Ministry of Education, Sri Lanka

REQUEST FOR PROPOSAL

Training and Development of Teachers, Principals, Educationists, Trainers and Education Administrators

Ministry of Education,
Isurupaya, Battaramulla,
Sri Lanka
www.moe.gov.lk

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1. INTRODUCTION

The primary functions of the Ministry of Education, Sri Lanka revolves around formulation and implementation of policies for general education which includes primary and secondary school education in the country. These functions are shared by the Ministry with Departments of Education operating under the Provincial Councils (9 provincial councils) who have responsibilities for general education under the Constitution of Sri Lanka. While the Ministry of Education directly administers a network of national schools (353 schools) in the island, it provides policy guidelines, funding and other support for infrastructure development and human resource training and development in the entire general education system.

In the general education system, there are a number of institutions operating under the Ministry of Education. They are:

a. Department of Examinations, which conducts all national examinations for the schools system, as well as for many public sector organizations.

b. National Institute of Education, which develops curricula for schools and undertake training and development functions. The Institute has degree granting authority in the field of education.

c. Department of Educational Publications, which undertakes development, printing and distribution of textbooks, teacher guides and other documents in the system of education.

d. National Library & Documentation Services Board, whose responsibility is to maintain the national library and provide documentation services to the public.

e. Educational Institutions: There are 19 National Educational Institutes (NCOEs) and 07 Training Colleges where candidates for teaching positions in schools are trained in diploma/degree programs

There are a number of other institutions reporting to the Ministry of Education in the sphere of cultural affairs, namely: Department of Archaeology,
Tower Hall Foundation, Arts Council of Sri Lanka, Janakala Kendraya (a venue for art and performances), Ape Gama (a center for exhibitions, and cultural performances), Department of National Archives, and Central Cultural Fund. The Ministry of Education carries a responsibility for training and development of professional groups in these institutions.

2. STATEMENT OF PURPOSE

The Ministry of Education is desirous of obtaining services of competent and well-established institutions overseas to upgrade the capacity of identified groups of employees by way of training and development. Training is considered as improvement of skills, attitudes and commitment required for higher levels of job performance and training programs with this objective could be conducted overseas and/or in Sri Lanka. Development of employees entails capacity development through programs of education which usually require more time than training requires, and the objective of development being preparation of employee for future job demands. Development programs may be conducted overseas and/or in Sri Lanka in collaboration with higher learning institutions in Sri Lanka.

3. BACKGROUND INFORMATION

In its strategic planning, the Ministry of Education has identified a number of key groups of employees to be trained for their current jobs and developed for future scope of work during the four year period of 2017-2020. Given below is indicative of the requirements and their magnitude:

Training:

a. School teachers – to provide further skill development for teachers who have shown high performance potential to become Master Teachers with specialized skills in pedagogy and modern trends in education development and classroom/school management (approximately 250 teachers per year).
b. Master teachers – to provide further skill development for Master Teachers (identified as In-Service Assistants – ISAs in the system) as in (a) above (approximately 300 per year on average).

c. Vice-Principals and Sectional Heads in Schools: to provide further skill development on their career development path (approximately 400 per year on average)

d. Principals of Schools: To train school principals to be more effective leaders and managers of schools who can be entrusted with higher responsibilities for education reforms (approximately 500 per year on average).

e. Educationists: These are lecturers and instructors in educational institutions such as NCOEs and Training Colleges and other centers of teacher training and program development to be trained in pedagogy and new developments in education (approximately 200 per year). Also there are officers in education assessment, based on the Department of Examinations, to be trained in educational measurement and evaluation methods, and use of ICT for examinations.

f. Trainers: to develop training skills of trainers, specially in pedagogy, vocational education, career planning and counseling in education with a view to forming a pool of certified trainers at central and provincial levels of education (approximately 60 per year).

g. Education Administrators: to train officers in provincial and central educational institutions, mainly belonging to Sri Lanka Educational Administrative Service), in such areas as assessment and inspection of school performance, education planning, ICT, and education management (approximately 100 per year on average).

