [indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant]. |

<table>
<thead>
<tr>
<th>8</th>
<th>LANGUAGES &amp; DEGREE OF PROFICIENCY</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Language  Speaking  Reading  Writing</td>
</tr>
<tr>
<td></td>
<td>e.g. English  Fluent  Excellent  Excellent</td>
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</tbody>
</table>

| 9 | COUNTRIES OF WORK EXPERIENCE |

<table>
<thead>
<tr>
<th>10</th>
<th>EMPLOYMENT RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]]</td>
</tr>
<tr>
<td></td>
<td>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</td>
</tr>
<tr>
<td></td>
<td>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYER 1</th>
<th>FROM: [e.g. January 1999]</th>
<th>TO: [e.g. December 2001]</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYER 2</td>
<td>FROM:</td>
<td>TO:</td>
</tr>
<tr>
<td>EMPLOYER 3</td>
<td>FROM:</td>
<td>TO:</td>
</tr>
<tr>
<td>11</td>
<td>WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT</td>
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<td></td>
<td>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</td>
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</tr>
<tr>
<td>12</td>
<td>COMPUTER SKILL</td>
<td></td>
</tr>
</tbody>
</table>

**CERTIFICATION**

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

<table>
<thead>
<tr>
<th>Signature</th>
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<tr>
<td>Print name</td>
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<tr>
<td>Date of Signing</td>
<td>dd / mm / yyyy</td>
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</tbody>
</table>
# Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant’s Application but solely for the purposes of Application Negotiations to be held. **Finally, after negotiation Remuneration & Reimbursable will be part of fixed lump-sum amount as per agreed deliverable in the contract.**

## (1) Remuneration

<table>
<thead>
<tr>
<th>Rate</th>
<th>Staff Time</th>
<th>Total (Tk)</th>
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<tbody>
<tr>
<td><strong>Lump Sum</strong></td>
<td>03 Days</td>
<td></td>
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## (2) Reimbursable (as applicable)

<table>
<thead>
<tr>
<th>Rate per unit</th>
<th>Total unit</th>
<th>Total Amount (Tk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Air Travel Costs (Economy Class)</td>
<td></td>
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<tr>
<td>(b) Other Travel Costs in Bangladesh</td>
<td></td>
<td></td>
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</tbody>
</table>
| (c) Other Expenses:  
  *Accommodation and local hospitality* | | Sub-total |

| CONTRACT CEILING (1) + (2) | |
|---------------------------| |