

Terms of Reference (ToR)

Individual Consultant (Full Time) for the Digital Libraries Project (ICTA/GOSL/CON/IC/2017/22)

Background

The Information and Communication Technology Agency (ICTA) of Sri Lanka is the apex ICT institution of the Government. In terms of the Information and Communication Technology Act No.27 of 2003 (ICT Act), ICTA has been mandated to take all necessary measures to implement the Government's Policy and Action Plan in relation to ICT.

With the usage of Information and Communication Technology (ICT), the reading habits are changing rapidly. The 'readers' are shifting from the traditional sources of reading; printed materials to e-materials (e-books). It is observed that the libraries in Sri Lanka are not ready and equipped to address the rapid changes of the reading habits of 'modern-day' readers' and libraries have not been able to provide easy and quick access to global reading materials efficiently and effectively. This could reduce the level of interest of readers towards libraries and the number of library users could be declined with the time. Given the context, the Digital Libraries are introduced as a solution to address these issues in collaboration with National Library and Documentation Services Board, Ministry of Education and the selected district level libraries. Taking these initiatives forward, ICTA has planned to strengthen the electronic archive records systems and introduce modern infrastructure which is in demand to improve the quality and efficiency of the library system in the country. A three-year project has been initiated by ICTA to establish 26 Digital Libraries across the country from 2017 to 2019.

ICTA is looking for an experienced Consultant to introduce the Integrated Library Management System (ILMS) and Model Digital Library concepts to the selected 26 public libraries during the project period. The role involves identifying requirements, introducing new ILMS to selected libraries, change management, training and capacity building of the selected library staff. The consultant will work closely with National Library and Documentation Services Board, library administrators and the library staff to promote and implement digital library initiatives in order to improve the quality and efficiency of access and the usage of digital information.

1. Scope of Work

Under the overall supervision of the Programme Manager of ICT Agency, the Individual Consultant will be responsible for introducing the Integrated Library Management System (ILMS), model Digital Library concepts and conduct change management in the selected public libraries.

The selected Consultant should support the ICTA to achieve the project results / outputs by providing inputs to implement the activities outlined in the project document in accordance with ICTA rules and regulations.

Duties and Responsibilities:

- Study project documents and be familiar with the Project and Project outputs and Outcomes
- Situation Assessment: Study the current status of the library management process and identify existing gaps.
- Plan, design and implement the change management process.
- Introduce the Integrated Library Management System and facilitate the process improvement in order to enhance the service quality and efficiency
- Gather training requirements of the system users, design and conduct capacity development programmes in order to disseminate the knowledge and motivate staff in the use and promotion of the system
- Conduct training evaluation

- Participate at all meetings convened by the ICTA, travel to the selected libraries and work closely with all project stakeholders.
- Monitor the implementation process and prepare quarterly progress report.

2. Competencies

Corporate Competencies

- Client Orientation: Promote the vision, mission, and strategic goals of the ICT Agency of Sri Lanka.
- Respect for Diversity: Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies

- Commitment to Continuous Learning: Seek and apply knowledge, information and best practices from within and outside of ICT Agency of Sri Lanka and work as a change agent to improve the quality and efficiency of library management systems
- Motivated: Encourage service delivery that is evidence based, citizen focused, ethical, equitable, standardized and client-centered.

Management and Leadership

- Personal Relationship: Build strong relationships with clients, focus on impact and result for the client and respond positively to feedback
- Networking: Proven networking and team building skills
- Stress Management : Calm demeanor/ A Good humored
- Flexibility : Open to change and able to manage complexities
- Problem Solving : Ability to manage conflicts
- Communication: Demonstrate good oral and written communication skills, especially in English
- Team Work: Team player in a joint management environment and share knowledge

3. Education

Master's Degree in Library and Information Science (MLS) or equivalent from a recognized University

4. Experience

- Minimum of 03 years' experience in the subject area with practical experience in implementing e-library solutions.
- Excellent knowledge on Integrated Library Management System, i.e. "Koha"
- In-depth knowledge on GOSL procedures, information policies and ethics.
- Exposure to international library management systems
- Experience in conducting knowledge sharing/training sessions on library automation

5. Language Requirements

Fluency in English and Sinhala or Tamil

6. No of Positions: 01

7. Duration: 01 year, extendable Contract