**OPEN UNIVERSITY OF MAURITIUS**

**Réduit, Republic of Mauritius Tel.: (230) 403 8200 Fax: (230) 464 8854**



**INVITATION FOR**

**Expression of Interest**

**for the Services of Resource Persons (one Chairperson and two Assessors) in the setting up of an academic promotion system at the Open University of Mauritius**

**Expression of Interest No: OU/EOI/2/21-22**

**Open University of Mauritius**

**REDUIT**

**20 April 2022**

**OPEN UNIVERSITY OF MAURITIUS**

**CALL FOR EXPRESSION OF INTEREST**

**Services of Resource Persons to act as Chairperson and Assessors in the setting up of an academic promotion system at the**

**Open University of Mauritius – Ref. no: OU/EOI/2/21-22**

The Open University of Mauritius (OU) is inviting Expression of Interest (EOI) from a team of three resource persons (1 Chairperson & 2 Assessors) to provide their services in the setting up of an academic promotion system at the Open University of Mauritius (OU). The resource persons should be:

(i) **For Chairperson**: From at least an Associate Professor grade from a reputable University.

(ii) **For Assessors (two):**  From at least a Senior Lecturer grade from a reputable University

to provide their services to the Open University of Mauritius.

Expression of interest forms are available at the **Open Registry, 3rd Floor – North Building, Open University of Mauritius, Réduit** or may be downloaded from the Website of the Open University of Mauritius: [www.open.ac.mu](http://www.open.ac.mu) or the Public Procurement website: ***publicprocurement.govmu.org***.

The forms duly filled in should be submitted in sealed envelopes clearly marked “**OU/EOI/2/21-22 – Services of Resource Persons (one Chairperson and 2 Assessors) in the setting up of an academic promotion system at the Open University of Mauritius**”, and addressed to the Director General; **should be deposited in the in the Bid Box situated at 3rd Floor – North Building, Open University of Mauritius, Réduit on or before Friday 20 May 2022 up to 13.30 hours (local time)** at latest.

**Expression of Interest received after the scheduled date and time will not be considered.**

The Open University of Mauritius does not bind itself to accept any offerandreserves the right to annul the exercise without assigning any reason thereof.

Open University of Mauritius

REDUIT

20 April 2022

**OPEN UNIVERSITY OF MAURITIUS**

**Expression of Interest**

**Form for submission of Expression of Interest**

The Open University of Mauritius is inviting Expression of Interest (Ref.: OU/EOI/2/21-22) for Services of Resource Persons to act as Chairperson (1) and Assessors (2) in the setting up of an academic promotion system at the Open University of Mauritius (OU).

**Background**

In 2010, the Open University of Mauritius Bill was voted by the Parliament, subsequently, the Open University of Mauritius Act 2010 was finally proclaimed on 12 July 2012. Since then, the Open University of Mauritius (OU) has witnessed an exponential increase in its number of enrollees from a starting figure of 533 in 2013 to approximately 10,000 as at December 2021. OU broadens access to University education and aims to create affordable learning materials with the help of reputed international partners. The new Strategic Plan 2017-2025 is at the very core of OU’s aspirations to compete in the rapidly evolving higher education landscape.

Quality education has been the driving motor of OU since its inception; however, the path that the institution needs to follow towards attaining excellence in its teaching and learning activities and becoming “One of the Best Open University in the World” cannot happen without a strong faculty made up of qualified and high-profile academics. During the last three years, OU has recruited a number of young staff members to reinforce its pool of existing full-time academics. The survival and growth of the University depends on the nurturing of a conducive environment linked to the on-going commitment of all its academic staff. Indeed, the quality of teaching and research of a university depends on the quality of its academic. In line with goal 2 of OU’s Strategic Plan 2017-2025, the University needs to recruit, strengthen and retain high profile academics. To promote fairness among academics and to sustain the policy of promoting an excellent faculty, it is imperative to set up an academic promotion system.

**Terms of Reference**

The aim of this assignment is to provide OU with the necessary framework in setting academic promotions policy, processes, procedures and criteria in line with Goal 2- An excellent faculty- of the Strategic Plan 2017-2025. The proposed period to undertake this task is from July 2022 to November 2022. The resource person will have a maximum of 45 working days allocated to this task. In this respect, the University is looking to retain the services of one Chairperson and 2 Assessors on the setting up of an academic promotion system.

**The roles and responsibilities** of the resource persons are as follows;

* Liaise with internal as well as external staff of the University.
* Undertake a desk review of the University institutional regulations and academic workload model.
* Outline the general principles and procedures for academic promotion.
* Define the Teaching, Research and Administration Contributions for academic promotion.
* State the criteria for assessing the Quality of Contributions.
* Outline procedures for assessing exceptional Performance for Fast Track Candidates.
* Delineate the specific details on Teaching Criteria, Research Criteria and Administrative contribution in line with OU approved academic workload model.
* Define the Quantitative Assessment of Teaching, Research and Administrative Contribution.
* Prepare a draft report delineating the academic promotions policy, processes, procedures and criteria.
* Discuss and amend the draft report following feedback from one External Professor.
* Present report to Senior Management for final validation and incorporate comments from validation meeting.
* Conduct one final presentation of the final approved report to all OU Academics.

