

Terms of Reference

Educate and Train 50 Instructors on NVQ Level 5 National Diploma Course in Information and Cyber Security Technology (CERT/GOSL/CON/CQS/2023/29)

1. Background

In recognition of the critical importance of Information and Cyber Security in today's digitally interconnected world, Sri Lanka CERT is dedicated to strengthening the capabilities of cybersecurity workforce of Sri Lanka. To address the evolving challenges in this field and to meet the demand for highly skilled professionals, Sri Lanka CERT together with Tertiary & Vocational Education Commission (TVEC) has developed the NVQ Level 5 - National Diploma in Information and Cyber Security Technology. This program is designed to equip individuals with the knowledge and skills necessary to safeguard digital assets, mitigate threats, and ensure the confidentiality, integrity, and availability of sensitive information.

To facilitate the effective delivery of this program, Sri Lanka CERT is seeking to engage an experienced and qualified individual consultant. The consultant will be responsible for conducting a comprehensive training program for a group of 50 instructors of Department of Technical Education & Training (DTET), and Vocational Training Authority (VTA) who will play a pivotal role in educating future cybersecurity professionals. This program aims to enhance their knowledge and pedagogical skills, enabling them to deliver the NVQ Level 5 National Diploma Course in Information and Cyber Security Technology effectively.

The chosen consultant will work closely with Sri Lanka CERT and Gampaha Technical College to ensure that the training program aligns with the course curriculum and that instructors are well-equipped to provide high-quality education. The successful execution of this training program will not only benefit for instructors but will also contribute to the broader goal of enhancing cybersecurity education and expertise in the region.

2. Objectives

The objective of this consultancy are as follows:

- a. Educate and train 50 instructors to effectively deliver the curriculum of the NVQ Level 5 - the National Diploma in Information and Cyber Security Technology.
- b. Enhance instructors' awareness of the latest industry trends, best practices, and emerging threats in cybersecurity.

3. Scope of Work

The consultant will be responsible for the following tasks.

- a. Design and develop a high-level training plan, and training manual for Instructors based on the Curriculum and Competency Standards of NVQ Level 5 issued by the TVEC. The manual should be written in simple and understandable manner.
 - i. You can find the curriculum through: https://nvq.gov.lk/Report_Inquires/NCS_Request.php
 - ii. Medium – English, Category – Diploma
 - iii. NCS Name and Code:

- b. Conduct a training program to enhance the capacities of 50 instructors of Department of Technical Education & Training (DTET), Vocational Training Authority (VTA) and prepare them for delivering the curriculum of the NVQ Level 5 National Diploma Course in Information and Cyber Security Technology.
- c. The Consultant shall use the hardware and software required by the curriculum to conduct the education and training program of NVQ Level 5 - National Diploma in Information and Cyber Security Technology.
- d. The physical training location shall be Gampaha Technical College.
- e. Trainings shall be conducted in hybrid mode (60% of time is Physical and 40% online)
- f. The consultant shall setup the computer lab environment (using free or open-source software and tools) for practical training in consultation with Sri Lanka CERT and Gampaha Technical College.
- g. Design and develop other materials necessary for teaching the developed training manual (e.g., illustrations, case studies, templates, and other training materials).
- h. Develop assessments to evaluate the preparedness of instructors and the understanding of course participants.
- i. Organize and arrange, all physical and online training programs in consultation with Gampaha Technical College. Gampaha Technical College will arrange food and refreshments for the physical training programs.

#	Activity	Details
1	Training Manual	Design and develop a training manual for Instructors based on the curriculum of the NVQ Level 5 National Diploma Course in Information and Cyber Security Technology.
2	Train 50 instructors	Conduct a training program to enhance the capacities of 50 instructors and prepare them for delivering the curriculum of the NVQ Level 5 National Diploma Course in Information and Cyber Security Technology.
3	Assessment	Develop assessments to evaluate the preparedness of instructors and the understanding of course participants.
4	Training Completion Report & Feedback	Provides comprehensive documentation of the training program, including materials, assessments, and progress reports including final completion report.

Table 2. High-level Activities

4. Deliverables and Payment Schedule

Duration of the assignment is 3 months (Minimum 200 hours).

#	Activity	Details	Duration	Payment
1	Develop a Training Plan and Manual	- Development of Training Plan. - Development of Training Manual.	Contract Date + 7 Days	30% of the contract value
2	Train 50 instructors	- Setup computer lab environment with relevant software and tools for physical trainings.	Contract Date + 90 Days	40% of the Contract value

		- Organize training arrangements with coordination of Gampaha Technical College - Complete training for 50 instructors.		
3	Assessment	- Conduct assessment according to the training plan and submitted final evaluation.	Contract Date + 90 Days	20% of Contract Value
4	Training Completion Report & Feedback	- Submit final training completion report.	Contract Date + 100 Days	10% of the Contract Value

5. Timeline and Duration

The training is expected to commence on the 1st of December 2023 and conclude on the 31st of March 2024.

6. Qualifications and Experience

Academic and Professional Qualifications	Experience
<ul style="list-style-type: none"> a. Bachelor's degree or equivalent and Industry accepted certifications CISSP/ CISM. b. Having certifications such as CCSP/ CCNA, MCP/ ISO 27000/ GIAC shall be an added qualification. 	<ul style="list-style-type: none"> a. 10 years of experience in Information and Cyber Security Domain, and b. Minimum of 3 years demonstrated experience in teaching and training in the aforementioned curriculum, and c. Demonstrated experience in curriculum development, training aids/resources development, d. Active contributor to cyber security domain on National and International level, e. Demonstrated experience implementing information security related Frameworks, Policies, Guidelines across multiple verticals would be added advantage, f. Be an active member of professional bodies in the domain of information and cyber security would be added advantage.

7. Review Committee and Review Procedures

The consultant is required to work closely with the deliverable review committee appointed by Sri Lanka CERT.

All deliverable will be reviewed and accepted by committee appointed by Sri Lanka CERT.

Annex (A)

CURRICULUM VITAE (CV)

{Notes shown in brackets { } in italic should not appear on the final document to be submitted}

Position /Title	
Name of Consultant:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Country of Citizenship/Residence	

Education: *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

Certifications: *{List professional institutes, giving names of certification name, dates acquired}*

Employment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
<i>{e.g., May 2012-present}</i>	<i>{e.g., Ministry of, Advisor/Consultant to... For references: Tel...../e-mail.....; Mr....., Director General}</i>		
<i>{e.g., From Jan 2010 to May 2012}</i>			

Memberships in Professional Associations and Publications:

- 1. _____
- 2. _____
- 3. _____

Language Skills:

Language	Excellent	Good	Basic	None
Sinhala				
English				
Tamil				

Note: Please tick in relevant box

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
Experience as a consultant	
Experience as a consultant in assignments of similar nature	

Consultant's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

Name of Consultant

Signature

Date:
{day/month/year}