

National Library and Documentation Services Board

Hiring an Individual Consultant (Project Manager)

Background

National Library and Documentation Services Board (NLDSB) in collaboration with United Nations Development Programme (UNDP) is implementing public library automation initiative to automate 24 public libraries in the provinces of Northern, North Central, Eastern and Uva covering 12 districts. It is proposed to introduced “Koha” integrated library management system is introduced which is the most convenient and popular library automation system worldwide.

The initiative is aiming public libraries to deliver library services through an automated library management system, improved internal operations in libraries and improved access to library catalogues by public library users at any time and from any place. Thus, it is proposed to implement Koha - Integrated Library Management System as the only recommended software for library automation.

Hence NLDSB intends to obtain the **services of an Individual Consultant, Project Manager** to manage and coordinate all the project activities related to the initiative. The consultancy shall be full time basis as an external consultant for a **period of 10 months**.

Scope and objectives

The consultant is required to manage and coordinate all the project activities to ensure implementation of Koha ILMS at selected 24 public libraries.

Responsibilities

The Project Manager would:

- Have ownership on project plans and stakeholder communication
- Provide leadership across teams to clarify objectives and champion engineering teams to deliver quality releases to our clients and citizens on time
- Break-down plan for duration of project and manage/drive project execution with all team members
- Conduct required recurring and ad-hoc sessions
- Collaborate with the Director General, National Library and Documentation Services Board to understand and plan tasks, determine proposed schedule and approach to scope
- Work with cross functional teams such as transformation, monitoring & evaluations and others to manage expectations and build a good perception of the team
- Participate in procurement related activities of technology solutions.
- Develop and maintain project documentation and key artifacts.
- Study project documents and be familiar with the Project and Project outputs, Outcomes and impact.
- Work in collaboration with development & monitoring team in enhancing service resiliency.
- Visit selected locations when needed and work closely with all project stakeholders.
- Monitoring the implementation process regularly and prepare progress reports.
- Build strong relationships with stakeholders, focus on impact and result for the stakeholders and respond positively to stakeholder feedbacks

Liaison and Reporting Requirements

The selected Project Manager will report directly to Director General, NLDSB and will work closely with the National Library, library staff, Local Authorities, vendors and other related Stakeholders.

Expected Output/Deliverables & Milestones

- Directs implementation and execution of standard Project Management methodologies across the project portfolio and ensure the delivery of project outputs on time.
- Ensures project teams comply to organization standards and all documentation is reviewed and documented
- Adhere to NLDSB, GoSL procurement procedures and guidelines and drive conducting project procurements
- Prepare and update all the project management documents
- Report and escalate project related issues risks and coordinate with the stakeholders
- Work closely with the stakeholders including Ministry of Provincial Council and Local Government, UNDP, Local Authorities and public libraries

Competencies

Corporate Competencies

- Respect for Diversity: Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies

- Responsible for achieving results in line with the outputs and outcomes outlined in the project.
- Project documentation, including but not limited to, concept notes, Terms of Reference, interagency agreements, and contracts for assigned projects.
- Address issues impacting delivery of project milestones in a timely and efficient manner.
- Client-end (GoSL) project coordination, site visits, meetings, reviews, and training ensuring the project objectives are delivered and client expectations are met.
- Regularly participate and coordinate in technical and project committees involving various government organizations.
- Provide management information as and when required.

Management and Leadership

- Personal Relationship: Build strong relationships with clients, focus on impact and result for the client and respond positively to feedback
- Networking: Proven networking and team building skills
- Stress Management: Calm demeanor/ A Good humored
- Flexibility: Open to change and able to manage complexities
- Problem Solving: Ability to manage conflicts
- Communication: Demonstrate good oral and written communication skills, especially in English
- Team Work: Team player in a joint management environment and share knowledge

Qualifications

- Bachelor's Degree in Computer Science, Library Science and Information Systems, Information Technology, Management Information Systems or equivalent qualifications related to the field from a recognized university/institution.
- Minimum of two years' relevant professional experience.
- Prior experience in working closely with Government organizations and Government Procurement Procedures, would be an added advantage.
- Excellent communication skills.
- Excellent analytical and problem-solving skills.
- Ability to work both independently and in a team environment.
- Ability to prioritize tasks and manage multiple priorities simultaneously

Language Requirements: Fluency in English and Sinhala or Tamil

No of Positions: 01

Duty Station: National Library and Documentation Services Board, Colombo 07 (Allows work from home without interfering with duty requirements and requires travel to project sites as needed)

Duration: 10 months (full time)

Terms and Conditions: Monthly payment will be paid upon the submission and acceptance of the Monthly Activity Log.

1. The attachment to the NLDSB is for a period 10 months. The “Individual Consultant” should maintain an activity log to be submitted at the end of each month, which is the pre-requisite for the payment agreed upon.
2. The performance of the “Individual Consultant” will be subjected to a performance review after 3 months for mid-term assessment. In the event of performance issues NLDSB reserves the right to terminate or renegotiate for replacement at any time.

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

- i. CV/Resume (Please use the CV format in the website)
- ii. One-page cover letter highlighting relevant experience, expertise etc. in the respective areas
- iii. Expected all-inclusive monthly fee (Lump Sum)

Expression of Interest including all requested information must be delivered no later than **1500 hrs. 16th August 2022** by post to the address: **Chairman, National Library and Documentation Services Board, No 14, Independence Avenue, Colombo 07.**

Please mark clearly on the top left-hand corner of the envelop or in the subject field of email **“Hiring an Individual Consultant (Project Manager)”**

Chairman
National Library and Documentation Services Board
No:14, Independence Avenue, Colombo 07
09th August, 2022