Terms of Reference

Individual Consultancy for eRevenue License Data Migration
ICTA/GOSL/CON/IC/2016/77

1. Introduction

The e-Revenue License (eRL) initiative is one of the key initiatives of ICTA which was launched in December, 2009 in Western Province. The eRL Solution was the first connected government service and it was also the first government transactional eService offered to the citizens.

In 2013, ICTA carried out enhancements to the eRL solution and developed it as a centralized solution with the intention of having a single Revenue License Issuance and Management solution which is to be used by all the Provincial Councils. ICTA commenced rollout eRL Solution into other provinces in 2014.

By now ICTA has successfully rolled out eRL solution in six (6) provinces namely Western, Southern, North Western, Eastern, Sabaragamuwa & Central, and the solution is currently operating in 183 out of 224 Divisional Secretariats (DS) in select provinces. ICTA is currently in the process of rolling out eRL in to remaining DSs of the said provinces and has commenced the rollout preparation in North Central and Uva Provinces

ICTA is planning to complete eRL rollout into all provinces by end of 2016

2. Background

One of the main activities in the eRL rollout process is the migration of Revenue License data from the existing license issuance application to the eRL Solution. The existing license issuance application is an Oracle (Version 8.0) based standalone application which are running at each DS in isolation. The existing application has several drawbacks including lack of data security and data uniformity.

One of key aspect of rolling out eRL into a province is the data migration which is done in 2 stages;
1. Initial Data Migration
   Backups of all individual databases running at each DS in the Province are collected and whole license history is migrated into the eRL Centralized database. Once all individual databases are migrated, the Provincial Department of Motor Traffic (Head office) of the respective Province commence issuance revenue license through eRL. And subsequently commence rollout to other DSs.

2. Delta Migration

After the initial data migration, the DSs continue to issue licenses through the Oracle based system until the eRL is rolled out to the specific DS. Once the eRL Solution is rolled out to the DS, a database backup of the oracle system is taken and the license data from the date of initial migration is extracted and migrated into the eRL Centralized database.

It is planned to complete the rollout of the eRL Solution to all the Provinces during 2016. Following is a summary of data migrations anticipated to achieve the above goal.

Province	No of DSs	Initial Migration	Delta Migration
North Western	46	-	9
Eastern	45	-	16
Sabaragamuwa	29	-	22
Central	36	-	36
North Central	29	29	29
Uva	26	26	26
Northern	34	34	34
Total	**245**	**89**	**172**

3. Objective(s) of the Assignment

ICTA intends to procure and obtain service from an Individual Consultant to carryout eRL rollout Data Migration related activities.

The duration of the assignment is 4 months

4. Scope of Services, Tasks (Components) to be carried out and Expected Deliverables

3.1 Get a clear understanding about the eRL initiative and the stakeholder requirements and their expectations.

3.2 Study and understand existing eRL deployment and database architecture.

3.3 Study and understand the database structure of Oracle (Version 8.0) based application which was used to issue revenue licenses.

3.4 Undertake management responsibility at all stages of assigned data migration eRevenue License Project. (I.e. Database migration, QA assessment, data verification and frequently troubleshoot database schema errors)

3.5 Each database (Initial or Delta) should migrated in to Staging Environment and verified the success of the migration before the database moving into the Production Environment.

3.6 Formulate related documentation, which include technical documents and management reports.

3.7 Work closely with ICTA to ensure the continual data migration process to deliver the desired project output.

3.8 Adequately manage stakeholder expectations.

3.9   Attend to review meetings and provide feedback, communicate effectively in technical terms and on a business level.

3.10   Adhere to all reporting requirements in accordance with ICTA project management processes.

3.11   Work collaboratively with the Senior Project Manager, eRevenue License, the Technology Team and staff from other key program areas, to deliver the project output efficiently.

5. *Qualification Requirements for the consultant (and any other requirements which will be used for evaluating the consultant)*

- The consultant should possess over 6 years industry experience with least 3 years' experience functioning as a Technical Lead in software development industry.
- Experience in implementing medium to large scale software projects which includes data migration and data cleansing activities
- Experience in working with Oracle Applications and Databases
- Experience and technical proficiency in MySQL in databases
- Experience in implementing project in Cloud Computing environments
- Experience in QA methods and procedures
- Experience in working with Database Migration Tools
- Excellent team player with solid interpersonal and communication skills
- Excellent analytical and logical thinking and troubleshooting skills
- Bachelor's degree in information technology, computer science or possess an equivalent qualification
- Having a MSc or Technical Certifications in respective specialities would be an added advantage

6. *Deliverables and Payment Schedule*

The consultant should submit following management reports for the ICTA.

Deliverables	Payment Method
1. Data migration completion report	Unit rate for data migration as agreed in the contract

7. *Services and Facilities Provided by ICTA*

6.1   Access to relevant staging environment and production environment

6.2   Access to ICTA Issue Tracking System

6.3   Functional and Technical documents of eRL solution

8. *Review Committees and Review Procedures*

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