**TERMS OF REFERENCE**

**Title : IT Coordinators**

**Project : SMART Society and Citizen Capacity Building (**Obtaining services of Individual Consultant to implement and coordinate operational activities of SMART Social Circle initiative)

**Assignment Number: ICTA/SG2/GOSL/CON/IC/2018/006**

**Duty station : Relevant District**

**Duration : 4 months**

**1. Background**

Information and Communication technologies (ICTs) are increasingly being recognized as essential tool for development that can empower citizens, enhance skills, increase productivity, and improve governance at all levels.

Government of Sri Lanka (GoSL) aims to use ICT to foster social integration, peace, economic growth and poverty reduction. A key anticipated outcome is more effective, citizen centered, and transparent government through ICT enabled governance.

The Information and Communication Technology Agency (ICTA) envisaged the SMART Social Circle initiative with the vision“to be the foremost social movement to foster ethical and responsible use of Social Media and other emerging communication technologies in citizen journalism, good governance, disaster risk management etc”. The Project Mission is to provide strategic, technological & commercial foundation needed to encourage, and promote use of all social media and emerging Information & Communication Technologies and develop an environment conducive to the achievement of the nation’s intellectual, cultural and social aspirations through ICT.

Smart Social Circle (SSC) initiative is one of the largest community empowerment initiatives implemented in Sri Lanka using the emerging and latest digital technologies and the Social media. This is a different type of model compared to other initiatives implemented in Sri Lanka, where it is initiated and implemented in collaboration with multiple government organizations and the support of multiple stakeholders including private sector organizations. The major uniqueness of this initiative is use of community driven governance mechanism. This is one of the very unique mechanism and this is considered to be the first ICT related society established in villages in Sri Lanka.

**2. Introduction**

The project was initiated in 2016 and at present 5966 knowledge agents have been trained throughout the island and 630 SMART Social Circles have been established. There are about 60,000 indirect beneficiaries as result of the establishment of these social circles. Moreover, small to medium level business and enterprises have directly benefited from the initiative and multiple level relationships have been established across the private and public sector. The results are visible on the SSC national Facebook page. There is a considerable increase on citizen journalism as normal citizens actively reporting various issues that have arisen in their respective GN divisions and have posted these cases on their respective Facebook pages.

ICTA is continuing SMART Social Circle initiative in 2018. There are three mainly focused areas, namely,

1. SSC rollout – will establish the remaining 254 SSC’s in 8 districts from the Phase II rollout.
2. The continuation of the project will ensure the sustainability of the already established SSC’s and facilitate to effective functioning of SSC with adequate support from ICTA.
3. Engagement of Facebook - there are 7 mega activities plan in this year with the collaboration of FB in relation to community development, entrepreneur development, awareness, collaborative platform, etc.

A dedicated officer from ICTA under the guidance of the project manager has been appointed for this interaction. Project Manager responsible for overall project and all the members in the team should report to him.

ICTA plans to employ 32 IT coordinators to effectively and efficiently implement the SSC initiative. During this phase will get the support of various organizations including public, private and NGOs for the success of this event. These organizations will help the project at various levels according to their vision or mandate. Also, get the support of young dynamic voluntary under graduates from the particular village to drive this project.

**3. Purpose and Scope of Assignment**

The District Coordinator is responsible for coordinating and the successful implementation and the continuation of the project in each district, the main objective is to ensure effective and flexible coordination and help to implementation of the project, by ensuring that the beneficiaries as well as stakeholders are well involved in all project activities.

**Duties and Responsibilities**

The District Coordinator would:

* Ensure the effective and flexible coordination and implementation of the project;
* Ensure that the beneficiaries are well involved in all project activities;
* Ensure that the stakeholders are well involved in all project activities;
* Ensure the sustainability of the initiative

More specifically, the District Coordinator would:

* Ensure coordination between beneficiaries, knowledge agents, SSC committee members, managing partners, Stakeholders and ICTA in implementing the project;
* Supervise the training of the knowledge agents and report to ICTA.
* Coordinate timely implementation of all aspects of the project with particular emphasis specific activities described in the project document
* Perform and execute SSC continuation activities
* Perform other duties as may be assigned.
* Monitoring and Evaluation

**Required Outputs**

* Submit weekly project progress reports,
* Submit monthly project progress reports

**Liaison and Reporting Requirements**

The Project Coordinator will report directly to the Project Manager and will work closely with the Divisional Secretaries, Grama Niladhari, Project Officers, Stakeholders, Knowledge Agents and Managing Partners. At the end of the contract he/she will submit a final report on work undertaken which will include recommendations for future work necessary to strengthen project activity reform.

**4. Monitoring and progress controls**

* Timely and accurate reporting to ICTA on project progress;

**5. Qualifications**

* Diploma or higher Qualification in ICT, Project Management, Business Administration, Public Administration, Social Sciences, or related studies
* Strong leadership capabilities and a demonstrated record of successful leadership of multi-disciplinary teams
* Good knowledge of spoken and written English will be added advantage
* Good ICT skills and familiar with new Technologies & Social Media

 **Key Competencies**

* Good communication (verbal and written) and strong interpersonal skills and ability to work in a team.
* Be results oriented and able to meet strict timelines for outputs
* Be able and willing to travel and work in remote areas in challenging circumstance
* Be a self-motivated, versatile and adaptable to different cultures and people
* Good working knowledge of MS Office applications (Word, Excel), email/internet, and social media is highly desirable.
* Experience in providing assistance and support in evaluation and performance monitoring.
* Competent in the use of computers and standard computer software

**6. Experience**

A candidate should have minimum of one year experience on one of the following fields,

* Training coordination
* Project coordination
* Community development
* Social media
* Marketing
* Any other relevant field

**Contract Arrangements**

The assignment will be for 4 months beginning in or about 1st September 2018.