



Faculty of Business and Tourism
School of Business and Management

Term of Reference (TOR)

for

Program Development

of the

Bachelor of Public Administration

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Consultancy assignment for program development of the Bachelor of Public Administration

A. BACKGROUND

The Faculty of Business and Tourism in its endeavor to improve the Faculty in terms of program development has established plans and objectives to develop higher level curriculum. This includes developing of Undergraduate, Postgraduate and Masters level program in the relevant field of Business, Accounting, Entrepreneurship and Management. This undertaking also target to meet the human resource needs and demand for various organizations in Solomon Islands. One other significant objectives is to achieve the school and University academic goals which is to improve and advance the university profile to become comparable and competitive with regional and other international universities.

Over the transition period, SICHE-SINU there were only two Bachelor's Degree program that were developed and offered at the School of Business and Management. They are Bachelor of Accounting and the Bachelor of Business Entrepreneurship which were offered in 2016 and 2017 respectively. The School of Tourism & Hospitality has recently offered in 2020 the Bachelor of Hospitality and Events Management.

Thus, as part of this program development plan the school is currently pursuing to develop the Bachelor of Public Administration program.

The school conducted consultation with stakeholders including government ministries officials and other public and private sector organizations and has received feedback and emphasis on the need for developing the program. The program is seen as pertinent for improving the public servants workforce.

The BPA program is designed especially for working people who are already in the workforce and wish to pursue further studies for personal and professional development and those who are planning to join the government/public service workforce as part of their career plans.

B. OBJECTIVES

The objective of the TOR is to develop the Bachelor of Public Administration program.

C. SCOPE OF WORK

The consultant is required to deliver the following tasks:

- To develop part of the full course proposal for the Bachelor of Public Administration by:
 - ✓ Preparing and writing of unit Descriptors for 14 units out of the 24 units as other 10 units are existing units which are taught under the existing Bachelor programs
 - ✓ To formulate and design assessment criteria for the 14 units
 - ✓ To identify and recommend required Text book and resource and reading materials for each unit.
- The consultant will liaise with the School throughout the project period seeking their input and advice where necessary.
- The consultant will present the first draft report to the School program proposers' team for comments and input before final submission.
- Submission of the final Draft

D. TIMELINE OF ACTIVITIES

The proposed timeframe for the assignment is 25 days

The timeline of the consultancy work must be adhered to by the consultant, ensuring that the task is done within the timeframe given.

E. DELIVERABLES/SPECIFIC OUTPUTS EXPECTED FROM CONSULTANT

The consultancy work is expected to start as soon as all formalities are done. The task will take effect as soon as the consultant is identified and contract signed for deliverable of the task. Consultant will provide the service described under the “*Scope of Work*” in C above according to the time schedule of 25 days.

During the engagement period the consultant will report to the school team of the progress of the task before final work is submitted.

F. BUDGET

The rate of payment for the consultant shall be indicated by the interested applicant and must be stated in the EOI. The total cost of the task will be calculated based on the timeframe of 25 days.

G. SCHEDULE OF PAYMENTS & DELIVERABLES

The payments shall be scheduled as follows:

1. Upon signing of the contract by the consultant - **20%**
2. Upon completion and submission of the 14 Unit Descriptors and the assessment criteria and is approved by the School expert team - **30%**
3. Upon submission of required text book and resource material for the 14 units and the overall completion of the task and is approved by the school expert team and the School and Faculty Academic Board - **50%**