

ICTA/GOSL/CON/OC/CQS/2017/01



Information and Communication Technology Agency of Sri Lanka

Terms of Reference

Conducting of an Operational Study for ICTA **ICTA/GOSL/CON/OC/CQS/2017/01**

February, 2017

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1. Background

Information and Communication Technology Agency (ICTA) of Sri Lanka, is the government apex institution responsible for formulating and implementing policies and strategies and also provide required assistance to the Cabinet of Ministers on ICT based development interventions. With an aim of achieving the government vision of 'A Digitally Inclusive Sri Lanka', ICTA is in the process of implementing a comprehensive National Digital Strategy, a countrywide ICT development initiative.

The focus areas of the digital strategy includes (i) developing the country wide digital infrastructure, (ii) delivering more transparent, efficient and real time government services at all levels while maintaining the highest levels of security and trust, (iii) creating an enabling legal and policy environment for the knowledge economy, (iv) developing specialized ICT skills and broad ICT literacy at all levels of education, (v) promoting ICT as tool for social development, and (vi) creating jobs through a dynamic and competitive ICT industry.

ICTA has been established under the Company Act and vested with statutory authority under the ICT Act No. 27 of 2003. In 2008, the ICT Act was amended to strengthen implementation of ICT policies and strategies for country's economic development. ICTA was originally tasked with implementation of the 'e-Sri Lanka Development Project (2003 - 2013) funded by several development partners, including the World Bank. ICTA is a permanent establishment and currently functioning under the Ministry of Telecommunication and Digital Infrastructure, and supported by the Inter Ministerial Committee.

Based on approval from the Cabinet of Ministers, ICTA Board of Directors has enhanced operational authority to determine ICTA's human resource requirements, contract terms, remuneration and schemes, subject to availability of funds. Several policies have been adopted by the Board from time to time regarding this matter.

2. Aim and Objectives of the Assignment

The aim of the assignment is to obtain consultancy services for conducting an Operational Study for ICTA for the year 2017.

Primary objectives this assignment are,

- a) To develop the operational budget for 2017.
- b) To identify the current resources available to the enterprise and extrapolate the manpower requirement for 2017 with the consultation of the relevant stakeholders.
- c) To develop an Organization Structure.
- d) To conduct detailed analysis and budget plans for each and every cost line items in the operational budget.

- e) To analyse and propose the alternatives available for renting of premises and related costs within Colombo and outside vicinity of Colombo.
- f) To identify the market rates of supporting functions based on existing information (eg: Finance, HR, Procurement, Legal, Policy Reform & Regulatory, Administration, marketing).
- g) To identify market rates of different industries to develop internal pay structures
- h) To ensure internal & external pay equity is maintained

3. Scope of Work and Tasks to be carried out

The scope of work for the Consultant shall include but not limited to:

- a) Develop a detail operational budget for year 2017.
- b) Propose alternative options for fixed costs for 2017.
- c) Develop the Human Resource Plan for 2017.
- d) Propose alternative options for variable costs for 2017.
- e) Detailed compensation survey for the supporting functions.
- f) Conduct Comparable job positions with similar duties and responsibilities.
- g) Propose Salary ranges for the selected positions.

In carrying out the above-mentioned tasks, the Consultant shall take into consideration the internal policies and procedures adopted from time to time by ICTA as well as remuneration bench marking studies.

4. Deliverables and Time-frame

Phase / main reports	Deadline	Payment Schedule
Operational Study Draft Report	Contract date + Week 1.5	40%
Operational Study Final Report	Contract date + Week 03	60%

This assignment is expected to be carried out within a period of 03 **weeks**.

5. Qualifications of Consultants

Following minimum qualifications are considered mandatory

Key Staff	Minimum Academic Qualification	Minimum Experience	Minimum number of similar assignments conducted
Team Leader	Master level degree and professional qualification in finance from a recognized university	Demonstrated experience at least 5 years in development of corporate plans for development projects Knowledge of best practices in corporate planning activities - Excellent oral and written language skills (Sinhala /Tamil and English) of the relevant staff	3 similar assignments specially in the areas of ICT for development
Financial Specialist / Economist	Advanced degree preferably master level degree or professional qualification in finance from a recognized university	Minimum 3 years demonstrated experience in handling financial forecasting for development of corporate plans	3 similar assignments
HR Specialist	Advanced degree preferably master level degree or professional qualification in HR from a recognized university	Minimum 3 years demonstrated experience in handling similar assignments	3 similar assignments

Note: All deliverables shall be submitted in 2 copies; in hard-copy and soft-copy in editable form. The final corporate plan should be available in publishable quality.

6. Inputs from the Client

ICTA shall,

- Provide the existing cost breakdowns
- Provide manpower plan for 2017
- Provide any other information requested by Consultant
- Provide all the relevant documents/information (Action Plan, Progress Reports, Annual Report, etc.) to the consultant.
- Provide letters of introduction for conducting interviews with stakeholders.
- Support to arrange meetings with stakeholders
- Support all the required financial and non-financial data
- Provide list of designations

Note: The Consultant will report to the ICTA Managing Director/Chief Executive Officer through Chief Financial Officer. The Consultant shall have detailed discussions on its finding and conclusions with Chairperson of ICTA and other Snr officials

7. Procedures for Review of Outputs

The report will be reviewed and accepted by a committee, which will be comprised of members of the Project Consultant Procurement Committee from ICTA: