**Curriculum Vitae (CV) Format**

**Hiring A Technical Writer To Develop Publication Ready Documents For Key Capacity Building Initiative**

**(ICTA/GOSL/CON/IC/2021/05)**

*{Notes shown in brackets { } in italic should not appear on the final document to be submitted}*

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| **Position /Title** | **Hiring A Technical Writer To Develop Publication Ready Documents For Key Capacity Building Initiative** |
| **Name of Consultant:** | *{Insert full name}* |
| **Date of Birth:** | *{day/month/year}* |
| **Country of Citizenship/Residence** |  |

**Education:** *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

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| **Academic Qualification/s** | **University / Institute** | **Period** |
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| **Professional Qualification/s** | **University / Institute** | **Period** |
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**Employment record relevant to the assignment:** *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, Contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

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| **Period** | **Employing organization and your title/position. Contact information for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| *{e.g., May 2018-present}* | *{e.g., Ministry of ……, Advisor/Consultant to…*  *For references: Tel…………/e-mail……; Name, Designation}* |  |  |
| *{e.g., From Jan 2015to May 2014}* |  |  |  |
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**Memberships in Professional Associations and Publications:**

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**Language Skills** *(indicate only languages in which you can work)***:**

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| **Language** | **Poor** | **Average** | **Better** |
| Sinhala |  |  |  |
| Tamil |  |  |  |
| English |  |  |  |

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**Adequacy for the Assignment:**

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| **Tasks, Assignments and Capabilities of the Consultant:** | **Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks** |
| Study project documents to get familiarized with the Project, Project outputs and Outcomes |  |
| Writing documentation and procedural materials for multiple audiences. |  |
| Superior written and verbal communication skills, with attention to detail. |  |
| Creative skills and usage of photographs, drawings, diagrams, animation, and charts that increase users’ understanding |  |
| Experience in writing SRS & preparation of reports. |  |
| Experience in PR campaigns (an added advantage) |  |
| Monitor the implementation process and prepare quarterly progress reports. |  |
| Proven ability to quickly learn and understand complex topics. |  |
| Proven ability to work in multiple projects simultaneously, with an eye for prioritization. |  |
| Exceptional analytical and conceptual thinking skills and skills in creative writing. |  |
| Experience in MS office and other tools (Photoshop/Coral draw/ Visio/ Illustrator) |  |

**Consultant's contact information:**

(e-mail …………………., phone……………)

**Expected consultation fee**

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| **No** | **Initiative** | **Details of work carryout** | **Deliverables** | **Expected Amount** |
| 1 | Requirement Study | * Study and prepare the detailed project schedule * Study the following artifacts provided, and present the approach to produce the required documents * Digital Maturity Model Questionnaire and Documentation * Digital Transformation Unit Documentation * Competency Framework. * Capacity Building Program | 1. 4-5 pages Inspection report & presentation 2. Detail project schedule. |  |
| 2 | Digital Maturity model | * Prepare the main document for the Digital Maturity Model (DMM). * Update the document as per the review comments | 1. Preparation of questionnaire for DMM model 2. DMM final documentation 3. Presentation for the DMM |  |
| Competency Framework | * Study the Competency Frameworks. * Gather literature to be included in the documentation. * Update the main document for the Competency Framework. * Prepare project plan. * Prepare presentations as and when required. * Perform M&E activities. (e.g.: Prepare progress reports, etc.) * Upon reviewing and feedback from Director Capacity Building, Senior Manager and Manager Government Capacity Building, the documents need to be updated accordingly. | 1. Formatted and finalize the competency framework documentation |
| NextGenGov | * Prepare main documentation for the NextGenGov initiative. * Update the prepared documentations according to the feedback received. | 1. Term of Reference documentation for the NextGenGov initiative |
| Digital Transformation Unit (DTU) | * DTU documents need to be updated according to feedback provided by ICTA. | Finalized DTU document & DTU implementation progress. |  |
| 3. | Document capacity building approach and roadmap document | * Preparation of documentation on capacity building approach * Update the prepared documentations according to the feedback received. | capacity building approach and roadmap document |  |
| 4. | Reports & Common activities | * Prepare reports/ white papers for the launched initiatives, which will be used externally. * Coordinate with respective manager and update the project plan accordingly. * Prepare presentations/ PR campaign reports if required. * Perform M&E activities. (eg: Prepare progress reports, etc.) * Submit monthly attendance sheet and log sheet (ICTA will provide the template). | Preparation pf presentation and Reports.  Updated project plan  Monthly Attendance & Log sheet |  |
| **Total Amount (LKR)** | | | |  |

**Credentials and Other Technical Documents**

1. Experience in similar Assignments within last three (3) years

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| Documentary evidences need to be attached & soft copies should be attached in a DVD or CD where relevant | | | | |
| Date /Period | Employer | Name of the Event. (Attach Detail separately) | Amount | Bidder’s Responsibility (%) |
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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

*{day/month/year}*

Name of Consultant Signature Date