

SHORTWOOD TEACHERS COLLEGE (STC) MODERN LANGUAGES CENTRE OF EXCELLENCE

TERMS OF REFERENCE FOR THE PREPARATION OF A PROJECT PROPOSAL FOR THE STC MODERN LANGUAGE CENTRE OF EXCELLENCE

1. BACKGROUND

The Modern Languages (ML) programme at Shortwood Teachers' College (STC) is the only one of its kind in the Caribbean offering specialized training in the teaching of both Spanish and French. The programme is offered to all students pursuing foreign languages in Teacher Education at the Bachelor degree level. It is offered to three groups; the first includes regular full-time students specializing in the teaching of French and Spanish at the CSEC level. The second caters to In-service teachers who are upgrading their qualifications from a diploma to a Bachelor's Degree. The third group consists of students from other departments, as learning a foreign language is a requirement for every student pursuing a Bachelor's Degree in Education.

The ML department also offers` CSEC and beginners' language classes to members of the wider community. Currently, over three hundred and thirty students are registered for one of the many courses offered.

The ML department not only provides training to students of the college, but also supports foreign language programmes in secondary schools. It collaborates with Alliance Française de la Jamaïque in hosting the annual Francophone Week and supports other events in partnership with the Panamanian, Spanish and French embassies. The department also liaises with various members of the business community who sponsor several programmes and scholarships for students pursuing foreign languages at the College.

The modern language department however, has outgrown its present facilities which are also extremely inadequate and rundown. The administrative building houses the lecturers' staff room, the office of the Department assistant and one large classroom. Most classes are conducted in an old house that had to be converted to provide classroom space. These classrooms often lack the capacity to provide comfortable seating for teachers and staff. Due to these constraints, many classes are being kept in the hallway and in the entrance to the building. Additionally, due to the high temperature within the classrooms, classes are often moved, and are held under nearby trees.

Inadequate financial resources have hampered the schools ability to build the state of the art Modern Language Laboratory, in line with its strategic objectives to modernize language training at the school.

The need for a new facility is underscored by expected increases in demand for modern language teachers, stemming from Ministry of Education’s plan to expand the teaching of modern languages within all primary and secondary schools. The sustainability and future growth of the department therefore hinges on its ability to secure adequate facilities. The expansion of the faculty is projected to generate additional revenues which will in turn reduce the long-term annual financial burden to the government. Additionally, expansion of the faculty will allow the school to diversify course offerings which will increase its regional marketability, as well as allowing the school to assist in reducing the language deficiencies within the Jamaican labour market.

The STC therefore, is seeking to provide an increased number of suitable classrooms, faculty accommodations and a modern language laboratory for the growing complement of modern language educators-in-training at the College.

2. OBJECTIVE OF CONSULTANCY ASSIGNMENT

Having secured the approval of the Public Investment Management Committee (PIMC) to develop a full project proposal for its consideration, the Ministry of Finance & the Public Service is now seeking to secure a consultant on behalf of the STC; to develop a project proposal (in keeping with PIMSEC’s guidelines) for the construction of a modern languages faculty building at the STC, to replace the existing inadequate and dilapidated facilities.

3. THE DELIVERABLES:

- (a) Workplan
- (b) Project proposal which meets the requirements of PIMC
- (c) Completed PIMSEC Proposal template

The table below outlines the outputs of the consultant, the timelines and payment to be made against satisfactorily completed deliverables.

	DELIVERABLES	TIMELINES	% OF CONTRACT PRICE PAYABLE
1	Workplan	Within 1 st week of signing contract	15%
2	Draft Proposal	The end of 7 th week after signing contract	50%
3	Final Proposal & Completed PIMSEC Project Proposal Template	End of 11 th week after signing contract	35%
4	TOTAL		100

4. SCOPE OF WORK

In developing the proposal Consultant is expected to:

- (a) Review relevant policy, and other documents relevant to the project to be developed and prepare workplan within a week of signing of the contract.
- (b) Have consultative meetings with internal stakeholders and other stakeholders as necessary
- (c) Meet with Senior Leadership and Management Team of the College
- (d) Meet with the representative of the college and architectural design team to be fully briefed as to the work done to date , additional work to be done; approvals to be secured , and costs to be incurred in the finalization of the designs, bill of quantities, tender documents, and any other adjustment that may be deemed necessary.
- (e) Prepare draft proposal, inclusive of options analyses, risk assessment, statement of projected capital and operating costs, and revenues; cost/benefit and sensitivity analyses, financing plan, cash flow projections, project implementation and management plans; results framework, monitoring and evaluation plan.
- (f) Liaise with STC representative, and the quantity surveyor if necessary, to get feedback and information as needed.
- (g) Present draft proposal to the STC for review and feedback
- (h) Collaborate with the STC in the organisation of a workshop/meeting with the STC and its key stakeholders to receive and discuss feedback and necessary adjustments to the proposal
- (i) Finalize proposal in keeping with the agreed adjustments as per meeting held.
- (j) Submit final documents to the STC with the adjustments required, for approval.

5. QUALIFICATIONS OF THE CONSULTANT

Master of Science Degree in the Construction Management/ Engineering, or the equivalent in any other related /relevant field, as well as training in project development and appraisal.




Experience:

- a) a minimum of 10 years' experience in the development and technical, financial, and/or economic appraisal of development projects
- b) At least three years' experience in the development, management and/or appraisal of construction projects
- c) Knowledge of the regulatory framework governing the built environment would be a distinct advantage.
- d) Experience in the development and management of education projects would be highly desirable

6. REPORTING AND SUPERVISION

The consultant will be supervised by and report to the Representative/Coordinator assigned by the Shortwood Teachers College. A project committee will be established, and will be chaired by the Representative/Co-ordinator appointed by the STC. The consultant will report fortnightly or as agreed by the Projects Committee.

7. THE CHARACTERISTICS OF CONSULTANCY

-  **Level of effort** –A maximum of 55 person days.
-  **Type of Consultancy** – An individual consultant will be engaged.
-  **Type of Contract** – Lump sum; fixed price