h. Officers in Educational Institutions: To train officers of National Institute of Education, South Asian Center for Teacher Development, and Ministry of Education for management capacity improvement (approximately 25 per year on average).
i. **Personnel in Physical Education:** To train physical education master teachers and officers to prepare Sri Lankan school children for international games (approximately 50 per year)

j. **Personnel in Aesthetic Education:** To provide learning improvement through exposure and practice of comparative/Asian aesthetic streams for master teachers and educationists (approximately 50 per year on average).

k. **Officers in Institutions Affiliated to Ministry of Education:** to provide training in comparative culture, archaeology, art and performing arts including drama and film, for furtherance of Sri Lankan culture and effective management of historic sites/tourism.

**Development**

a. **Degree/Diploma Program at Postgraduate Level:** Providing access to higher learning institutions to obtain post-graduate level certificates, specially in education, education psychology, career counseling, vocational education, technology in education.

b. **Joint Degree/Diploma Programs:** Developing selected education cadres through joint degree/diploma programs where the overseas partner enters into or enable overseas institutions to enter into collaboration with higher learning institutions in Sri Lanka – such as NIE, Universities, Open University of Sri Lanka – for split programs where the candidates will spend some time in overseas institution for education/research.

c. **Certificate Programs:** Development of officers/educationists/Principals/Trainers through certificate programs (3 to 6 months duration) via joint programs or otherwise.

d. **Doctoral Degrees and Research:** to develop a cadre of specialized educationists in such areas as education, education management, management of organizations, through doctoral degrees which can be obtained overseas or through joint/split programs.
4. SCOPE OF WORK

Suppliers of training and development services are advised to pay attention to the following specification of basic requirements of work:

i. Providing training in-house/field in Supplier country, as may be necessary to achieve the training goals;

ii. Developing and presenting training content – syllabi in details, with illustrative samples where possible – including methods, techniques, cases, report writing, presentations, demonstrations and other ways of exhibition of learning acquisition;

iii. Making arrangements with relevant organizations/venues in the Supplier country for field work/visits (such as model schools, laboratories, techno-parks, industry-sites, educational institutions) by Sri Lankan nominees;

iv. Providing access/registration of Sri Lankan nominees in suitable/agreed programs for degrees/diplomas in higher education institutions;

v. Working with higher learning institutions/Ministry of Education in Sri Lanka for the purpose of developing and managing collaborative programs in both training and development;

vi. Conducting training programs in Sri Lanka, in collaboration with Sri Lankan institutions, by sending professionals suitable for the tasks, and supporting with required materials, etc.

vii. Conducting training and development programs in collaboration with institutions from countries, other than Sri Lanka (for example, Supplier A in country X is collaborating with Supplier B in country Y).

viii. Providing, where necessary, accommodation, meals, local transportation for Sri Lankan nominees;

ix. Providing contingency arrangements for urgent healthcare needs of Sri Lankan nominees;
x. Providing an evaluation report of program implementation, including outputs and outcomes where feasible, at the conclusion of the project/program.

xi. Provide a financial proposal along with the technical proposal.

5. DELIVERABLES AND PERFORMANCE STANDARDS

The Service Supplier must be abided by the provisions in the specific agreement that the Ministry of Education and the Supplier enter into. Subject to the specific provisions that may be negotiated and agreed by the parties to such an agreement on a project basis or otherwise, the deliverables will include (a) adherence to time tables, (b) taking all possible actions to ensure safety of the Sri Lankan nominees/visiting persons on behalf of Supplier, (c) providing nominees of required information of the Supplier, Supplier country (such as safety and security regulations) and environment, venues and accommodation etc, where relevant, (d) training materials, and (e) report of evaluation of program on completion.

