

SYNERGY LEARNING HUB

Partner in Breakthrough Transformation | Learn to Lead

CALL FOR EXPRESSION OF INTEREST (EOI) & TERMS OF REFERENCE (TOR)

Engagement of External Resource Persons & Subject Matter Experts

PART I: EXPRESSION OF INTEREST (EOI)

1. Introduction & Objective

Synergy Learning Hub is a Sri Lanka-based professional transformation and capability-building organization. We invite Expressions of Interest (EOI) from qualified industry practitioners, subject specialists, senior corporate leaders, management consultants, academics, and entrepreneurs—including Sri Lankan domain experts, Sri Lankan expatriates worldwide, and foreign/international experts—who wish to contribute to practical, industry-focused learning programmes.

Our primary objective is to deliver practical, current, and application-oriented learning opportunities that strengthen professional capability, enhance operational performance, drive productivity, and build readiness for future industry requirements.

2. Priority Areas

We invite experts across five core operational pillars:

Priority Area	Focus Topics & Examples
Operations and Productivity	Operational excellence, productivity, Lean management, process improvement, industrial engineering, and Kaizen methodologies.
Cost and Performance	Cost and waste reduction, performance measurement systems, Overall Equipment Effectiveness (OEE), and quality management.
Digital and Future Operations	Digital transformation, data-driven decision making, AI in operations, smart manufacturing, and Industry 4.0 execution.
Resilience and Sustainability	Supply chain resilience, resource efficiency, sustainable operations, ESG integration, and risk management.

Leadership and Execution

Operational leadership, execution capability, high-performance team building, and agile change implementation.

3. Mode of Delivery

Programmes are structured across flexible delivery formats:

- **Online Introductory Sessions:** Brief executive briefings and open webinars.
- **Paid Online Learning Series:** Multi-session specialized training modules.
- **Expert Discussions & Panels:** Panel discussions and interactive masterclasses.
- **Practical Workshops & Labs:** Interactive, hands-on application labs.
- **In-Person / Hybrid Programmes:** Executive development and customized corporate training.

4. Remuneration Framework

- **Paid Assignments:** Professional fees for paid assignments will be agreed upon in advance, taking into account the program scope, duration, expertise, and required preparation time.
- **Introductory Sessions:** Participation in voluntary or introductory sessions occurs strictly by mutual agreement.

5. Confidentiality & Intellectual Property

- **Intellectual Property:** Resource persons retain ownership of original materials and tools unless otherwise agreed in writing.
- **Promotional Rights:** Synergy Learning Hub retains non-exclusive rights to use agreed session titles and speaker profiles for promotional purposes.
- **Recording & Distribution:** Recording, reproduction, or wider distribution of live content requires prior agreement.
- **Confidentiality:** Resource persons must protect confidential information shared by the Hub or participants.
- **Third-Party Copyright:** Materials must respect third-party copyright and intellectual property rights.

6. Eligibility and Submission

Sri Lankan professionals, Sri Lankan expatriate experts living abroad, and foreign/international specialists with relevant domain expertise, practical industry experience, and the ability to turn knowledge into useful learning experiences are warmly welcome to apply. Please submit your application through our official channels:

- **Online Application Form:** <https://forms.gle/XRNpfa4WqoottLKd7>
- **Email Submission:** info@synergygsl.com
- **Phone / WhatsApp:** +94 71 445 9650

ANNEX 1: EOI SUBMISSION FORMAT

- Applicants may complete the fields below or submit their application directly via our [Online Google Form \(https://forms.gle/XRNpfa4WqoottLKd7 \)](https://forms.gle/XRNpfa4WqoottLKd7) . Response spaces may be expanded as required.

Information Required	Applicant Response
Full Name	
Current Position or Designation	
Organization or Professional Affiliation	
Country of Residence	
Contact Number (with Country Code)	
Email Address	
Brief Professional Profile (Max 150 words)	
Main Areas of Expertise	
Topics You Can Deliver	
Preferred Target Audiences	
Preferred Delivery Mode (Online / In Person / Hybrid)	
Preferred Session Format (Talk / Series / Workshop / Lab)	
Availability / Lead Time	
Indicative Professional Fee Expectation (if applicable)	
LinkedIn or Professional Profile Link	
Additional Information / Remarks	

PART II: TERMS OF REFERENCE (TOR)

1. Purpose

Synergy Learning Hub engages qualified and experienced resource persons to deliver practical, relevant, and application-oriented learning programmes aligned with the Hub's priority areas.

2. Scope of Engagement

Assignments may include online expert sessions, short online learning series, practical workshops and labs, case-based and discussion-based sessions, panel discussions, and hybrid or in-person programmes.

3. Key Responsibilities

- **Content Development:** Develop or refine session content in consultation with the Hub.
- **Program Facilitation:** Deliver practical, engaging sessions suited to the target audience.
- **Practical Application:** Use relevant industry examples, cases, tools, and exercises where appropriate.
- **Interaction & Discussion:** Encourage participant interaction and discussion, and respond to questions.
- **Material Submission:** Provide presentations or supporting materials in advance where required.
- **Coordination:** Participate in brief planning discussions with the Hub team.
- **Professional Standards:** Maintain high professional standards throughout the engagement.

4. Expected Programme Approach

Programmes should emphasize practical application, real-world examples, problem solving, participant interaction, and current industry relevance. Where appropriate, structure the learning around four core questions:

Core Analytical Structure:

- What is the issue?
- Why does it matter?
- How can it be improved?
- What can participants apply immediately?

5. Target Audiences

Our target audiences comprise:

- SME owners and entrepreneurs.
- Operations and production managers.
- Engineers and technical professionals.

- Supervisors and team leaders.
- Executives and functional managers.
- Young professionals and graduates.
- Corporate and institutional teams.

6. Programme Coordination

Synergy Learning Hub Responsibilities	Resource Person Responsibilities
• Define programme topics, objectives, and deliverables. • Identify the target audience. • Agree dates and delivery format. • Manage promotion and registration. • Arrange venue or online platform. • Coordinate participant communication. • Collect participant feedback.	• Prepare session content(Following Discussion with the company) • Deliver the agreed session. • Provide practical examples and exercises. • Supply supporting material where required. • Encourage participant engagement. • Respond to participant questions.

7. Remuneration & Expense Guidelines

Professional fees, where applicable, will be agreed before each assignment. The amount and payment basis may vary according to programme type, duration, specialization, preparation requirements, and delivery mode. Introductory or promotional sessions may be voluntary only by mutual agreement. Any reimbursable expenses must be approved in advance.

8. Confidentiality and Intellectual Property

Resource persons must protect all non-public information received through the engagement, including participant information, organizational data, case materials, and other sensitive information. Original materials created and owned by the resource person remain their intellectual property unless a separate written agreement provides otherwise. Recording, reproduction, adaptation, or reuse of full session content requires prior agreement.

9. Expected Deliverables

- An agreed session outline.
- Presentation or learning materials, where applicable.
- Delivery of the agreed session.
- Practical exercises or case materials, where relevant.



- Responses to participant questions.
- Brief post-session feedback, where required.

10. Selection and Engagement

Submitting an EOI does not guarantee engagement. Selection will depend on programme needs, relevance of expertise, practical experience, delivery capability, availability, and agreed commercial terms. Each engagement will be confirmed separately in writing.

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