

National Library and Documentation Services Board
Hiring an Individual Consultant (System Engineer) for Koha system Implementation

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, System Engineer to implement Koha ILMS in a selected Cloud environment. 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 implement Koha integrated library management system for selected libraries in a selected cloud environment including system customization, configurations, trouble shooting and support and maintenance services.

Responsibilities

The System Engineer would:

- Product customization, implementation and maintenance of “Koha” ILMS for selected libraries in selected Cloud environment. Once the ILMS is hosted, individual consultant is responsible for maintaining the software in order to ensure the continuous availability.
- Effectively communicate software related issues with the project team.
- Monitor Koha ILMS data backup process to ensure the business continuity at each library.
- Conduct user training on software modules functionalities, basic network and hardware trouble shootings in libraries
- Attend in solving general issues
- Develop and maintain project documentation and key artifacts
- Take preventive and corrective actions as and when required

Liaison and Reporting Requirements

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

Expected Output/Deliverables & Milestones

- Implement and configure cloud servers
- Timely completion of “Koha” system implementations of 24 public libraries
- Completion of requirement revalidation process
- Maintain system backups and trouble shootings

Competencies

Corporate Competencies

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

Functional Competencies

- Extensive knowledge on Cloud computing, Networking, System Administration, PHP, Perl, JavaScript HTML, MySql, Apache, Linux
- Ability to attend in software, hardware and networking issues.
- Commitment to Continuous Learning: Seek and apply knowledge, information and best practices from within and outside of ICT Agency of Sri Lanka and work as a change agent to improve the quality and efficiency of library management systems
- Motivated: Encourage service delivery that is evidence based, citizen focused, ethical, equitable, standardized and client-centered.

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

- A Bachelor's Degree in IT/Computer Science or related field with minimum of 02 year relevant experience.
- Knowledge and experience in PHP, Perl, JavaScript HTML, MySql, Apache, Linux
- Extensive knowledge on Cloud computing, Networking, System Administration.
- Ability to learn and apply new skills and concepts quickly.
- Experience in working with Koha ILMS and library automation would be a definite advantage.
- Experience in e-Government projects in Sri Lanka is an added advantage.

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 of 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 (System Engineer) for Koha system Implementation”**

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