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Information and Communication Technology Agency of Sri Lanka

**REQUEST FOR EXPRESSIONS OF INTEREST**

**(Consulting Service –Individual Consultant)**

**Assignment Title: Selection and Employment of an Individual Consultant – (Full time)**

**Assignment Number: ICTA/ GOSL/CON/IC/2020/02**

The Information and Communication Technology Agency (ICTA) of Sri Lanka, The apex body mandated to drive all digital transformation initiatives across Government, Citizens and Industry is expected to ensure inclusivity of all races and ensure its communications meet all language requirements across all races when publishing information to be disseminated among citizen. To ensure compliancy the ICTA intends to hire the services of a suitable resource person proficient in Sinhala,Tamil and English in both spoken and written.

ICTA now invites interested eligible qualified Individual Consultants to indicate their interest to engage as an Individual Consultant to execute communication activities of ICTA.

The selected consultant is expected to execute all Sinhala,Tamil and English translation requirements including content writing, publications in all traditional and social media.

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

Interested individual consultants should provide information demonstrating their qualifications and relevant experience as required in the TOR.

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

Interested consultants may obtain clarifications from Head of Procurement, ICTA by contacting via Phone: +94 11 2369099, Fax: +94 11 2369091 and -email: procurement@icta.lk

Expression of Interest including all requested information must be delivered no later than **15.00 hrs**. on **04th September 2020** either: (i) Email to; [procurement@icta.lk](mailto:procurement@icta.lk) or (ii) hand delivered or (iii) by post to the address; Chairman, C/o, Head of Procurement, ICT Agency of Sri Lanka, 2nd Floor, 160/24, Kirimandala Mawatha, Colombo 05, Sri Lanka.

Please mark clearly on the top left hand corner of the envelop or in the subject field of email “**Expression of Interest for Individual Consultant – (Full time) No: ICTA/GOSL/CON/IC/2020/02**”

Chairman

Information and Communication Technology Agency of Sri Lanka 160/24, Kirimandala Mawatha, Colombo 5

Sri Lanka

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23rd August 2020