INFORMATION AND COMMUNICATION TECHNOLOGY AGENCY OF SRI LANKA

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)

Assignment Title: Hiring a consulting firm to assist the ICTA M&E unit to produce regular project performance monitoring/implementation progress reports and conduct regular field monitoring activities.

Assignment Number: ICTA/SG2/GOSL/CON/QCBS/2017/001

1. Information and Communication Technology Agency of Sri Lanka (ICTA) is the apex government agency for Information and Communication Technology (ICT) in Sri Lanka which has been mandated to take all necessary measures to implement the Government's Policy and Action Plan in relation to ICT.

2. The Consultant Procurement Committee on behalf of the ICTA invites eligible consulting firms consultants to express their interest in providing their services described herein for a period of one year. Interested consultants must provide information indicating that they are qualified to perform the services requested (Brochures, description of similar assignments, experience in similar conditions, and availability of appropriate skills amongst staff).

3. The Consultancy Firm will be selected based on Consultants Qualifications and Cost Based Selection (QCBS) method in accordance with the procurement guidelines of the Government of Sri Lanka.

4. The consulting services ("the Services") primarily include:

    a) Producing regular performance monitoring reports with required quality in agreed frequencies using the given formats. The data required for the report should be extracted through the internal data base system which is updated by respective project managers twice a month. The consultant is required to follow up of timely updating the system with reliable and consistent data.

    b) Carrying out monitoring activities at the field level to ensure quality of data gathered by independent evaluation consultants contracted for specific program evaluations. Based on the visits the consultants are required to produce field monitoring reports with evidences based corrective actions.

    c) Assisting the M&E unit to evaluate objectively the quality of ICTA events (such as trainings, technical sessions/exhibitions, workshops, and etc.).

The short listing criteria are:

a) Experience related to similar M & E assignments, survey/research assignments in the past three (3) years.
b) Experience working with Government institutions of Sri Lanka during the past three (3) years.
c) Availability of staff with competence and qualifications to carry out similar work.

Consulting firms may associate with other firms or individual consultants in the form of a joint venture or sub consultant to enhance their qualifications. Participation of sub consultants in more than one Request for Expression of Interest (REOI) is not permitted under this consultancy.

The "Terms of Reference" and the "REOI Submission Form" is now available at ICTA and interested parties may download these documents from the website https://www.icta.lk/procurement/

Interested parties may obtain further information from Procurement Officer (Procurement Segment-2), ICTA by contacting via Phone: +94 11 2369099Extension: 346, Fax: +94 11 2369091 and -email: procurementsg2@icta.lk.

Expressions of Interest including all requested information must be delivered no later than **15:00 hrs on July 25, 2017** either: (i) hand delivered or (ii) by post to the address; Managing Director, C/o, Procurement Officer (Procurement Segment-2), ICTA, 3rd Floor, 160/24, Kirimandala Mawatha, Colombo 05, Sri Lanka. Envelope containing the Expressions of Interest to be marked **"Hiring a consulting firm to assist the ICTA M&E unit to produce regular project performance monitoring/implementation progress reports and conduct regular field monitoring activities"**

Managing Director/ Chief Executive Officer
C/o Procurement Officer Segment-02
Information and Communication Technology Agency of Sri Lanka
160/24, Kirimandala Mawatha, Colombo 5
Sri Lanka
Phone: +94 11 2369099 Fax: 94 11 2369091, www.icta.lk