



*United Nations Population fund*

**CHANCELLOR COLLEGE**  
**DEPARTMENT OF POPULATION STUDIES**  
**TERMS OF REFERENCE FOR CURRICULUM REVIEW:**

**1.0 Background Information**

- 1.1 With technical and financial support from the United Nation Population Fund (UNFPA), the Department of Population Studies (DPS) was established in 1984, as a Demographic Unit within the Department of Geography and Earth Sciences. Since then, it has been a principal and national institution for training the country's personnel in the field of demography and population studies. In addition, the department plays a vital role in most of the population related activities in the country.
- 1.2 In February 1997, the Government of the Republic of Malawi and UNFPA signed a project agreement for a project covering the period from 1997 to 2001. (Project document – MLW/97/P02: Strengthening Population Training and Research at the University of Malawi). Through this project the department (then a unit) conducted a needs assessment and tracer study in 2001 involving agencies dealing with population related activities and former demography students respectively. The exercise culminated in the revision of the curriculum and the transformation from a Unit to a Department.

**2.0 Need for Curriculum Review**

- 2.1. The University of Malawi (UNIMA) regulations require that a curriculum should be reviewed at least once every five years so that it remains relevant to the social and economic development needs of the country. Since the department started offering the current curriculum in 2004, it has not been revised.

2.2. The Faculty of Social Science, where the DPS is located is also undergoing a restructuring process, a move that aims at introducing specialised undergraduate degree programmes that are appropriate and receptive to the needs of Malawi.. This is in line with the UNIMA Act of 1998 which encourages development of programmes that are relevant and responsive to Malawi society and beyond. UNIMA's 2013-2017 Strategic Plan, among other things, stresses the need to refocus the undergraduate programmes and also to introduce postgraduate programmes including PhD training. The proposal to have a needs assessment and tracer study of former demography students to inform the revision of the demography and population studies curriculum is in line with this vision. It is also in line with Outcome number 4 of the United Nations Development Assistance Framework (UNDAF) which the department is a corroborating partner together with the Population Unit in the Ministry of Finance, Economic Planning and Development, and UNFPA.

2.3. DPS therefore plans to engage the services of a consultant to conduct the needs assessment and revision of the demography curriculum. The person should be an expert in curriculum development having a track record of developing or reviewing similar curricular the most recent should have been done within the last 3 years (might need to produce evidence of such activities). S/he should also be conversant with University of Malawi regulations on curriculum development.

### **3.0 Proposed Activities**

#### **3.1 Needs Assessment**

This will involve making consultations with Deans of Faculties of Social Science and Science and all Heads of Departments in the Faculty of Social Science at Chancellor College. In addition, the consultant will hold consultations with selected agencies and departments dealing with population related activities in the country. The consultant will also interview selected former and current demography students. The purpose of the consultations will be to obtain input into the content and format to be used in the delivery of the curriculum as well as obtaining insights into strengths and gaps in order to improve demography training offered by DPS.

#### **3.2 Review of Curriculum and Program Format**

The consultant will, in consultation with members of staff in the department, review the demography course syllabi so that it is not only responsive to the results of the needs

assessment and tracer study but also that it is internationally comparable. The specific services to be provided are:

- ✓ To present the needs assessment and tracer study report findings to DPS members of staff
- ✓ To review the structure, content and sequencing of demography courses.
- ✓ To prepare a proposal document of the introduction of the revised Population Studies programme for submission and consideration by the Faculty of Social Science and Senate/APC. The proposal should be in accordance with the University of Malawi format for preparing programme proposals.

#### **4.0 Key Deliverables**

The Consultant is expected to prepare and submit the following key deliverables:

- 4.1 Inception report no later than 3 days after a briefing meeting with the Head of Department which will include tool(s) for data collection;
- 4.2 Final report of the Needs Assessment and Tracer Study following comments by DPS staff
- 4.3 Final proposal document of the introduction of the revised Population Studies programme to be submitted within 3 days following eventual remarks by DPS members of staff.

#### **5.0 Timeframe**

The main duty and activities of the consultant will start immediately after signing the contract and is expected to be done within 21 working days.

Deadline for submission of the proposal is on Friday 15<sup>th</sup> April 2016

You can also download the ToRs on [malawi.unfpa.org](http://malawi.unfpa.org)