Terms of Reference (ToR)

Procure the service of a consultant for the project - 'Setting up and Operation of Business Centre for Incubators/ Accelerators in Jaffna'

1.   **Background**

Northern Province contributes 4.7% of the country's GDP. The province has approximately 8,800 students annually entering the job market having successfully completed the GCE A/L at the level required to enter to university, indicating much scope and potential to play a greater role in the national economy. However, the unemployment rate of the Northern Province is 5.2% and internal migration towards Colombo for the purpose of work is a common phenomenon. Nevertheless, there is a huge potential for local economic development if there is a conducive environment for the businesses to prosper.

In this context, the Information Communication Technology (ICT)/Business Process Management (BPM) sector has been identified as one of the focus sectors with the industry vision of achieving USD 5 billion in exports by 2022 while generating 200,000 jobs and creating 1,000 start-ups.

Being an emerging region in terms of the entrepreneurship, employment and infrastructure development, Northern region requires the establishment of appropriate entrepreneurial ecosystem in which the Startup companies in ICT/ BPM as well as Knowledge Process Management (KPM) and any other related areas can set up their offices within state-of-the-art facilities to create the lucrative commercial economy in the North. Establishment of a Business Centre for Incubators/ Accelerators in Jaffna has been proposed in this background.

The Business Centre will provide incubator/ accelerator space for "Startups" to enhance, upgrade and broaden their know-how and skills that would facilitate in establishing business entities specially aiming at international markets. Startups will be mainly in the areas of ICT/ BPM, and KPM. Even though the main targeted sectors are the ones listed above, this facility is not confined to startups

of those sectors but across the board covering the areas of Electrical & Electronics products, Agro Technology, Food Technology, Bio Technology, etc.

In addition, the Business Centre can provide serviced office facility for "Knowledge Service Entities" in the areas such as Information Technology (IT) software development, KPM, BPM and IT enabled services, which focus preferably on the export market.

On the request of the Government of Sri Lanka (GoSL), Government of India (GoI) has accorded in principle approval to provide grant assistance to develop the infrastructure (building refurbishing & equipping) required to house the Startup Incubators/Accelerators. Accordingly, a Memorandum of Understanding (MoU) was signed between the GoSL and the GoI on 21st February 2019 for the Establishment of Business Centre for incubators/accelerators in Jaffna.

The MoU, mandated to appoint a "Project Consultant" for the overall supervision of the Establishment of Business Centre for ICT incubators/accelerators in Jaffna.

State Ministry of Home Affairs (MoHA) will act as the Procurement Entity (PE) in this Project. The **Jaffna District Secretariat** of Sri Lanka will act as the Government party regarding the implementation and the monitoring at the operation of the Business Centre.

2.   **Objective**

Provide consultancy for the entire project including overall supervision of all related activities of the Establishment of Business Centre for ICT incubators/accelerators in Jaffna, preparation of business model, provide high level timelines, Preparation of roadmap for the center management and assist the client by providing the overall plan.

3. **Scope of the service**

The Project Consultant shall be responsible for the

1. High level timeline

    The MoU will be expired in February 2022. Therefore the consultant is expected to provide recommendation regarding the timeframe of the MoU considering the status of the project.

2. Assessment of the proposed locations for the Establishment of Business Centre for ICT incubators/accelerators in Jaffna and provide recommendation for a suitable location among them.

3. Preparation of a Business Model of the operationalization of the Business Centre.

4. Preparation of the roadmap for the requirements of business center management and business center operator.

5. Preparation of the contingency plan for the emergency situations such as COVID 19 pandemic.

6. Development of a high level resource plan and budget breakdown along with the timeline.

7. Propose high level ToR for hiring consultants for construction and refurbishment works, overall project management and center operation as it requires.

8. Any other requirements not listed above but directly relevant to the better performance of the project.

9. The consultant shall work closely with Jaffna District Secretariat and other stakeholders.

10. **Reporting Requirements, Time Schedule for Deliverables and Payment schedule;**

No	Task	Deliverable	Timeframe			Payment (% of total contract price)
			Month 1	**Month 2**	**Month 3**	
1	Study and recommend a High level timeline for the extension of the MoU	Timeframe	██			10%
2	Assessment of the proposed locations	Assessment Report		█		5%
3	Preparation of a plan for the Business Model for operationalization of the Business Centre.	Standard Business Plan		█		20%
4	Preparation of the roadmap for the requirements of business center management and business center operator	Roadmap			█	20%
5	Preparation of the contingency plan for the emergency situations	Contingency Plan			█	10%
6	Development of a high level resource plan and Budget breakdown	Resource Plan			█	35%

11. **Facilities Provided by the Client**

      1. Background Information

      2. Coordination with relevant stakeholders

      3. Approvals from relevant government authorities

      4. Working Space for the consultant within the Jaffna District Secretariat

12. **Expenses to be borne by the consultant**

Expenses for the facilities not provided by the client should be borne by the consultant

13. **Review Committees and Review Procedures**

All deliverables will be reviewed by the team appointed by Client.

The Project Steering Committee (PSC) will play the advisory role throughout the project.

14. **Qualification of the key staff**

Staff	Required Qualifications and Experience
Project Consultant (01 Post)	Bachelor's Degree in Project Management /Economics/Business Management from a recognized University (UGC Approved) **And** Post graduate Degree in Business Management / Project Management/ Economics or other discipline with development related subjects. MBA is preferable. **And** Trilingual skills, Technology/IT skills. **With** At least 5 years of experience with 3 assignments of similar nature

Staff	Required Qualifications and Experience
Supporting Staff	Bachelor's degree in Engineering/Technology/Information Technology/Social Science or other discipline with development related subjects from a recognized University (UGC Approved) MBA is preferable.