



**INVITATION FOR EXPRESSION OF INTERSET (EOI)
FOR**

**Selecting a Service Provider in Delivering Computer
Based Examinations**

**The Institute of Chartered Accountants of Sri Lanka
No:30A , Malalasekera Mawatha
Colombo 07**

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INVITATION FOR EXPRESSION OF INTERSET

The Institute of Chartered Accountants of Sri Lanka

Selecting a Service Provider in Delivering Computer Based Examinations

Introduction

The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) is a globally recognized professional accounting organization in Sri Lanka which was established in 1959 by an Act of Parliament (No. 23 of 1959).

CA Sri Lanka as the premier accounting body of Sri Lanka has been a world renowned organization and is a member body in several leading global accounting bodies, including the International Federation of Accountants (IFAC) - the world apex body of accountants. It is also a member of the Confederation of Asian and Pacific Accountants (CAPA), South Asian Federation of Accountants (SAFA) and the Chartered Accountants Worldwide.

CA Sri Lanka is also one of the largest tertiary education providers in the country with over 44,000 students who are aspiring to become Chartered Accountants.

Objectives of the Consultancy

The objective of the test delivery service is to administer computer based tests to a large number of candidates who will be sitting the CA Sri Lanka examinations using computer based testing programs owned by the service provider in selecting questions from a question bank. The service provider is expected to provide the facilities to the candidates by logging on to the service provider's computer system in allocating testing time slots of the examination, issuing admission cards, providing test centers, the test center staff, administering the whole set of functions of the test centers including checking the identity of the candidates and issuing the results to the Institute when the tests are over. The service provider has to deliver tests to a network of test centers for a minimum of 10,000 candidates in one examination secession, appearing for different subjects at the test centers located in different districts of Sri Lanka.

Eligibility Criteria

EOIs can be forwarded by a consultancy firm, a consortium or a joint venture and the consultant should have the following capacities to be an eligible consultant.

- Over five years of experience in conducting online examination for professional exams similar to Chartered Accountancy. (Professional accountancy examinations)
- Experience in conducting online examinations in Sri Lanka similar to Chartered Accountancy.
- Experience in conducting online examinations out of Colombo districts in Sri Lanka.

Procedure for submitting expression of interests

Interested Consultants or Consultancy firms can obtain the documents from the Institute of Chartered Accountants of Sri Lanka, No: 30A, Malalasekera Mawatha, Colombo 07 during office hours from 8.30 am to 5.00 pm till 12th March 2020. In addition the documents can be downloaded from CA Sri Lanka website posted under the 'Press Room' tab. The completed EOI should be delivered to the following address by 2.00 p.m. (Sri Lanka time) on or before 13th March 2020. Further information on the assignment could be obtained from the hotline: +94 112352000- Ext 1473 or 0710235254

Secretary
Institute of Chartered Accountants of Sri Lanka
No: 30A, Malalasekera Mawatha
Colombo 07

Instructions to Potential Consultants

1. Carefully read the instructions before completing your Expression of Interest (EOI).
2. The potential consultants must comply with all the instructions and ensure that all the forms required are properly completed and submitted to The Institute of Chartered Accountants of Sri Lanka, No:30A, Malalasekera Mawatha Colombo 07 as stated in the Invitation of Expression of Interest.
3. EOI to be submitted in a single sealed envelope indicating **“Selecting a Test Delivery Service Provider for Computer Based Examinations”** on the top of the left hand corner of the envelop.
4. EOI to be submitted under registered post/ couriered or hand delivered to reach on 13th March 2020 before 2.00pm.
5. Supporting documents must be enclosed with the EOI and no opportunity to submit documents after the deadline of submission of EOI.
6. The documents should be signed by the consultant or authorized representative of the Consultant / consultancy firm.
7. Incomplete submissions will be rejected during the shortlisting stage due to non-complacence.

The Institute of Chartered Accountants of Sri Lanka

TERMS OF REFERENCE (TOR)

Selecting a Service Provider for Delivering Computer Based Examinations

1. Background

The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) is a globally recognized accounting organization in Sri Lanka which has been in existence for over 60 years.

In its capacity as the country's national professional accounting body, CA Sri Lanka plays a key role in enhancing the financial landscape of Sri Lanka, while working closely with the Government of Sri Lanka, Regulatory Authorities and the Private and Public Sectors in support to achieve the national economic objectives

Established in 1959 by an Act of Parliament (No. 23 of 1959), CA Sri Lanka has continuously endeavored towards uplifting the professional standards both in Sri Lanka and abroad while also playing an integral role as the sole accredited authority that formulates Accounting and Auditing Standards for Sri Lanka.

