Terms of Reference

Hiring an Individual Consultant to study and technically facilitate revamping of eThaksalawa Platform
ICTA/GOSL/CON/IC/2016/55

1. Introduction

The eThaksalawa is a project initiated by the ICT Branch of the Ministry of Education to establish the National e-learning portal of the General Education System and launched in year 2013.

This Learning Content Management System (LCMS) is produced and developed by the Ministry of Education with a view of improving as a content repository in future to provide various services for storing, accessing, and managing contents. The production/creation of the eThaksalawa is completely done as an in house project entirely using the teachers who are working in the government schools in Sri Lanka. Further, it uses free and open source software to make it affordable and sustainable which is the principle concept of eThaksalawa.

With the upcoming national initiatives on improving the accessibility and connectivity, such as Free-WIFI initiative, Google Loons and Lanka Government Network 2.0; accessibility to Internet and other online content are expected to be expanded irrespective of the geographical location and cost.

There are multiple considerable objectives which are planning to achieve with upgrading eThaksalawa content platform and main objectives are as follows,

• To ensure equality in education for the students with considering the multi ethnic community without geographical boundaries by using a comprehensive and sustainable eLearning platform with the use of National ICT infrastructure such as Free-Wifi, Google loons, LGN 2.0.

• To reach the students who are left behind due to various reasons and for the students who require more information and resources on formal education, nationally and internationally.

2. Background

ICTA and Ministry of Education will collaboratively work on the revamping and development of a quality eLearning platform under the preview of Ministry of Education. Objectives are expected to be achieved through the development and delivery of quality content on all subject areas and education tools through the revamped eThaksalawa platform. This would be a part of the long term plan of ICT in Education Sector which is expected to be implemented by the Ministry of Education in collaboration with ICTA.

3. Objective of this Assignment

ICTA intends to engage an Individual consultant for a period of 5 months to study, recommend and assist in revamping eThaksalawa Education LCMS.

4. Tasks (Components) to be carried outs

4.1 Study the current system and improvements need to be enhanced.

4.2 Literature Review on similar learning management systems and trends.

4.3 Identify Gap Analysis with regard to enhancing the system considering the best practices and future initiatives.

    4.3.1   Identify Appropriate Changes for the system.

    4.3.2   UI Improvements.

    Interface elements should be studied, but are not limited to:

        4.3.2.1 Input Controls: Buttons, Text Fields, Check boxes, Radio Buttons, Dropdown Lists, List Boxes, Toggles, Date Fields

        4.3.2.2 Navigational Components: Breadcrumb, Slider, Search Field, Pagination, Slider, Tags, Icons

        4.3.2.3 Informational Components: Tooltips, Icons, Progress Bar, Notifications, Message Boxes, Modal Windows

        4.3.2.4 Containers: Accordion

    4.3.3   Content Requirements.

    4.3.4   Performance Improvements.

    4.3.5   Security Requirements.

    4.3.6   Study and recommend on facilitating integration aspects of other Content Repositories and Learning Management Systems

4.4 Ensure implementation of recommended changes by the consultancy firm which will be hired upon study phase.

4.5 Work in collaboration with hired firm as clients support consultant.

4.6 Consultant is expected to work in close collaboration with appointed representatives of Ministry of Education.

4.7 The Consultant is also expected to provide consultation and support for digital education initiatives implemented by ICTA on consent of Program Manager ICTA.

4.8 The Consultant is required to <u>present the progress</u> of the project/ assignment during the weekly review meeting at ICTA.

4.9 Liaise with ICTA and provide inputs whenever requested by ICTA on certain specific matters on digital education initiatives.

4.10 Consultant is expected to participate and contribute in review meetings on digital education initiatives whenever requested by ICTA

5. Minimum Qualification for the Consultant

Key Professional Staff	Academic Qualifications	Experience in eLearning solutions	Experience in Content Development
Consultant	B. Sc. or equivalent	5 years	Knowledge and Ability to assist development of latest digital learning platforms. (Demonstrated ability to assist a team throughout designing, developing and delivering the system.)

6. Deliverables and Timeline;

The Consultant will be engaged for a period of 5 months. The following deliverables should be delivered in a manner acceptable to Review Committee which comprises representatives of ICTA and Ministry of Education.

No	Deliverables	Deliverables Submission	Payment
1	**Inception Report** 1.1 Time Sheet for the consultation provided as per the work stated in 4.7 and 4.10	Commencement Date + 1 weeks	18%
2	**Successful acceptance of the following;** Table of Content (TOC) of the following documents; 2.1 Identified Requirement and Gap Analysis 2.2 Solution Recommendations 2.3 Implementation approach document 2.4 Time Sheet for the consultation provided as per the work stated in 4.7 and 4.10	Commencement Date + 3 weeks	
3	Finalized documents; 3.1 Identified Requirement and Gap Analysis 3.2 Solution Recommendations 3.3 Implementation approach document 3.4 Time Sheet for the consultation provided as per the work stated in 4.7 and 4.10	Commencement Date + 6 weeks	35%
4	**Successful acceptance of the following;** 4.1 Report on assistance provided in completion of revamping of eThaksalawa LCMS 4.2 Time Sheet for the consultation provided as per the work stated in 4.7 and 4.10	Commencement date + 18 weeks	27%
5	**Successful acceptance of the following;** 5.1 Final Completion Report 5.2 Time Sheet for the consultation provided as per the work stated in 4.7 and 4.10	Commencement date + 20 weeks	20%

Note: **Activity Report** on monthly basis – (Contribution/ Participation) on other ICTA Digital Education Initiatives.

7. Services and Facilities Provided by ICTA;

7.1   Setup meetings with key stakeholders.

8. Review Committees and Review Procedures:

The Consultant will be required to work closely with the relevant officials of ICTA and MoE throughout the assignment. The review committee comprises of Director IT, MoE, Programme Manager, ICTA (Capacity Building and Digital Education), and other designated officials.