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| **Position Title**: | **ICT Skills and Data Management Training.** |
| **Accountable to**: | Program Coordination Unit (PCU) in Ministry for Information and culture, Puntland, Somalia |
| **Type of Appointment** | Consultant Firm, national hire in Puntland Somalia |
| **Reference No** | SO-MOPT-67171-CS-CQS |
| **Duration** | 40 days |
| **Duty Station** | Garowe |

**Context:**

The ICT Sector Unit of the World Bank Group is working with the Ministry of Posts, Telecommunications and Technology (MPTT) and the Ministry of Finance of the Federal Government of Somalia (FGS) to provide a program of ICT Sector Support, 2014-2018. The Federal Government of Somalia is the Recipient of the ICT Sector Support program endorsed by the Somalia Development and Reconstruction Facility (SDRF) and funded under the Somalia Multi-Partner Fund (MPF) administered by the World Bank.

Under the second phase of the program, the Project Coordination Unit (PCU) of the Ministry of Information Communication Culture and Heritage is seeking to employ an individual consultant (or) firm for the post of a Consultant tosupport the design and build-out of a ICT and Data Management training manual along with the facilitation of that training program.

**Background**

As the result of this consultative meeting attended by delegation led by the Federal Minister of the Ministry of Post, Telecommunication and Technology, the Puntland’s Minister of Information, Telecommunication, Post, Culture and Heritage and PCU team, the parties reached an agreement; and in accordance to that agreement the PCU along with the MICCH’s department of planning have undertaken a training needs assessment (TNA), which was aimed to recognize the areas in need of training in regards to employee skill building and work performance enhancement.

After we have completed the TNA, the Ministry has come to realize that that there is a need of skill improvement as far as computer science and software applications are concerned for Governmental staff and related MDAs.

1. **Overall Objective:**

The role of the Consultant is the development of ICT certification training as part of the capacity building to help improve IT skills for Puntland Government staff, and to facilitate that training.

The Consultant will be hired by the Ministry of Information Communication Culture and Heritage of the Puntland Government of Somalia and shall report to the Project Coordination Unit (PCU).

1. **Scope of the Training:**

Topics to be covered are including;

1. Filing system and data management - In this course participants will get an introduction to the main tools and ideas in filing systems and data management.

Computer filling – back up and data safeguarding

Data management

1. ICT Skills related to Office Management – In this course participants will an introduction to the necessary ICT skills needed to manage in an office setting.

Procurement

Contract supervisions

Monitoring

Reporting

Financials

1. Statistics and Data Analysis (Excel & SPSS data package) – In this training participant will learn latest tools and techniques used in statistics and digital researches.

Fundamentals of statistics

Fundamentals of data analysis

Excel

SPSS

1. **Tasks:**

**The Consultant’s tasks are to*:***

1. Provide a comprehensive training proposal
2. Develop comprehensive training modules on ICT skills and Data Management training.
3. Develop Comprehensive Training plan.
4. Implement the Training Program
5. Produce Final report
6. **Schedule of payments**

The firm will be working as part of the grant which is Recipient Executed, and therefore payments will be made directly by the Ministry of Posts and Telecommunications, through the Project Coordination Unit (PCU), based on milestones and deliverables. The following approximate schedule of payments is proposed, noting that this will depend, to some extent, on the timetable adopted by the MICCH.

Payment Calendar :

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| --- | --- | --- |
| **Milestone payment** | **Description** | **percentage** |
| Payment #1 | Develop Comprehensive Training Module  Develop Comprehensive Training plan | 20% |
| Payment #2 | Implement the Training Program | 60% |
| Payment #3 | Final Report | 20% |
|  | **Total** | **100%** |

The chosen firm should be able to demonstrate that staff assigned to the training have appropriate knowledge and experience.

1. **Reporting:**

The Consultant will report directly to the Project coordinator at the MICCH/PCU

1. **Expected outcomes/Results:**

* Participants will gain proven workplace ICT skills,
* Increase the overall efficiency and productivity
* Increase employees’ ability to produce quality documents and presentations
* Reduce IT support overall saving time and money
* Significantly enhance internal and external communications

1. **Consultant Qualification**

The Consultant shall be a Training firm specializing in ICT and office skills, and data management training with minimum experience of (three years). The Consultant or team members should have an advanced degree in Computer Science, Communication or any related discipline; Proven experience of teaching and training in ICT related packages and disciplines along with a certification of training would be an advantage.

1. **Health and security**

The Consultant shall be required to make its own arrangements for the health and security of its staff and take out the necessary insurance cover.