



Distance & Flexible Learning Centre

Term of Reference (TOR)

for

Writing and Converting

of

Units to Distance Mode

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Consultancy assignment for writing and converting of Units to Distance Mode

A. BACKGROUND

The Center for Distance and Flexible Learning is the administration arm of the five (5) Faculties of the National University in taking their flexible programs closer to the people of Solomon Islands. The Faculties are:

- Faculty of Education & Humanities,
- Faculty of Business & Management,
- Faculty of Nursing & Allied Health Sciences,
- Faculty of Agriculture, Forestry and Fisheries, and
- Faculty of Science and Technology.

In the higher qualification programs, we have:

- Certificate in Primary Teaching (12 units), Faculty of Education and Humanities
- Certificate in Tropical Agriculture (10 units), Faculty of Agriculture, Forestry and Fisheries
- Certificate in Business Entrepreneurship (8 units). This program is part of the Degree program given to the Faculty of Business Management by the Commonwealth of Learning.
- Diploma in Business Entrepreneurship (16 units). This program is also part of the Degree program given to the Faculty of Business Management by the Commonwealth of Learning.

- Diploma in Youth Development. This program has 13 units of study. This program was also given to the University, particularly Faculty of Education and Humanities by the Commonwealth of Learning.

The assignment is to convert eight of the current units used to DFL mode. The units are to be used for second semester of 2021.

B. OBJECTIVES

The objective of the TOR is to develop DFL courses by writing and convert 8 Units to Distance Mode.

C. SCOPE OF WORK

The consultant is required to deliver the following tasks:

1. Submit the blueprint of the unit you are writing before the conversion could happen. This includes but not limited to:

- a) Unit description: this should describe what the unit is about and the expected outcome when a student completes the unit;
- b) Unit outline that should have the:
 - i. overarching unit outcome,
 - ii. topics,
 - iii. topic outcomes
 - iv. sub-topics, and
 - v. sub-topic outcomes

c) Assessment description explaining the:

- i. types of assessable tasks,
 - ii. weighting and,
 - iii. the submission dates that should be indicated at the end of the week intended.
2. You will be provided with the template structure and it is strictly that you follow this structure.
3. The draft of the first two (2) topic of the unit you are converting MUST be submitted by end of this assignment. This should include:
 - i. the activities and the possible solutions for activities
 - ii. the first assessable task with its solution and,
 - iii. half of the examination for the unit with its solution
4. DFL instructional designers will check through the draft make necessary language simplification and return to you for your read and possible approval of the content. This MUST be done in a week and return to DFL. If certain issues are found, you are required to talk with the instructional designer concern for further consultation on your work in the second week.
5. The last draft of the two (2) topics should be submitted to DFL on the last day of the engagement. This should include:
 - i. the activities and the possible solutions for activities
 - ii. the first assessable task with its solution and
 - iii. half of the examination for the unit with its solution
6. The outcomes MUST consider the Bloom's Taxonomy.

7. The DFL instructional designers will check through the draft of the two (2) or three last topics and make necessary language simplification and return to you for your read and possible approval of the content. This MUST be done in a week and return to DFL. If certain issues are found, you are required to talk with the instructional designer concern for further consultation on your work in the second week.
8. The school holds the sole responsibility to find pioneer editors for the units you convert in content and language.
9. The university shall deduct 5% from the net payment for every week the submission is delayed.
10. If in any case you fail to submit at the required due dates, 10% of your payment will be deducted from your total payment for the respective late submission; however, if the submission was late for more than two (2) weeks, your contract will be considered terminated;
11. A complete package compromises two (2) sets of books; the Unit Study book that should be between 120 pages to 200 pages and a Unit Study Guide of pages not more than 50 pages. In cases where you need to include a book of readings, a book that merely a compilation of materials of other scholars that are relevant to the unit content you are writing, photo copies of the required pages can be provided to the Center for DFL but a proper referral must be done in the Unit Study Guide. The Center for DFL will explain the nature of the books in the writers training before the writing commences;

12. The check points in the writing process will be provided to you during the writers training the Center for DFL will organize for you. These check points will be signed off by the Faculty Dean is the work is done to the Faculty's satisfaction.

13. Do not forget to include your personal information in the writer's/converter's page;

14. You are given 14 working days to complete the Unit you are writing of which the timeline will also be provided.

D. TIMELINE OF ACTIVITIES

The proposed timeframe for the assignment is 14 working days

The timeline of the 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 14 working days.

During the engagement period the consultant will work full time at DFL office at a designated room with other writers and 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 a gross of SBD5, 000 for current SINU part-time tutors and SBD10, 000 for external writer. The amount is inclusive of 20% withholding tax.

G. SCHEDULE OF PAYMENTS & DELIVERABLES

The payments shall be scheduled as follows:

1. Upon submission of the required material and the overall completion of the task and is approved by the school expert team and the School and Faculty Academic Board – 100%

Payments will only be done when the work is completely done (this includes pioneer editing of content and language by the school).