

Terms of Reference (ToR) for Individual Consultant:

Development of list of Heritage sites, building, monuments, other structures and cultural events in the world cultural Heritage sites in Sri Lanka , development of guideline for text content development and review the text content (ICTA/GOSL/CON/IC/2016/74)

1. Introduction

"Cultural Heritage"¹ is considered as an integral feature among Sri Lankans' way of life. Many of the cultural heritage sites in Sri Lanka have become leading tourist (foreign and local) attractions. In Sri Lanka, six locations are inscribed on the World cultural heritage list², viz. Ancient City of Polonnaruwa, Ancient Rock City of Sigiriya, Golden Temple of Dambulla, Old Town of Galle and its Fortifications , Sacred City of Anuradhapura and Sacred City of Kandy.

All the above mentioned sites are visited by local and foreign tourists frequently. Among the tourists, there are a considerable number of school children from all parts of the country and there could be academia and researchers who wish to explore more on cultural heritage sites. However, at present the access to information on cultural heritage is limited and scattered. The accuracy and consistency of available information are also concerns.

Given the context, the Information and Communication Technology Agency (ICTA) of Sri Lanka, the apex ICT institution of the Government, in line with its Vision³, has initiated "e-Heritage: Introduction of cutting-edge technology for storage and dissemination of information on cultural heritage of Sri Lanka" Project with the objective of enhancing the knowledge of tourists on cultural heritage sites in Sri Lanka using cutting-edge technology. The duration of the Project is three (3) years.

The project aims to develop a comprehensive National digital Heritage content management framework to facilitate access to accurate information on cultural Heritage sites in Sri Lanka

¹As per the Article 1 of Convention Concerning the Protection of the World Cultural and Natural Heritage for the purposes of this Convention, the following shall be considered as "cultural heritage"

Monuments: architectural works, works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and combinations of features, which are of outstanding universal value from the point of view of history, art or science;

Groups of buildings: groups of separate or connected buildings which, because of their architecture, their homogeneity or their place in the landscape, are of outstanding universal value from the point of view of history, art or science;

Sites: works of man or the combined works of nature and man, and areas including archaeological sites which are of outstanding universal value from the historical, aesthetic, ethnological or anthropological point of view.

²<http://whc.unesco.org/en/statesparties/lk>

³"To harness ICT as a lever for economic and social advancement by taking the dividends of ICT to every village, to every citizen, to every business & to re-engineer the way government thinks & works"

with mobile applications and web services which will provide location based information for tourists by using innovative information and communication technologies.

Development of such a framework requires identification of appropriate sites, buildings and monuments and the relevant text content as a foundation. This should follow a systematic process acceptable to the concerns of stakeholders such as Central Cultural Fund Sri Lanka, Department of Archeology and Department of National Museums.

During the initial phase of the Project, it has been decided to develop descriptive text content covering the sites, monuments, buildings, other structures and cultural events in the world cultural Heritage sites in Sri Lanka. In order to develop text content, it is essential to have a list of monuments, buildings, other structures and cultural events. The list should be developed based on agreed criteria and upon acceptance of the list by the Project Steering committee it is essential to develop guidelines for text content development.

The text content (in English) developed based on agree guidelines will be reviewed. After acceptance of the text content in English; the text content should be translated in to local languages (Sinhalese and Tamil). The final product will be examined by the Department of Archeology before finalization.

2. The Purpose of Having an Individual Consultant

The main purpose of having a Technical Expert is to develop a list of Heritage sites, buildings, monuments, other structures and cultural events based on agreed criteria, develop necessary guidelines for content development, review and validate the text content.

3. Scope of Work (Responsibilities)

The Consultant shall work closely with the Client, ICT Agency and Steering Committee and the Text content developers.

More specifically, the consultant shall

- Conduct workshops/ brain-storming session with Steering Committee and ICTA in order to develop criteria to develop list of sites and guidelines for text content development.
- Develop criteria for selection of Heritage sites, buildings, monuments, other structures and cultural events in consultation with the Steering Committee.
- Develop an list of cultural Heritage sites, buildings and monuments in the world cultural Heritage sites in Sri Lanka based on agreed criteria
- Develop guidelines for text content development in consultation with the Steering Committee
- Conduct knowledge sharing/ training sessions for content developer/s
- Review and validate the text content develop in English by the Content Developers (Minimum of 1000 Text Content in English Language)
- Provide technical assistance to the ICTA Project Management Team when and where necessary

General Conditions

- Review and familiarize with the Project related documents, and the requirements relating to the completion of the task.
- Attend all meetings relevant to the Project, liaise and coordinate with the ICTA Project Team, the Steering Committee and the text content developers
- Attend to any other matters relevant to the conduct of the Project as and when identified by the ICTA.

4. Final outputs (Deliverables , time schedule for deliverables)

Initial Service Contract Period is Twelve (12) months, commencing from August 2016 on part time basis.

- Criteria for selection of Heritage sites, buildings, monuments, other structures and cultural events (Two (2) weeks after awarding the contract)
- List of cultural Heritage sites, buildings and monuments in Polonnaruwa and Galle Districts (Four (4) weeks after awarding the contract)
- Guidelines for text content development (Five (5) weeks after awarding the contract)
- List of cultural Heritage sites, buildings and monuments in Sigiria and Dambulla in Matale District (Twelve (12) weeks after awarding the contract)
- List of cultural Heritage sites, buildings and monuments in Anuradhapura and Kandy Districts (Twenty four (24) weeks after awarding the contract)
- Quarterly Progress Report
- Assignment Completion Report (Twelve (12) months after awarding the contract)

5. Qualification of the Consultant (Competencies, Experience and Skill)

- PhD in the field of Archeology/ History/ Cultural Heritage /Architectural conservation
- Qualifications in more than one of the above mentioned areas are preferred.
- More than 20 years experience in the subject area
- Experience in activities associated with cultural heritage and cultural tourism
- Work experience in World Heritage sites
- Work experience with Government stakeholders such as Department of Archeology, Central Cultural Fund and Department of Museums
- Familiarity with the Government rules and regulations, UNESCO guidelines

6. Review Committees and procedures

ICTA will appoint a committee in collaboration with stakeholder organizations to review the list of Heritage sites, buildings and monuments and the text content development guidelines

7. Services and Facilities provided by ICTA

- Project document and Logical Framework
- Introduction Letters and contact details of key stakeholders.
- Organizing workshops, events and demonstration sessions
- Pre-approved per diem as per ICTA guideline

Annex 1 - Curriculum Vitae (CV) Format

{Notes shown in brackets { } in italic should not appear on the final document to be submitted}

Position /Title	Individual Consultant to conduct a Baseline Survey for e-Heritage Project
Name of Consultant:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Country of Citizenship/Residence	

Education: *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

Employment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, Contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
<i>{e.g., May 2012-present}</i>	<i>{e.g., Ministry of, Advisor/Consultant to... For references: Tel...../e-mail.....; Mr.Abbbbb, Director General}</i>		
<i>{e.g., From Jan 2010 to May 2012}</i>			

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned to Consultant:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
<i>Development of guideline/ protocols related to heritage management (Familiarity with the Government rules and regulations, UNESCO guidelines)</i>	
<i>Content development , writing articles /publications and review the same</i>	
<i>Experience in activities associated with cultural heritage and cultural tourism</i>	
<i>Work experience in World Heritage sites</i>	
<i>Work experience with Government stakeholders such as Department of Archeology, Central Cultural Fund</i>	
<i>Other (Experience in leadership positions)</i>	

Consultant's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Consultant Signature Date