

Curriculum Vitae (CV) Format

Individual Consultant - Local Government Domain Consultant to Validate and Confirm the Requirements of e-Local Government 2.0 System Development - (Full time)

ICTA/GOSL/CON/IC/2021/02

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

Position /Title	Local Government Domain Consultant
Name of Consultant:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Country of Citizenship/Residence	

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

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.}*

Period	Employing organization and your title/position. Contact information for references	Summary of activities performed relevant to the Assignment (attached additional pages if required)
<i>{e.g., May 2018-present}</i>	<i>{e.g., Ministry of, Advisor/Consultant to... For references: Tel...../e-mail.....; Name, Designation}</i>	
<i>{e.g., From Jan 2015to May 2014}</i>		

Memberships in Professional Associations and Publications:

Language skills (5 = excellent; 1 = basic):

Language	Reading	Speaking	Writing
		mother tongue	
English			

Adequacy for the Assignment:

Detailed Tasks Assigned to the Consultant:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
Study the existing BPR reports, System Requirement Definition and the other relevant documents such as Ordinance, approved By-Laws, Regulations and Rules of Local Government	
Conduct series of meetings and discussions with the Local Authorities, CLGs, ACLGs, Ministry officials and other project stakeholders in order to revalidate and confirm the business requirements of the Local Government Authorities	
Plan, design and implement the change management process at Local Authorities.	
Facilitating the Local Authorities to implement the eLG 2.0 system effectively.	
Gather training requirements of the system users, design and conduct capacity development programs in order to disseminate the knowledge and motivate staff to use and promote the system	
Conduct workshop / training programs and facilitating LAs on data cleansing and migration	
Sharing knowledge on functions of Local Authorities, Bylaws, ordinance other rules and regulations on Local Government.	

Provide brief description on the following:

- i. Knowledge on functions of Local Authorities, Bylaws, ordinances and other rules and regulations on Local Government
- ii. Experience in working with Local Government sector in Sri Lanka
- iii. Experience in working with government ICT initiatives.
- iv. The core experience in organizing workshops, trainings and meetings.

Expected all-inclusive fee (Lump sum): (Should be completed by the consultant)

Total Consultancy (all-inclusive) fee for 18 months in LKR

Consultant's contact information: (e-mail, phone.....)

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