

TERMS OF REFERENCE

Procure a consultancy firm for organizing the event of Mobile Application Hackathon ICTA/GOSL/CON/QBS/2016/71

1. INTRODUCTION

The Information and Communication Technology Agency of Sri Lanka (ICTA) is the apex body in implementing the Government ICT policy and making recommendations for policies required for ICT based development in Sri Lanka aligning with the national development agenda.

As part of the above agenda, ICTA is in the process of formulation and driving national level initiatives towards developing and empowering all sectors through the intervention of digital technologies. In this regard, Information and Communication Technology (ICT) for industrial development and human resource capacity building has been considered as one of the key development areas to be addressed.

2. BACKGROUND

In today's world, many countries widely use ICT in Education efficiently and effectively to enhance the quality of delivery in teaching and learning. Compared to the rest of the region, Sri Lanka should be more empowered with Digital education. By improving digital literature of citizens can make them active participants in digital world. This will make their lives easy, and will improve the quality of living. As an example 2 hour waiting queue can be changed to a mobile call, click in a computer or one tap in a mobile.

Mobile usage has overtaken the usage of computer by 2016 as per the sources. It also forecasts specify that it will be growing in years to come. So ICTA is planning to establish digital education via modern technologies. As a big step ICTA planning to introduce this to smart devices within Sri Lanka by developing mobile applications under different concepts. ICTA is organizing a Hackathon to gather new ideas pertaining to education. This can be an alphabet to awareness creation and a making an entry point educational mobile apps makers. On the other hand these final products will be an asset to the community.

3. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to procure a consultancy firm to organize the event Mobile Application Hackathon.

Specific Objectives of this assignment are to,

- moderate the event,
- facilitate in organizing the event as mentioned in Annex 01 ,
- ensure there are at least 65 contestants,
- provide a venue, and arrange necessary infrastructure facilities for the event as mentioned in Annex 01,
- provide necessary event materials as mentioned in Annex 02 and
- including the action items in the scope of service.

4. SCOPE OF THE SERVICE

The selected consultant is expected to perform the following tasks;

1. Organize a series of workshops will be held in 3 phases at a suitable location in Colombo with the engagement of around 75 participants per session representing the industry/academia/freelancers etc.

Workshop 01 :

The Hackathon is expected to provide innovative tech-based solutions for educational purpose or a community need. This is a fully brain storming session for all the participants about this full event.

Full idea about the domain should be given to all the registered contestants as mentioned in the following table. ICTA will contact relevant stakeholders in each thematic area to address at the 1st Workshop. These stakeholders will explain their domain and existing technological issues to the contestants.

Category	Thematic Area	Domain Specification
Category 01	Children - 5Yr to 18 Yr (eThaksalawa)	Developing mobile application for “eThaksalawa”. eThaksalawa is consist of resources developed aligned to grade 1 to 13 curriculums such as creative lessons, all learning resources including past papers, text books, teacher manuals etc. For more details about eThaksalawa http://www.e-thaksalawa.moe.gov.lk/

Category 02	Children (Child Protection)	Developing mobile application for child protection. Main idea is to get a mobile solution for children and parents to report about child abuses.
Category 03	Youth – 18 Yr to 35 Yr	Developing mobile application for Youth. Any theme can be selected by contestants, which is related for Youth empowerment.
Category 04	Adults – 35 Yr to 55Yr	Developing mobile application for adult citizen empowerment. Any theme can be selected by contestants, which is related with adult citizen empowerment.
Category 05	Women	Developing mobile application for woman empowerment. Any related theme can be selected by contestants, which is related with woman empowerment.
Category 06	Disaster Management	Developing mobile application for disaster management. Basic idea is to get a latest mobile solution for disaster recovery and management.
Category 07	Vocational Trainees	Developing mobile application for Vocational Trainees. Any relevant theme can be selected by contestants.

This workshop will be a 2 day workshop (1 night). After brain storming session contestants should start developing their mobile applications and this will be an overnight hackathon experience. 2nd day, all the developed applications should present to the panel of judges (which is nominated by ICTA). Review comments and feedback will be given to improve their products.

Hackathon Competition

Contestants can be registered as an individual or as groups (maximum 5 members per team). Individual contestants or groups can develop one or many application/s according to the thematic areas.

