



INFORMATION AND COMMUNICATION TECHNOLOGY AGENCY OF SRI LANKA

REQUEST FOR EXPRESSION OF INTEREST

Assignment Title: Hiring a Technical Writer to Develop Publication Ready Documents for Key Capacity Building Initiatives

Contract No: ICTA/GOSL/CON/IC/2021/05

The Information and Communication Technology Agency of Sri Lanka (ICTA) is the mandated agency to strategize and drive the digital transformation of the country. As an integral part of that agenda, ICTA implements digital solutions to dispense citizen services, while reskilling and upskilling the government officials to improve their digital literacy, proficiency and etiquette. The whole-of-government approach adopted in the digital transformation is expected to catalyze a significant cultural shift within the public sector in the next three (3) years. As a result, the government processes and procedures will evolve substantially within a citizen centric, digitally driven and outcome oriented framework.

In order to fulfill a key role in the above agenda, ICTA wishes to obtain the services of an experienced consultant as a technical writer and hereby invites Expression of Interest from qualified professionals to carry out the assignment. He or she needs to document the related artifacts and develop all necessary documentation to the highest professional standards, for publication with approval of ICTA.

Duration of the assignment: 06 Months

Qualifications and experience:

- i. Bachelor's Degree in Information Technology or equivalent qualification related to the field from a recognized University / Institution
- ii. Minimum of 03 years' experience in the subject area with practical experience in technical writing and documentation
- iii. Experience on writing documentation such as System Requirement Specifications, reports and procedural materials for multiple audiences
- iv. Creative skills and usage of photographs, drawings, diagrams, animation, and charts that increase users' understanding
- v. Experience in Public Relations campaigns
- vi. Experience in, but not limited to, Microsoft office & photoshop, coral draw, Visio.

Interested individual consultants are requested to respond to this request by submitting the required details including the following, with documentary evidence to demonstrate the quoted qualifications, previous experience in carrying out similar assignments, technical and technical writing capabilities, and other appropriate/related expertise;

- 1) CV/Resume (Please use the CV format in the website)
- 2) One-page cover letter highlighting relevant experience, expertise etc. in the respective areas
- 3) Approach, methodology, and work plan to accomplish the task (Max. 5 page)
- 4) Expected all-inclusive monthly fee (Lump Sum)

The "Terms of Reference" document is now available at ICTA, for further information interested consultants may download the document from the website <https://www.icta.lk/procurement/> for references.

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

Interested consultants may obtain further information from Director 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 **1500 hrs. on 30th November 2021** either: (i) Email to; procurement@icta.lk or (ii) hand delivered or (iii) by post to the address; Chairman, C/o, Procurement Officer, ICT Agency of 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 - Hiring a Technical Writer to Develop Publication Ready Documents for Key Capacity Building Initiatives**”, (ICTA/GOSL/CON/IC/2021/05”)

Department Consultancy Procurement Committee (CPCD)
Information and Communication Technology Agency of Sri Lanka
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