

Curriculum Vitae (CV) Format

Hiring A Technical Writer To Develop Publication Ready Documents For Key Capacity Building Initiative (ICTA/GOSL/CON/IC/2022/02)

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

Position /Title	Hiring A Technical Writer To Develop Publication Ready Documents For Key Capacity Building Initiative
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}*

Academic Qualification/s	University / Institute	Period

Professional Qualification/s	University / Institute	Period

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	Country	Summary of activities performed relevant to the Assignment
<i>{e.g., May 2018-present}</i>	<i>{e.g., Ministry of, Advisor/Consultant to... For references: Tel...../e-mail.....; Name, Designation}</i>		

{e.g., From Jan 2015to May 2014}			

Memberships in Professional Associations and Publications:

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

Language	Poor	Average	Better
Sinhala			
Tamil			
English			

Adequacy for the Assignment:

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

No	Initiative	Details of work carryout	Deliverables	Expected Amount
1	Requirement Study	<ul style="list-style-type: none"> • Study and prepare the detailed project schedule • Study the following artifacts provided, and present the approach to produce the required documents <ul style="list-style-type: none"> - Digital Maturity Model Questionnaire and Documentation - Digital Transformation Unit Documentation - Competency Framework. • Capacity Building Program 	<ol style="list-style-type: none"> 1. 4-5 pages Inspection report & presentation 2. Detail project schedule. 	
2	Digital Maturity model	<ul style="list-style-type: none"> • Prepare the main document for the Digital Maturity Model (DMM). • Update the document as per the review comments 	<ol style="list-style-type: none"> 1. Preparation of questionnaire for DMM model 2. DMM final documentation 3. Presentation for the DMM 	
	Competency Framework	<ul style="list-style-type: none"> • 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. 	<ol style="list-style-type: none"> 1. Formatted and finalize the competency framework documentation 	
	NextGenGov	<ul style="list-style-type: none"> • Prepare main documentation for the NextGenGov initiative. • Update the prepared documentations according to the 	<ol style="list-style-type: none"> 1. Term of Reference documentation for the NextGenGov 	

		feedback received.	initiative	
	Digital Transformation Unit (DTU)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 of presentation and Reports. Updated project plan Monthly Attendance & Log sheet	
Total Amount (LKR)				

Credentials and Other Technical Documents

(i) Experience in similar Assignments within last three (3) years

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 (%)

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