Standards of performance of program implementation generally emanate from the contents of agreement. In general, it is expected that (a) number of hours in time table are delivered by persons with agreed qualifications/agreed persons, (b) information and content used are up-to-date and usable, (c) genuine attempt is made to influence the nominees to learn/unlearn and develop skills anticipated, (d) quality of accommodation, food and transportation meet the expectations of the agreement, and meet the general expectations of the nominees, and (e) common courtesies of host country are extended to the visitors.
6. TERMS OF CONTRACT

Subject to the general provisions in contract law, the parties (Ministry of Education, Sri Lanka and the Service Supplier overseas) will abide by the provisions in the project or program specific clauses that are agreed upon. After evaluation of Offers made by Service Supplier (vendor), the Ministry of Education may register the Service Supplier as an accredited Supplier of Service of the Ministry of Education. Upon such registration, the parties may agree to a program of service provision (MOU) which would be administered and implemented in terms of Projects for which specific agreements are entered into. The terms of contract on project basis would include specification of services, delivery method, time frame, finances, and implementation obligations.

7. PROPOSAL REQUIREMENTS

Proposals are expected from human resource training and development service providers (Service Suppliers) with international experience. To be eligible, Suppliers must be organizations legally incorporated in the respective country, with registered office having qualified staff to deliver services in the sphere of education and education management. They must be in a position, if and when required, to provide information to clarify their corporate financial solvency.

Priority Areas of Interest

The Ministry of Education, Sri Lanka assigns priority to the following areas for training and development programs, though not necessarily in the order listed. These interest may change over the period of 4 years to provide for new areas of interest.

i. Education and international trends in general education

ii. Education management, leadership, assessment of school performance, and policy & planning

iii. Education technology and ICT in learning systems
iv. Technical and vocation education, skills development and career counseling

v. Curriculum development and reforms, learning assessment/measurement/testing/ improving testing system efficiency

vi. Pedagogy, andragogy and teaching-learning interface management

vii. Instructional leadership, classroom management, student discipline

viii. Training methods, transfer of training, and evaluation of training impact

ix. Education reforms - international experience

x. Modern management systems and best practices

xi. Physical education – modern practices

xii. Aesthetic education – Comparative systems

General Requirements:

1. Corporate business status report

2. Experience of human resource service provision including in the sphere of education over a period of 5 years.

3. Credentials and strength of service provision established with history of previous and similar projects completed, staffing qualifications, and recommendations/commendations (including public documents/reports), and evidence of capacity to deliver requirements of the Ministry of Education.

4. Willingness to agree with participating agencies to review and approve instructors/resource persons prior to training delivery on project by project basis.

Specific requirements:

1. Two-three samples of previous training and development work in education;

2. List of resource persons/instructors indicating their qualifications, length of relevant experience, and amount of time available for the Supplier (full-time/part-time, etc.)

3. List of similar projects successfully completed in the past five years.
4. Previous contractual experience with government/private organizations in Sri Lanka;

5. Standard costing applied to budgeting of project proposals (such as unit training costs, determination of fees, etc.)

6. A statement as to why and how the Supplier would like to work with the Ministry of Education, Sri Lanka

8. SUBMISSIONS, EVALUATION AND AWARD PROCESS

Proposals prepared in alignment with the above requirements may be submitted through email and/or courier to reach the following contact point in the Ministry of Education, Sri Lanka.

Contact person:
Director (HRD)
Ministry of Education
Isurupaya,
Battaramulla,
Sri Lanka

Email: hrd.moe@yahoo.com
Phone: + 94 112 784 565

Closing dates: Offers must be submitted to meet the following due dates during this year:
June 09, 2017; July 07; August 04

Following each of the above deadlines, offers received will be open for evaluation. All Suppliers sending proposals will be notified about the status of evaluation of the proposal.

Evaluation criteria will include (a) completeness of proposal information, (b) Supplier strengths in service capability and delivery (c) costing standards, (d) geographic and cultural closeness to Sri Lanka, and (e) previous experience with Sri Lanka on similar projects.
Awarding, signing of MOU and development of projects may require visits to Supplier/Sri Lanka for familiarization, though it is not a must. Such visits may be arranged on a cost-sharing basis.

May 09, 2017

Sunil Hettiarchchi
Secretary of Education
Ministry of Education