

## **Terms of Reference (ToR)**

### **Information and Communication Technology Agency of Sri Lanka Individual Consultant (Technical Project Officer) – Digital Libraries Project (Full time)**

**ICTA/GOSL/CON/IC/2020/01**

#### **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 developments in the country.

ICT Agency of Sri Lanka implements the Digital Libraries Project in close collaboration with National Library and Documentation Services Board to introduce modern digital infrastructure and library automation at public libraries in Sri Lanka which is in demand to improve the quality and efficiency of the library system in the country. This project aims to establish 26 Model Digital Public libraries one in each district and at National Library of Sri Lanka. The scope of this project comprises providing computers, tablet devices, a network facility, and an integrated library management system ("Koha", an Open Source Library Management System) to the selected libraries. This project started in 2017 by introducing the Digital Library concept at five selected public libraries namely Colombo, Batticaloa, Kurunegala, Polonnaruwa and Badulla under the pilot phase. During the Year 2018, the project was extended to two rural libraries namely Kirimetiyan, Opanayake public libraries and National Library. This project is planned to be implemented in the remaining eighteen (18) districts in order to strengthen the public library network across the country.

Given the context, the ICTA intends to obtain the services of an individual consultant (Technical Project Officer) to support the project implementation. The consultant will work closely with National Library and Documentation Services Board, library staff of the selected public libraries, local authorities and the project team.

#### **Objectives of the Consultancy**

The role involves carrying out activities related to digital library project and the establishment of selected libraries.

#### **Scope of Work**

Under the overall supervision of the Programme Head of ICT Agency, the Individual will be responsible to carry out field surveys, digital infrastructure evaluation at library level, designing of the network for the library and conducting training on integrated library management system.

The selected Consultant will support the ICTA to achieve the project results / outputs by providing inputs to implement the project activities in accordance with ICTA rules and regulations.

## **Duties and Responsibilities:**

- Performing all the technical activities of the Project which are related to requirement gathering in establishing LAN at the libraries, drawing network diagrams, preparing technical specifications, etc
- “Koha” product maintenance in selected public libraries as per the source released by the ICTA. Once Koha ILMS is hosted, individual consultant is responsible for maintaining the software in order to ensure the continuous availability.
- Effectively communicate software related issues with ICTA Technical Team, Technical Consultant of the Project and the project team.
- Monitor Koha ILMS data backup process to ensure the business continuity at each library.
- Conduct user training on software functionalities and software trouble shooting.
- Conduct user training on basic network and hardware trouble shooting and assist the libraries in solving general issues.

## **1. 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**

- Extensive knowledge on Networking, System Administration, PHP, Perl, JavaScript HTML, MySQL, Apache, Linux
- Ability to attend in software, hardware and networking issues.
- 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 of library management systems
- 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

## **2. Qualification and Experience**

- A degree in IT/Computer Science or related field with minimum of 01 year relevant experience.
- Knowledge and experience in PHP, Perl, JavaScript HTML, MySQL, Apache, Linux

- Extensive knowledge on Networking, System Administration.
- Ability to learn and apply new skills and concepts quickly.
- Experience in working with Koha ILMS and library automation would be a definite advantage.

**3. Language Requirements**

Fluency in English and Sinhala or Tamil

**4. No of Positions: 01**

**5. Duty Station: ICT Agency of Sri Lanka, Colombo 05 (with frequent travel to the project sites)**

**6. Duration: 02 years (01 year contract and renewable based on performance)**

**Terms and Conditions:**

Monthly payment will be paid upon the submission and acceptance of the Monthly Activity Log.

1. The attachment to the ICTA is for a period of 02 years. The “Individual Consultant” should maintain an activity log to be submitted at the end of the each month, which is the pre-requisite for the payment agreed upon.
2. The performance of the “Individual Consultant” will be subjected to a performance review after 3 months for mid-term assessment. In the event of performance issues ICTA reserves the right to terminate or renegotiate for replacement at any time.