

Terms of Reference

Hire expert resource to draft and document digital Sri Lanka strategy and road map

ICTA/GOSL/CON/IC/2016/143

01. Background

With the rapid advancements of digital technologies, the role of ICT in all sectors becomes more significant. Government of Sri Lanka aimed towards digitally empowered/enabled society which use ICT to foster social integration, peace, economic growth and poverty reduction. Government has already stated that the policy on “Digitalization of the economy” which consists multiple areas.

With the understanding of the significant role of digital technologies could play in national development, ICTA has already formulated the vision and strategic objectives aligned with the vision in line with the national development goals.

02. Concise statements of objectives

The main objective of this assignment is to develop and document national policy and road map for digitally empowered Sri Lanka which cut across all sectors, ensuring the all prospects, new technologies and trends of information and communication technology (ICT).

03. Scope of Work

Overall, the selected consultant shall study and review the government vision for next 5 years, existing policies, literature, situation of application of digital technologies in Sri Lanka with futuristic strategies and road-maps being developed by other countries, and formulate national policies and a road map consists of strategies for ICT sector.

3.1 An outline of the tasks to be carried out

The selected consultant will complete the following tasks:

- a) **Phase I – *Study the existing documents and related studies conducted in Sri Lankan context – AS IS Assessment and Best Practices Analysis***
- b) **Phase II- Development of National policy and Roadmap for Digital Sri Lanka (*Policy, Strategic plan with implementation plan*)**

Documentation

- I. Document the all the findings in phase I – AS IS Assessment and Best Practices Analysis and phase II – National policy and road-map.
- II. Compile two reports for phase I and II
 - A. As Is Assessment, Best practices analysis and gap analysis report
 - B. National policy and road-map for Digital Sri Lanka
- III. Document the National policy and Road map in a summarized, reader friendly manner for wider publication

4. Deliverables

- I. Inception report
 - A. The Consultancy firm should first prepare and carry out appropriate presentations to the review committee and finalize the Inception report.
- II. The Consultancy firm shall submit the As Is Assessment, Best Practices study analysis and gap analysis report. This includes (not limited to)
 - A. Stakeholder input and feedback
 - B. Change log

The consultant shall discuss any issues which may need to be addressed with the Review Committee.
- III. The Consultation firm shall submit Table of content (ToC), an outline of the Strategic plan and implementation plan for the use of ICT in education which will be reviewed by the review Committee. The consultant shall discuss any issues which may need to be addressed with the Review Committee.
- IV. An Interim draft of National Policy and Road map for Digital Sri Lanka to be submitted which will be reviewed by the Review Committee. The Consultant will discuss the draft with the Review Committee. The document will be amended if necessary and the final document to be produced.
- V. The Final Output will be comprehensive National Policy and Road map for the Digital Sri Lanka. The deliverables should be submitted as paper documents and as electronic documents in editable open document format.

No	Deliverables	Deliverables Submission
1	Successful acceptance for the following; 1.1 Inception report 1.2 Table of content (TOC) of the Deliverables	Commencement Date + 1 Week
2	Successful Acceptance of the following; 2.1 As is Assessment, Best Practices study analysis and gap analysis report.	Commencement data + 2 Weeks
3	Successful Acceptance of the following; 3.1 Finalized As Is Assessment, Best Practices Study analysis and gap analysis report 3.2 Drafted National Strategy and Road map	Commencement data + 4 Weeks
4	Successful acceptance of the following; 4.1 Finalized National Strategy and Road map with incorporating review feedback with reader friendly documents	Commencement data + 6 Weeks

5. Qualification and experience of consultants:

- i. The consultant should have minimum 5 years of experience in working with for national level ICT organizations for improving the national level eDevelopment/ Development/ICT strategies. (Details to be submitted by the bidder.)
- ii. The consultant should comprise with professional qualifications in the area of Digital technologies and strategy/policy formulation

CV s for all proposed members of the Consultancy Team should be submitted.

6. Composition of the review committee to monitor the consultant's work:

The review committee appointed by the MD/CEO, ICTA