CA Sri Lanka consists of a membership of nearly 6000 Chartered Accountants, of which 30 percent serve overseas. To cater to the professional needs of the members who are spread all over the world in 40 countries, several overseas chapters have been established including in Bahrain, Kuwait, Qatar, and United Arab Emirates.

CA Sri Lanka is also one of the largest tertiary education providers in the country with over 44,000 students who are aspiring to become Chartered Accountants.

2. Objectives of the Test Delivery Service

The objective of the test delivery service is to provide a computer based testing program to deliver questions selected from a question bank to the candidates who are sitting for CA Sri Lanka examinations.

3. Scope of Work and Deliverables

- Test delivery to the candidates using a computer based test delivery program provided and administered by the service provider.
- Test delivery to the candidates based on the question bank provided by CA Sri Lanka.
- Deliver tests to a minimum of 10,000 candidates in one examination session, appearing for different subjects in different Districts of Sri Lanka. It is expected to conduct four examination sessions per year.
- Providing test centers and administering the tests to the candidates with necessary facilities for candidates to sit the examinations.
- Providing test centers and deliver tests in Colombo and other Districts as and when requested by CA Sri Lanka.
- Verification of the identity of the candidates before entering the test center.
- Provide facility to the candidates in allocating time slots for the test subjects they appear by logging on to the computer system of the test delivery service provider. Test delivery service provider should issue the admission cards to the candidates who have allocated their time slots by logging onto the computer system of the service provider.
- Deliver candidates' test results to CA Sri Lanka as soon as the test delivery is over.
- Provide mutually agreed performance reports regarding the test delivery to CA Sri Lanka soon after one examination session is over.
- Maintain high test security by taking stringent measures to prevent the unauthorized accesses to the question banks, loss or alteration of data relevant to the tests delivered.
- Protect the confidentiality of the question banks, all data relevant to the tests and personal information of the candidates.
- Maintain high security controls at the test centers during the test delivery preventing the candidates engaged in exam malpractices.
- Provide the standards and the certification regarding online examination platform security. (Data Security, System Security, IP binding, etc.)
- Ability to conduct the same examinations in countries out of Sri Lanka whenever necessary.

4. Expertise

- Provide test delivery to a network of test centers by using a well-tested test delivery software in facilitating a large number of candidates under a highly secured computer environment.
- Ability to deliver tests to a minimum 10,000 candidates in one examination session appearing for different subjects. (One examination session duration will be approximately one week)
- Disaster management during the test delivery such as power failure, system breakdown.
- Maintain high security controls at the test centers during the test delivery preventing the candidates from malpractices and in verifying the identity of the candidates sitting the examinations.

5. Experience

- Over five years of experience in conducting online examination for professional exams similar to Chartered Accountancy. (Professional accountancy examinations)
- Experience in conducting online examinations in Sri Lanka similar to Chartered Accountancy.
- Experience in conducting online examinations out of Colombo, in other Districts in Sri Lanka.

6. Institutional Arrangements by CA Sri Lanka

- Provide the question bank to the service provider in a mutually agreed format. (Multiple choice, drag & drop, fill in the blanks, matching questions etc. including mini scenario based/functional scenario based questions)
- Provide the list of candidates who are eligible to sit for a particular examination session.
- Inform the test delivery service provider the districts which the examinations to be held for a particular examination session before a reasonable time mutually agreed.
- Inform the results to the candidates of their performance at the examination.

7. Terms of Payment

The payment will be based on the number of test papers answered by the candidates appearing for the examination subject to a mutually agreed minimum number of test papers per one secession of examination or one year.

8. Time Span

The time span for delivering a test to a candidate from the time of providing institutional arrangements listed under item number 6 above for a particular examination secession will be mutually agreed upon based on holding at least four examination secessions during a calendar year of a particular examination.

9. Application Process

The application (in English) to be sent in hard copy by-hand, by registered post or by courier to reach on or before 13th March 2020 by 2.00 pm,. Emails will not be accepted.

10. Submission of proposals should be addressed to:

Head of Finance/ Procurement Division

The Institute of Chartered Accountants of Sri Lanka.

30A, Malalasekara Mawatha

Colombo - 07

The Institute of Chartered Accountants of Sri Lanka

Selecting a Test Delivery Service Provider for Computer Based Examinations

A. General Information

Name of the Consultant	
In case of Joint Venture (JV), legal name of each party	
Telephone Number	
Fax Number	
Email	
Country of Registration	
Address in Country of Registration	
Authorized Representative Information	Name: Address: Telephone No: Fax: Email:

B. Experience of the consultant

Note: - Consultant is required to complete the following format with sufficient details of consultancy assignments completed during last 5 years in the similar field as stated in the TOR. Attach documentary evidence to prove information provided.

a. Conducting online examination for professional exams similar to Chartered Accountancy. (Professional accountancy examinations)

