

TERMS OF REFERENCE

Technical Assistance

For

Solomon Islands National University

To develop and conduct change management training programs for Staff of SINU

1. SERVICES

The TA will carry out a number of specific activities related to development and training of selected staff of SINU on 'change management' training programs.

2. BACKGROUND AND RATIONALE

SINU is a premier tertiary education provider in Solomon Islands for the Solomon Islands government and its total staff ranging from sanitary hands to senior management staff form the backbone of the university. In order to effectively and efficiently meet the challenges of an evolving university, all staff need to match up to the dynamism and complexity of the new paradigm. There has to be a major paradigm shift in terms of thought and actions enabling the university to carry out its functions and live up to the mandate entrusted upon it by the Solomon Islands government. The shift becomes even more challenging in a climate of the manner in which the old paradigm functioned and continues to function today.

To this end SINU has now decided to embark on a major change management training program for its staff. This initiative is aimed at enabling the university to live up to its current dynamic role of being able to successfully provide the best of support services, training programs and teaching/learning experiences to its stakeholders.

3. PURPOSE

The purpose of this TA is as follows:

- 3.1 To custom-design change management training programs for Management, Senior Cadre, Junior cadre staff of SINU, and deliver these to the respective categories of staff, aimed at developing a mindset that is consistent with SINU's mandate by the Solomon Island government of being a premier tertiary training provider in the country.

4. OUTCOMES

The following outcomes are expected:

- 4.1 Development of at least 3 sets of Change Management programmes for staff of SINU at 3 different levels. The programmes shall contain detailed course descriptors and a workbook for each category of staff to facilitate learning/training and relevant project work.

- 4.2 Submission of the completed course descriptors and work books to the Vice Chancellor for approval for offer. The materials shall become the property of SINU.
- 4.3 Upon approval of the programmes, to deliver the 3 sets of programmes, as per a timetable set developed by the TA in consultation with the stakeholders;

5. Minimum Qualification and Experience Requirements (MQER)

- 5.1 Applicants should have a good quality Masters Degree and significant experience in developing and teaching courses/conducting workshops to adults of diverse backgrounds in the industry/tertiary sectors.
- 5.2 Applicants should have extensive industry experience in developing and conducting training in change management to various categories of staff in a range of organizational settings.
- 5.3 Applicants should be competent in developing benchmarks and measuring performance to various standards. Relevant experience in institutional strengthening programs at various organizations/levels would be desirable.

6. FACILITATION

The expert shall work with the following people:

- 6.1 Vice Chancellor
- 6.2 All Directors of Support Services sections
- 6.3 All Faculty Deans
- 6.4 Staff of SINU

7. LOGISTICS, COMMENCEMENT DATE AND PERIOD OF VISIT

- 7.1 It is expected that the expert would implement the program in 3-phases, the first phase being development of the training program and materials, the second being conducting the actual training (over an estimated 3-week period) and the third phase being follow up of project work set during the training (estimated to be 1 week). The total duration of the program is expected to be 5-6 person weeks.
- 7.2 The work shall preferably be carried out between November 2019 and March 2019.
- 7.3 The expert shall provide a comprehensive report to the Vice Chancellor upon the completion of the program.
- 7.4 SINU may split the TA into 2 or more components, depending on the expertise of the expert(s)

8. REMUNERATION

- 8.1 The applicants should propose a single sum fee to include all costs.
- 8.2 **CONTACT** Please send the EOI by 7 November 2019 to eoicm@sinu.edu.sb, or mail the EOIs to: EOI, Change Management Tender Box, Office of the Vice Chancellor, SINU, Kukum Campus, Honiara, Solomon Islands.
- 8.3 Further details on this project can be obtained from: Vice Chancellor, vc@sinu.edu.sb.