



Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd

Procurement of an Individual Consultant Expression of Interest (EoI)

Assignment Name: International Consultant for training ICTA program staff on Monitoring and Evaluation and conducting a knowledge sharing session for DCS and TRC staff
Assignment No: ICTA/SG2/GOSL/CON/IC/2017/004

Information and Communication Technology Agency of Sri Lanka (ICTA) is the single apex government institution, responsible for formulating policies and implementing projects towards digital development of the country. With an aim of measuring the results of digitization process, ICTA has already established a comprehensive Results Based Monitoring and Evaluation (M&E) system across all the projects and programs.

Under the digitization program ICTA implements wide range of development projects and ICTA program and project managers are involved in project design, proposal preparation and M&E activities under each project. ICTA believes that improved M&E related skills with ICTA program staff will help them to effectively manage the development results of the projects that they are managing. With this understanding ICTA M&E unit is planning to conduct tailor made M&E related capacity building workshops targeting ICTA program staff engaged in implementing the digitization process.

Staff of Department of Census and Statistics (DCS) and Telecommunication Regulatory Commission (TRC) are involved in collecting and analyzing data related to the results of ICT based projects in order to compile international indices. To ensure proper reflection of the country image comparing with other countries, it is crucial that the data should be collected against all the core internationally comparable indicators with proper frequencies, required quality and reliability. In some occasions, to ensure proper measurements and developing in-depth understanding of the situation, collection of qualitative data is also essential. Therefore, as an apex ICT development Agency belongs to the government ICTA has a clear mandate to develop common understanding and to build knowledge and skills with the relevant key stakeholders on the immersing aspects and proper measurement of the digitization process

ICTA now intends on requesting for Curriculum Vitae (CV) from interested parties who are willing to undertake this assignment for conducting M&E training for program staff of ICTA Sri Lanka, DCS & TRC. The selected consultants are required to provide services as per the detailed scope of the services outlined in the Terms of Reference.

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) Curriculum Vitae (CV) - (As per required format)
- (2) Cover letter highlighting relevant experience, expertise in the respective area
- (3) Brief description of approach/work plan to the task (As per required format)
- (4) Expected total fee (Lump sum) for the entire assignment

The “Terms of Reference” and the “Format for the Submission of Curriculum Vitae” is now available at ICTA and interested parties may download these documents from the website <https://www.icta.lk/procurement/>

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

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

You may forward your response electronically to; procurementsg2@icta.lk or by hand delivery or by post to Procurement Officer, Segment 2, C/o Chairperson, 160/24, (3rd floor), Kirimandala Mawatha, Colombo 05, Sri Lanka to be received at or before **1500 hrs on November 23, 2017**. Envelope containing your response should be marked “**International Consultant for training ICTA program staff on Monitoring and Evaluation, and conducting a knowledge sharing session for DCS and TRC staff - ICTA/SG2/GOSL/CON/IC/2017/004**”

Chairperson

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