S/N	Name of the Client	Nature of the consultancy	Duration		Number of Candidates
			From	To	
01					
02					
03					
04					
05					

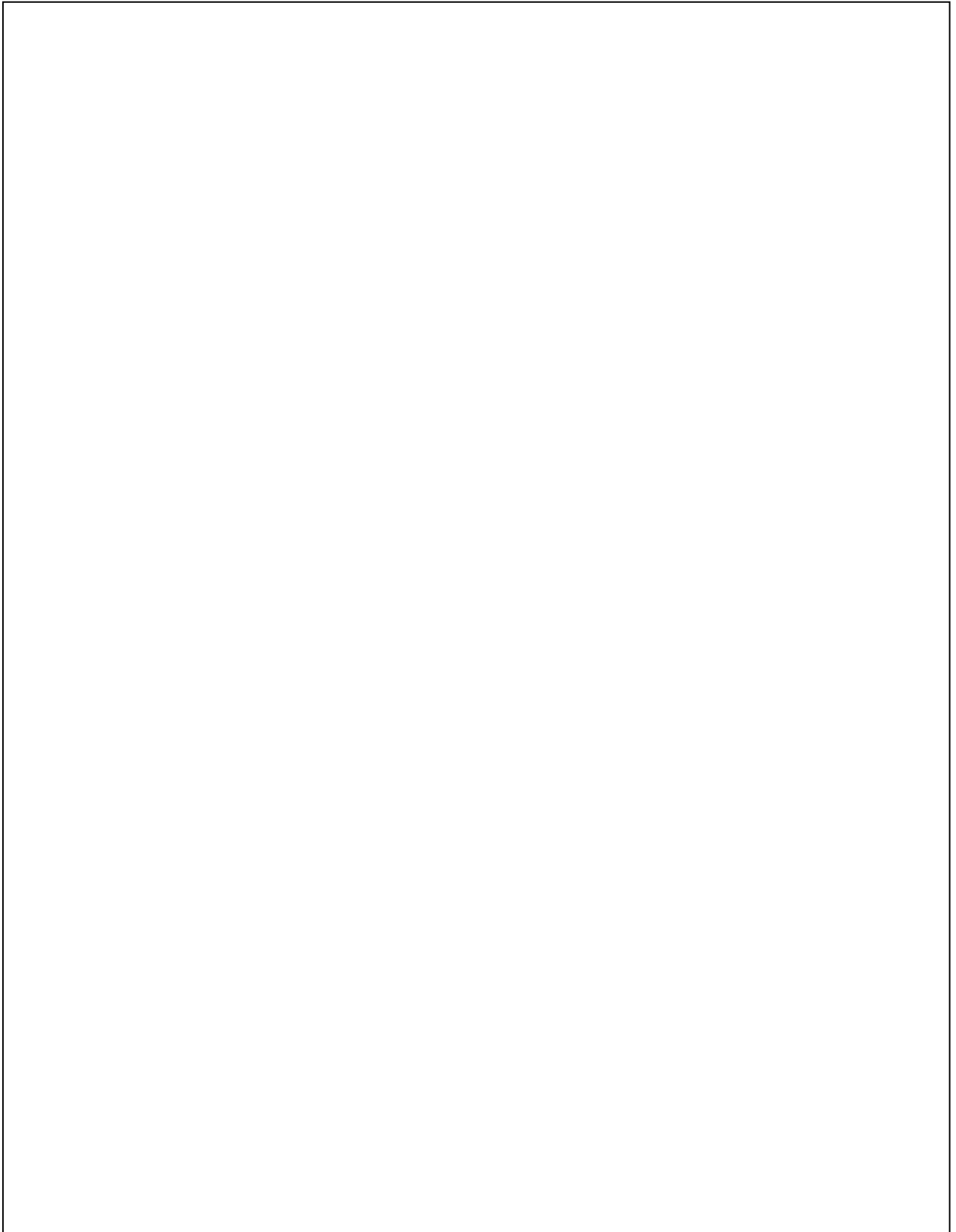
b. Experience in conducting online examination in Sri Lanka.

S/N	Name of the Client	Nature of the consultancy	Duration		Number of Candidates
			From	To	
01					
02					
03					
04					
05					

c. Experience in conducting online examination in Colombo & other Districts in Sri Lanka.

S/N	Name of the Client	Nature of the consultancy	Duration		Number of Candidates
			From	To	
01					
02					
03					
04					
05					

d. Brief description on the methodology of implementing the assignment:



e. Structure of the technical staff assigning to conduct the examinations



Note :- Please submit the company profile with the submission

I have read the EOI including the terms of reference (TOR), for this assignment. I the undersigned, certify to the best of our knowledge and belief the information provided is true and correct.

Signature of the consultant:

Name of the Consultant:

Date: