



**Information and Communication Technology Agency of Sri Lanka**

**REQUEST FOR EXPRESSIONS OF INTEREST**

**Assignment Title: Individual Consultant to study and technically facilitate the development of a Document Management System for the Ministry of Education**

**Assignment No - ICTA/GOSL/CON/IC/2017/35**

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.

The Ministry of Education is a ministry of the Government of Sri Lanka that directs the formulation and implementation of policies related to primary and secondary education in Sri Lanka. In recent years, the Ministry of Education has begun to exploit advances in Information and Communication Technology (ICT) to support its many functions and modernize the institution. The Ministry of Education has proposed the digitization of all government documents to accommodate institutional growth, improvement of internal processes, stakeholder satisfaction and cost effectiveness.

ICTA and the Ministry of Education will collaboratively work on the implementation of a Document Management System to provide timely and accurate information to relevant stakeholders while automating key processes.

To achieve this objective ICTA intends to engage a consultant in the capacity of Business Analyst to identify, study, analyze, document and manage requirements of proposed business processes and document management system of the Ministry of Education.

Interested individual consultants are requested to respond to this request by submitting the required details including the following with documentary evidence to demonstrate qualifications, previous experience in carrying out similar assignments, technical capabilities, and appropriate expertise;

- (1) Detailed CV/Resume
- (2) Cover letter highlighting relevant experience, expertise etc in the respective area
- (3) Brief description of approach/work plan to the task
- (4) Expected total fee (Lump sum) for the entire assignment

The "Terms of Reference" document is now available at the ICTA site for further information. Interested consultants may download these documents from the website <https://www.icta.lk/procurement/> for references.

Consultant will be selected in accordance with the procedures set out in the Government Guidelines: Selection & Employment of Consultants. All interested parties are informed that all documentations shall be in English Language.

Interested consultants may obtain further information from Mr. Gamini Karunaratne, Director Procurement ICTA by contacting via Phone: +94 11 2369099, Fax: +94 11 2369091 and email: [procurement@icta.lk](mailto:procurement@icta.lk).

Expressions of Interest including all requested information must be delivered no later than **1500 hrs on October 13, 2017** either: (i) electronically to; [procurement@icta.lk](mailto:procurement@icta.lk) or (ii) hand delivered or (iii) by post to the address; Directo Procurement, C/o, Chairperson, ICTA, 2nd Floor, 160/24, Kirimandala Mawatha, Colombo 05, Sri Lanka.

Envelope containing the Expressions of Interest and subject field of e-mail should be marked Expressions of Interest for **“Individual Consultant to study and technically facilitate the development of a Document Management System for the Ministry of Education”**

Chairperson

Information and Communication Technology Agency of Sri Lanka

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September 28, 2017