

# **GLOB@L LIBRARIES - BULGARIA PROGRAMME**

## Terms of Reference

**Position:** District IT Specialist (DITS)  
**Timeframe:** 01 April 2010 – 31 December 2010

### **I. BACKGROUND INFORMATION**

The approved Country Grant Proposal and the signed Project Document for the Glob@l Libraries – Bulgaria Program (2009 – 2013) envisage having at least one District IT Specialist (DITS) for each of Bulgaria's 28 administrative regions. At this stage, it has been planned that the DITS will verify the ICT readiness of target libraries for Phase One and Phase Two under the Program.

Target libraries are being selected for inclusion in the program in three phases for ICT equipment delivery. Phase One will be carried out in the second quarter of 2010, Phase Two will be carried out in the fourth quarter of 2010 and Phase Three 2011 in the middle of 2011. Each phase envisages the inclusion of libraries, abiding by the guidelines of balanced geographical spread. This implies inclusion of libraries from district and municipality centres, as well as from distant (non-communicative) areas. The ICT equipment that will be procured to the selected libraries is classified in 6 ICT packages. Prior to the delivery of the ICT equipment for each phase the ICT readiness of each target library has to be verified.

### **II. OBJECTIVE OF THE ASSIGNMENT**

The DITS assumes responsibility for verification of the ICT readiness of the assigned number of target libraries prior onsite ICT equipment delivery and installation.

### **III. TERMS FOR PROVISION OF THE SERVICES / REPORTING LINES**

The DITS liaises on a continuous basis with the District Coordinator and the Field Coordinator for the respective district or assigned area (if different).

The DITS works in close cooperation and reports to the IT Managers at the Program Management Unit (PMU) in Sofia.

The DITS performs his/her assignment as specified herein and fully consistent with the overall program work plan for 2010.

### **IV. SCOPE OF WORK**

- Effects 2 on-site visits to each target library prior to the delivery of ICT equipment to verify the IT infrastructure and Internet connectivity. The verification shall follow the instructions provided by the PMU including but not limited to check-up of:
  - existence of Internet connectivity in the target library prior to the delivery of ICT equipment;
  - availability of basic power supply for the designated equipment;

- existence of local physical network infrastructure for the equipment.
- Participates in an induction meeting organized by the PMU prior to the onsite ICT verification
- Agrees on the first visit to each target library with the respective District Coordinator and Field Coordinator;
- During each visit to a target library, provides recommendations and consultations on all IT issues as needed;
- Every two weeks provides an interim written report (checklist) to the PMU IT Managers using an electronic template provided by the PMU;
- Upon completion of the above activities, provides an overall written report to the PMU describing whether/how the assigned target libraries meet the IT requirements set by the program.

## **V. QUALIFICATIONS**

- experience in computer network infrastructure setup and support
- university computer science education or experience in IT support
- excellent analytical and reporting skills
- people skills: communicativeness, building relationships, team work
- experience in similar programs is an advantage
- availability for extensive in-country travel