**Note**: **The Chairperson shall be responsible for the conduct of the presentations and scheduling of meetings and tasks where appropriate. All resource persons are collectively responsible for the final deliverables of this assignment to the satisfaction of the Open University.**

**Time input and key deliverables**

The assignment will require a total of 45 working days from July 2022 to November 2022.The expected output and the allocation of days are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Deliverable/ Activity | Working days | Deadline |
|  | Liaise with internal as well as external staff of the University.Undertake a desk review of the University institutional regulations and academic workload model.  | 6 days | 2week from contract date |
|  | Outline the general principles and procedures for academic promotion.Define the Teaching, Research and Administration Contributions for academic promotion.State the criteria for assessing the Quality of Contributions.Outline procedures for assessing exceptional Performance for Fast Track Candidates. Delineate the specific details on Teaching Criteria, Research Criteria and Administrative contribution in line with OU approved academic workload model.Define the Quantitative Assessment of Teaching, Research and Administrative Contribution  | 20 days | 1st week July 2022 |
|  | Prepare a draft report delineating the academic promotions policy, processes, procedures and criteria. | 6 days | 15th August 2022 |
|  | Discuss and amend the draft report following feedback from one External Professor/Independent Reviewer. | 6 days | 1st week of October 2022 |
|  | Present report to Senior Management for final validation and incorporate comments from validation meeting. | 3.5 days | 15th October 2022 |
|  | Submit Final Report | 3 days | 30th October 2022 |
|  | Conduct one final presentation of the final approved report to all OU Academics. | 0.5 day | 1st week November 2022 |
|  | **Total** | **45 days** |  |

**Eligibility Criteria**

**(i)** **Eligibility for Chairperson (one)**

* The resource person is required to be physically in the country and OU will not cater for any travel expenses.
* Be of at least Associate Professor grade from a reputable University.
* Should reckon at least ten years’ post qualification experience as Senior academic position.
* At least 3 years’ experience in Academic Leadership position
* The resource person needs to have undertaken such similar assignments previously in other Universities, preferably in local publicly funded Universities.

**(ii) Eligibility for Assessors (two)**

* The resource person is required to be physically in the country and OU will not cater for any travel expenses.
* Be at least Senior Lecturer grade from a reputable University.
* Should reckon at least ten years’ post qualification experience as Senior academic position.
* At least 3 years’ experience in Academic Leadership position
* The resource person needs to demonstrate previous experience as member on Academic promotion committees.

**Other Terms and Conditions**

(i) The services would be retained as defined in the abovementioned schedule.

(ii) The Open University of Mauritius reserves the right to annul the invitation without assigning any reason thereof.

(iii) The Open University of Mauritius reserves the right to call for any clarification/information.

(iv) The Open University of Mauritius reserves the right to discontinue the services of the Resources Persons retained by giving one month notice or forthwith in case of non-satisfactory performance.

(v) The Resource Persons can discontinue their services by giving one-month advance notice.

(vi) Payment will be effected after submission of invoice subject to satisfactory services.

I have taken cognizance of the Eligibility Criteria, the Terms of reference and other Terms and Conditions and confirm my participation in the exercise.

**Submission of EOI**

The Resource person proposing his service either as Chairperson or as Assessor needs to respectively send the following with this ‘Form for Submission of Expression of Interest and the Financial Proposal Form for resource persons (Chairperson or Assessor)’:

* A proposed fee for each designated staff team member
* 1-2 pages on the relevant experience acquired with regards to the eligibility criteria mentioned in this document for all team members.
* A brief and updated CVs of all team members

**NAME OF CONTACT DETAILS OF RESOURCE PERSONS: As CHAIRPERSON/ASSESSOR**\*

**NAME**: .......................................................................................

**ADDRESS**: .....................................................................................................................................

………………………………………………………………………………………..

**SIGNATURE**: ...........................................................

**PHONE NO**.: ...............................................................

**E-MAIL ADDRESS**: ............................................................................................................

\****Delete where applicable***

**OPEN UNIVERSITY OF MAURITIUS**

**Expression of Interest No: OU/EOI/2/21-22**

**Financial Proposal Form for resource persons (Chairperson and Assessor):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Brief Description of Services** | **Unit of Measure** | **Quantity** | **Fee per day****Rs** | **Amount****Rs** | **VAT @ .... %** **(Rs)** |
| **Provision of Service as resource person in the setting up of an academic promotion system at the Open University of Mauritius as per the Terms of Reference and relevant conditions required, as CHAIRPERSON** | Day | 45 | ………… | …………. | …………… |
| **Provision of Service as resource persons in the setting up of an academic promotion system at the Open University of Mauritius as per the Terms of Reference and relevant conditions required, as ASSESSORS (two)** | Day | 45 | ………… | ………… | …………… |

**Note: The Resource Persons will have a maximum of 45 working days allocated to this task.**

**Name:** ................................

**Address:** ..............................................................................................................................................

…………………………………………………………………………………………

**Telephone No:** .......................... **Fax No:** ..............................

**Email Address:** ..............................................................................................

**National Identity Card Number:** ..............................................................

**TAN/VAT Reg. No:** .................................................................

**Signature:** ................................................................ **Date**: ..............................................