

**Terms of Reference (ToR)**  
**Project Officer (Full Time) to Implement the Digital Education Initiative in the Ministry of**  
**Education**  
**(ICTA/GOSL/CON/IC/2017/39)**

**1. 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 increased Information and Communication Technology (ICT) advancements and penetration the role of ICT in the education sector becomes more significant. This is being executed with educational activities. Considering the fact that the ICT technologies could play a vital role in uplifting the level of knowledge of students in a rapid manner, intervention of ICT has been identified as the most effective area which will uplift the education at national level.

ICTA has already commenced and plans to commence large national level initiatives which facilitates across all sectors. Moreover, the Inter-ministerial Committee for ICT has been already set up, which comprises of the Minister of Education as a permanent member. Hence, collaborative effort is required which streamline and consume all national level ICT development initiatives for the education sector way forward.

ICTA is looking for an experienced Consultant to manage and facilitate the Digital Education Initiative in the Ministry of Education. The consultant will work closely with the Ministry of Education and Information and Communication Technology Agency, Sri Lanka.

**2. Scope of Work**

Under the overall supervision of the Program Manager of ICT Agency, the Individual Consultant will be responsible for managing and facilitating the digital education initiative in the Ministry of Education for a period of 12 months.

The selected Consultant should support 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.

### **3. Duties and Responsibilities:**

- Analyze and produce project performance statistics
- Consultant is expected to work in close collaboration with all project stakeholders, setup project meeting and maintain meeting minutes
- Coordinate and communicate with Project Managers and all stakeholders to ensure all activities are completed with outputs at the agreed timelines
- Follow up and update project tasks and actions
- Ensure project teams comply to organization standards and all documentation is reviewed and approved
- The Consultant is also expected to provide consultation and support for digital education initiatives implemented by ICTA on consent of the Program Manager of ICTA.
- The Consultant is required to present the progress of the project/assignment during the weekly review meeting at ICTA.
- Liaise with ICTA and provide inputs whenever requested by ICTA on certain specific matters on digital education initiatives.
- Consultant is expected to participate and contribute in all meetings convened by ICTA on digital education initiatives

### **4. 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.
- 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

## **5. Education**

- Bachelor's degree or equivalent on IT or PM
- Preferably PMP certified
- Master's degree preferred

## **6. Experience**

- Experience in the subject area with experience and in-depth knowledge of digital education, digital content development and capacity building.
- Specific experience and knowledge with other stakeholders' business processes is desirable.
- In-depth knowledge on GOSL procedures, information policies and ethics.
- Previous public sector project experience is preferable.
- Experience in conducting knowledge sharing/training sessions on digital education.

## **7. Language Requirements**

Fluency in English and Sinhala or Tamil

## **8. No of Positions: 01**

## **9. Duration: 01 year, extendable Contract**