Workshop 02 :

From 1st workshop, 1 week will be given to all the contestants to develop their idea based on mentioned one of the selected group category by them. At the 2nd workshop, contestants should present and demonstrate the improved application they built. There will be a panel of Judges (which is nominated by ICTA) to evaluate the applications. Judges will select the best mobile application from each category. Altogether 6 mobile applications will be selected at the end of

the 2nd workshop.

Workshop 03 :

This is the final workshop and best 7 mobile applications will be presented to the audience by the contestants. Finally developers will get awarded for their commitment and innovative ideas. At the end, contestants will be advised to promote their applications by themselves with the guidance of ICTA.

Intellectual Rights

Ownership and the intellectual rights of the developed applications will be shared with the developer and ICTA. Agreement will be signed off later, after this event.

Developers can publish their application in Google play store or ICTA web host.

Stakeholders

- Software engineers/ developers/ programmers
- System designers / architects
- Software developing companies
- Project Managers
- University students
- Freelancers
- Industry experts
- Any other interested parties

2. Publishing the event website and social media campaign

Consultant should design and publish the event website. All the registration should be done through the web site. Once a particular contestant is registered in the web site, automatic email should be sent to that person and all event notifications should be sent through the web site. Web administration access should be given to ICTA. Social media campaign should be conducted by the consultant to promote the event.

3. Providing venue, arranging necessary infrastructure facilities mentioned in the Annex 01.

4. Providing necessary event materials as mentioned in the Annex 02.

5. Facilitating in developing, organizing and delivering the assignment on time with mentioned requirements.

5. TIME SCHEDULE AND DELIVERABLES

No	Deliverables	Deliverables Submission
1	Confirmation on reservation of hotels, event dates and publishing the web site	Commencement Date + 2 week
2	Deliver event materials (As mentioned in Annex 02) and send registered list	Commencement Date + 4 weeks
3	First Workshop + Report submission at the end of the first workshop	Commencement Date + 6 weeks
4	Second Workshop + Report submission at the end of the second workshop	Commencement Date + 7 weeks
5	Third Workshop + Report submission at the end of the third workshop	Commencement Date + 8 weeks

All the above deliverables should be delivered in a manner acceptable to ICTA.

6. KEY STAFF QUALIFICATIONS

Minimum Qualification of the key Experts

	Role/Experience
Moderator	<p>Responsible for overall event moderation</p> <p>Minimum 2 years' experience in handling similar hackthon assignments</p> <p>Proven adequate knowledge in mobile application development</p> <p>Ability to moderate the event effectively</p>
Event Coordinator	<p>Coordinating/communicating with ICTA and other relevant parties to organize the event</p> <p>Minimum 1 year experience in organizing similar assignments</p>

7. CLIENTS INPUTS

Relevant texts, logos and contents which are needed for workshop materials
 List of stakeholders and contacts in selected thematic areas
 Data, information which are required for develop applications

8. PROCEDURE FOR REVIEWING OUTPUTS

All outputs will be reviewed by a review committee appointed by ICTA.

Annexure 01

Workshop 01 for 75 participants

	ITEM	DESCRIPTION	No of Units Required
Workshop 01 for 75 participants (2 days)			
1	Conference Venue (Hotel) (75 participants)	Hotel (3 Star or above) in Colombo or within 10km radius - Should be able to accommodate 75 participants -Round tables with table cloths (min 10) -75 Stackable Banquet Chairs -Air Conditioned -75 Note books and Pencils or Pens -Hall Decorations -Other available facilities -Uninterrupted power supply for each table -Uninterrupted Internet facility (Wireless) -Registration desk -Podium with decorations -Oil lamp with decorations	N/A
2	Seminar Package (for 75 participants)	- Welcome Drink - Day 01	75
		- Buffet Lunch – both days	75
		- Breakfast – Day 02	50
		- Dinner – Day 01	50
		- Morning Tea/ Coffee/orange juice with 2 Snacks – both days	75
		- Evening Tea/ Coffee/orange juice with 2 Snacks – Day 01 - Mid Night snacks (3 items) – Day 01 - Tea/Coffee available throughout the night – Day 01	
		Water available throughout all days (water bottles)	Item
3	Accommodation	- H/B basis Twin Sharing rooms	15
4	Multimedia Projector with Screen	- Multi – media projector 5000 ANSI Lumens (overhead projector) - Fixed large projector Screen	01
5	Sounds	Professional sound system with amplifiers & mixer (Should compatible with Laptop sounds out)	Item

