<div align="center">**TERMS OF REFERENCE**</div>

Title	**: Individual Consultants (Provincial Coordinator)**
No of Positions	**: 10**
Project	**: Smart Society and Citizen Capacity Building**
Duty station	**: Relevant Province**
Duration	**: 12 months**

1. Background

We, Information and Communication Technology Agency (ICTA) of Sri Lanka is the apex ICT institution of the Government. In terms of the Information and Communication Technology Act No. 27 of 2003, (ICT Act) as amended by Act No. 33 of 2008, ICTA has been mandated to take all necessary measures to implement the Government's Policy and Action Plan in relation to ICT. In terms of Section 6 of the ICT Act,

ICTA is required to assist the Cabinet of Ministers in the formulation of the National Policy on ICT and provide all information necessary for its formulation. ICTA, is a wholly owned institution by the Government of Sri Lanka, which was formulated and operationalized to implement the e-Sri Lanka Development Project funded by the World bank from 2004 to 2011. Through the e-Sri Lanka Development Project, ICT was to be used to develop the economy of Sri Lanka, reduce poverty and improve the quality of life of the people of Sri Lanka. However, due to the significant progress made in the nation and its society by ICTA, the Government understood its significance and need for ICTA's permanent existence, the sunset clause of ICT Act of 2003 has been amended in 2008.

Currently we are a high level entity for providing National Level Guidance and Co-ordination for National Priorities including providing efficient and citizen centric services with the simplification of market processes and state mechanism; expanding Digital Governance using Information Technology as a knowledge exchange tool; establishment of international e-commerce and e-payment systems and designing new laws and organizational frameworks Data Protection, Cyber Security and Intellectual Property Rights.

With this strong governance setup, we are a group of experienced professionals with public sector, private sector, non-government and academic backgrounds, who come together as Managers, Consultants and Experts to help the nation foster its growth where it is required through ICT enablement. We are a dynamic set of specialized Programme and Project Managers, Architects and Technical Experts, Cross Cultural Professionals, Evaluation experts and Shared Services Professionals who are self-motivated and satisfied leaders of ICTA who are proud to say that we change lives of Sri Lanka.

The success of a digitally inclusive and prosperous Sri Lanka depends on the real use of digital technologies by the all citizens of Sri Lanka. Digital technologies can transform our economies, societies and public institutions, but these changes are not automatic nor immediate. To assure the changes and uplift the livelihood of citizens, a clear, sustainable and appropriate capacity building strategies and other relevant interventions promote digital adoption shall be put into place. Public and private sector organizations including banks have implemented many online services and applications to make lives of people easier. Unfortunately, consumption of services and benefits in that nature is minimal.

ICTA has recognized empowering citizens with the appropriate use of digital technologies (Digital Literacy) are vital and initiated many Human Resource Capacity Building projects to empower them. Smart Society and citizen empowerment project is playing a big role in transforming people to use emerging technologies and social media for their day to day life in order to enhance their living standards

Smart Society and Citizen Capacity building project is designed to empower the society to consume emerging technologies and to increase penetration of digital technologies and associated services. The Main objective of the initiative is to build required competencies among citizens at all levels in the society to consume the benefits and privileges of digitization. The project activities (mentioned in the annexure A) proposed are expected to contribute to achieving the project objectives.

2. Introduction

ICTA initiated Smart Social Circle (SSC) and "Suhuruliya" are the two largest community empowerment initiatives implemented in Sri Lanka to empower citizens at the all segments of the society. SSC is considered to be the first ICT related society established in villages in Sri Lanka and SSCs significantly contribute to transforming societies in to Smart Societies empowering communities in the villages through emerging technologies and social media.

SMART Social Circle was initiated in 2016 and continue in 2020. Currently 8327 knowledge agents have been trained throughout the island and 872 SMART Social Circles have been established. There are about 85,000 direct beneficiaries of these social circles. Moreover, small to medium level business and enterprises have directly benefited from the initiative and multiple level relationships have been established across the private and public sector. There is also a significant increase in citizen journalism as there are proven cases of normal citizens actively reporting various issues that have arisen in their respective GN divisions and have posted these cases on their respective Facebook pages.

"Suhuruliya" women empowerment initiative successfully implemented and continue in 2020 in Sri Lanka which was focus on effective adoption of digital technologies went downstream to grassroots in collaboration with the Ministry of Women and Child Affairs and many other entities. In particular, to promote the technology adoption of digital technologies for women nationwide. Currently over 2000 women entrepreneurs train to utilize digital technology effectively and 330 women development officers trained as ToT. From this year onwards we focus on four segments of the women society namely Youth (Age 16 -29), Young adults (Age 30 – 55), Senior citizens (Age 55+), women in Government and women entrepreneurs.

