REQUEST FOR EXPRESSIONS OF INTEREST AND SUBMISSION OF INITIAL PROPOSAL

INSTITUTIONAL SERVICES:- TO COLLABORATE IN THE DESIGN AND IMPLEMENTATION OF A MASTER IN EDUCATION (M.Ed.) DEGREE PROGRAMME (MANAGEMENT, SUPERVISION AND PLANNING) OFFERED BY THE UNIVERSITY OF GUYANA TO UPGRADE MANAGERIAL CAPACITY OF THE EDUCATION SYSTEM.

Cooperative Republic of Guyana
Basic Education Access and Management Support Programme
Ministry of Education
Loan # 1107/SF-Gy
Procurement Code B2. 3C.083.

The Basic Education and Management Support (BEAMS) Programme, an Inter-American Development Bank (IDB) funded project is designed to improve the delivery of education in Guyana, South America, through resources capacity building and the enhancement of organizational structure.

To obtain these goals, the design and implementation of a Master of Education Programme in School Management, Supervision and Planning was included. The group which will form the nucleus for this dispensation will comprise mainly the managerial staff of the Ministry of Education; including Heads of Secondary Schools and Regional Education Administrators. In the main, the Ministry of Education will select prospective students to the programme.

The Degree Programme will be implemented collaboratively. Financing will be provided by BEAMS, while its delivery will be done by the University of Guyana and an accredited foreign university.

TERMS OF REFERENCE FOR THE FOREIGN UNIVERSITY

Background
The Basic Education Access and Management Support (BEAMS) Programme, an Inter-American Development Bank (IDB) funded project is designed to improve the delivery of education in Guyana through resources capacity building and the enhancement of organizational structure.

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The Degree Programme will be implemented collaboratively. Financing will be provided by BEAMS, while its delivery will be done by the University of Guyana and an accredited foreign university.

**Nature of Programme**
As alluded to in the background, the Master’s Programme will be done collaboratively by a foreign university and the University of Guyana for the sole purpose of sharing and rationalization of resources.

**Scope**
The Master’s Degree Programme will encompass disciplines relevant to school management, supervision and planning, as well as for the production of a thesis, characterized for its applied nature.

It is expected that proper infrastructure be put in place and highly qualified staff be recruited to ensure that the programme is up to international standards.

The School of Education and Humanities of the University of Guyana will be the institution in charge of the implementation of the programme and the University of Guyana shall issue the degrees to the participating students who successfully complete the necessary requirements. The selected international institution will soon support UG in this effort and will provide the curriculum, professors, contacts and expertise during the process.

**Major Tasks**
The major tasks of the foreign participating University are defined as follows:

1. Participate in the design and development of the curriculum of the programme.
2. Supervise and support the delivery of the programme placing emphasis on its academic quality and its implementation according to international standards.
3. Support the access of the students and professor to international material and data bases in their subjects.
4. Provide several professors in subjects that will benefit from the presence of international faculty.
5. Advise the University of Guyana during the implementation of the programme.

**Deliverables**
1. An inception report detailing the action plan that the foreign University is going to follow to support UG in the implementation of the programme and the design of the curriculum.
2. A quarterly report on the process of the programme.
3. The academic results (grades) of eight courses.

4. A final evaluation report on the results of the master programme.

**Criteria for Selection**
There are five (5) criteria that will be used to select the foreign university that will participate in the programme:

1. It needs to be a fully accredited higher education institution.

2. The Institution should have at least ten years of experience offering postgraduate courses at the masters and doctoral levels.

3. At least some of its programmes in the field of Education should have emphasis in applied research (problem solving research).

4. The Institution should have experience in offering this type of dual mode (in classroom – long distance) programme.

5. An institution with experience in offering programmes in culturally diverse developing societies will be preferred.

The Project Implementation Unit at the Ministry of Education/Basic Education and Access Management Support Programme (MOE/BEAMS) now invites Universities to indicate their interest in providing these services, the tentative date for the start of the programme is June 2007. Interested institutions must provide information as specified in the Terms of Reference for Institutions, that they have the capacities to provide the required services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).

The institution will be selected in accordance with the procedures set out in the Inter-American Development Bank Policies for the Selection and Contracting of Consulting Services financed by the Inter-American Development Bank. (current edition).

**Budget**
This is a lump sum contract (negotiable) for which the preliminary budget is One hundred thousand, seven hundred and forty dollars (US$100,740.00.) This includes consultancy fees, travel costs and living expenses.

Interested institutions may obtain further information at the address given below or by telephoning 592-225-2264 or sending an email to: bigclaper@hotmail.com and ug_ormp@telsnetgy.net

Office of the Project Implementation Unit
Ministry of Education/Basic Education Access and Management Support Programme
109 Barima Avenue
Bel Air Park
Georgetown Guyana
NB:
1. Interested Institutions are asked to indicate **immediately** their interest to both of the above email addresses or fax 592-225-2773.

2. Initial Proposals containing tentative programme design, names of courses, duration, probable budget and payment schedule must be delivered in sealed envelopes to the Tender Box at the Office of the Project Implementation Unit by February 28, 2007 and addressed as follows:

The Master Degree Programme Coordinator
109 Barima Avenue
Bel Air Park
Georgetown Guyana
or Fax: 592-225-2773

**ATTENTION:**

1. Master in Education Degree Programme should be placed on the top left hand corner of the envelope.

2. Decision as to the successful institution would be made on or before March 16, 2007.


4. The consultancy would begin on April 1, 2007 and should last for a period of twenty-one (21) months.

5. The final program design would be due by April 30, 2007.