		<ul style="list-style-type: none"> - Hand held FM mikes (02) - Clip on mikes (02) - podium fitted mike - HDMI - VGA convertor 	
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Workshop 02 for 75 participants

	ITEM	DESCRIPTION	No of Units Required
Workshop 02 for 75 participants			
1	Conference Venue (Hotel) (75 participants)	Hotel (3 Star or above) in Colombo or within 10km <ul style="list-style-type: none"> - Should be able to accommodate 75 participants - Round tables with table cloths (min 10) - 75 Stackable Banquet Chairs - Air Conditioned - 75 Note books and Pencils or Pens - Hall Decorations - Other available facilities - Uninterrupted power supply for each table - Uninterrupted Internet facility (Wireless) - Registration desk - Podium with decorations - Oil lamp with decorations 	N/A
2	Seminar Package (for 75 participants)	- Buffet Lunch	75
		- Morning Tea/ Coffee/orange juice with 2 Snacks	75
		- Evening Tea/ Coffee/orange juice with 2 Snacks	
		- Water available throughout all days (water bottles)	Item
3	Multimedia Projector with Screen	<ul style="list-style-type: none"> - Multi – media projector 5000 ANSI Lumens (overhead projector) - Fixed large projector Screen 	01
4	Sounds	Professional sound system with amplifiers & mixer (Should compatible with Laptop sounds out) <ul style="list-style-type: none"> - Hand held FM mikes (02) - Clip on mikes (02) - podium fitted mike - HDMI - VGA convertor 	Item

Workshop 03 for 75 participants

	ITEM	DESCRIPTION	TOTAL PRICE (LKR) EXCLUDING VAT
Workshop 03 for 75 participants			
1	Conference Venue (Hotel) (75 participants)	Hotel (3 Star or above) in Colombo or within 10km - Should be able to accommodate 75 participants - Round tables with table cloths (min 10) - 75 Stackable Banquet Chairs - Air Conditioned - 75 Note books and Pencils or Pens - Hall Decorations - Other available facilities - Uninterrupted power supply for each table - Uninterrupted Internet facility (wireless) - Registration desk - Podium with decorations - Oil lamp with decorations	N/A
2	Seminar Package (for 75 participants)	- Buffet Lunch	75
		- Morning Tea/ Coffee/orange juice with 2 Snacks - Evening Tea/ Coffee/orange juice with 2 Snacks	75
		- Water available throughout all days (water bottles)	Item
3	Multimedia Projector with Screen	- Multi – media projector 5000 ANSI Lumens (overhead projector) - Fixed large projector Screen	01
4	Sounds	Professional sound system with amplifiers & mixer (Should compatible with Laptop sounds out) - Hand held FM mikes (02) - Clip on mikes (02) - Podium with podium fitted mike - HDMI - VGA convertor	Item

Annexure 02

Further, following services are required.

ICTA will provide the relevant logos and texts to be printed. **ICTA consent for a sample prior to bulk production is required.**

	ITEM	DESCRIPTION	Quantity
1	T Shirts	Collar less, Normal T shirt material The design should be made and sent approval to ICTA before printing and sample of T shirt material should be sent approval to ICTA before printing.	100
2	Imprinted USB drives	Wristband type (Color : black) 8GB capacity With Logo printing Four Color With 1 year warranty	100
3	Certificates	A4 Size Art Board With relevant content provided by ICTA The design should be made and sent approval to ICTA before printing	100
4	Backdrop	Digital printing on flex Height 10ft Width 10ft Four color (with stand and fixing is required at the venue) The design should be made and sent approval to ICTA before printing	02
5	Promotional Cheques	Height 24” Width 39” Art Board Four color The design should be made and sent approval to ICTA before printing	07
6	ID cards – Type 01	Size : width 5”, height 4” Art board 250 gsm Four color With transparent plastic/ rubber pouch Branded Blue color neck strap The design should be made and sent approval to ICTA before printing	75

7	ID cards – Type 02	<p>Size : width 4.5”, height 6.5”</p> <p>Art board</p> <p>250 gsm</p> <p>Four color</p> <p>With transparent plastic/ rubber pouch</p> <p>Branded Orange color neck strap</p> <p>The design should be made and sent approval to ICTA before printing</p>	25
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