To sustain the above mentioned projects need to provide adequate assistance for communities to increase utilization of digital technologies and applications through the empowerment of SSCs. Moreover, during past few years promoting use of digital applications to citizens and improve the livelihood of especially rural citizens. To facilities that ICTA has already embark many interventions with many different partner agencies and these IT Coordinators will facilitate the adoption. These coordinators will be the sole representatives of ICTA at the grassroots they will ensure that the grassroots connections and relationships that they `will build will sustain the project objectives both long term and short term.

ICTA is continuing SMART Society and Citizen Capacity building initiative for the year 2020. There are four main focused areas, namely,

1. SSC Rollout (New Model) – Establish 40 SSC's at Divisional Secretariat level across the country to increase the adoption and effectively consumption of Digital technologies & Social media by the all segments of the society.

2. The continuation of the project will ensure the sustainability of the already established SSC's and facilitate to effective functioning of SSC with adequate support from ICTA.

3. Engagement of Facebook – conduct workshops to train 10000 entrepreneurs with the collaboration of FB in relation to community development, entrepreneur development, awareness, collaborative platform, etc.

4. Coordinate and provide support to other initiatives implemented by ICTA at district level. (ex: Suhuruliya, Nenasala, etc)

A dedicated officer from ICTA under the guidance of the Project Manager has been appointed for this interaction. The Project Manager responsible for overall project management and the team members should report to him.

ICTA plan to employ 10 Individual Consultants as Provincial Coordinators to effectively & efficiently implement and support to sustain the SMART Society and Citizen Capacity building initiative. During this phase, it will get the support of various organizations including public, private and NGOs for the success of this event. These organizations will help the project at various levels according to their vision or mandate. Also, in addition, it will get the support of young dynamic under graduates volunteers from the particular village to drive this project.

3. Purpose and Scope of Assignment

The Individual Consultant is responsible for coordinating, successful implementation and the continuation of the project in each allocated area. The main objective is to ensure effective and flexible coordination and help the implementation of the project and provide support to SSC post implementing, by ensuring that the beneficiaries as well as stakeholders are well involved in all project activities. Traveling within the province and travailing to ICTA head office time to time for meeting are mandatory. Expenses on official traveling will be paid/reimbursed or transport will be arranged by the ICTA.

Duties and Responsibilities

The Provincial Coordinator would:

- Ensure the effective and flexible coordination and implementation of the citizen empowerment initiatives;
- Ensure that the beneficiaries are well involved in all Citizen empowerment activities;
- Ensure that the stakeholders are well involved in all Citizen empowerment activities;
- Ensure the sustainability of the citizen empowerment initiatives

More specifically, the Provincial Coordinator would:

- Ensure coordination between beneficiaries, knowledge agents, SSC committee members, managing partners, Stakeholders and ICTA in implementing the project;
- Supervise the activities conducted by the Digital Ambassadors and report to ICTA.

- Coordinate timely implementation of all aspects of the project with particular emphasis on specific activities described in the project document
- Perform and execute SSC continuation activities
- Perform other duties as may be assigned to him/her
- Monitoring and Evaluation

Required Outputs

- Facilitate establishment of Smart Social Circles at Divisional secretariat level
- Increase adoption by empowering existing Smart Social Circles
- Submit weekly project progress reports,
- Submit monthly project progress reports
- As engage on citizen empowerment and adoption initiatives conducted by ICTA

Liaison and Reporting Requirements

The selected consultant will report directly to the Project Manager and will work closely with the Divisional Secretaries, Grama Niladhari, Project Officers, Stakeholders, Knowledge Agents, Managing Partners and other related Stakeholders. At the end of the contract he/she will submit a final report on work undertaken which will include recommendations for future work necessary to strengthen project activity reform.

4. Monitoring and progress controls
Relevant Monitoring templates will be given by ICTA. The consultant is expected to fill all these documents on time and submit to ICTA.
5. Qualifications
- Diploma or higher Qualification in ICT, Project Management, Business Administration, Public Administration, Social Sciences, or related studies
- Strong leadership capabilities and a demonstrated record of successful leadership of multi-disciplinary environment
- Good knowledge of spoken and written English will be an added advantage
- Good ICT skills and familiar with new Technologies & Social Media

Key Competencies
- Good communication (verbal and written) and strong interpersonal skills and ability to work in a team.
- Be results oriented and able to meet strict timelines for outputs
- Be able and willing to travel and work in remote areas in challenging circumstance
- Be a self-motivated, versatile and adaptable to different cultures and people
- Good working knowledge of MS Office applications (Word, Excel, PPP), email/internet, and social media is highly desirable.
- Experience in providing assistance and support in evaluation and performance monitoring.

6. Experience
A candidate should have minimum of one year experience on one of the following fields,

- Training coordination
- Project coordination
- Community development
- Social media
- Marketing
- Monitoring & Evaluation
- Any other relevant field

7. Contract Arrangements

The assignment will be for one year with the initial contract being given for three (3) months which will be extended for another nine (9) months subsequently.

The first contract will be given from October 2020.

Payment will be made on a monthly basis and consultants must submit the relevant defined reports on time to ICTA.

Consultant from the relevant provinces are encourage to apply.