

# **Terms of Reference**

## **Revamping Open Data Portal**

### **1. Introduction**

Open Data initiative of the Government of Sri Lanka seeks to make a number of datasets freely available to the general public. The goal of open data is to make core government development, demographic, statistical and expenditure data available in a useful digital format for researchers, policymakers, software solution developers and the general public.

Government data and information are national assets of the Government of Sri Lanka and the government aims to share this data and information with a wide range of communities. The Information and Communication Technology Agency of Sri Lanka (ICTA) which comes under the purview of the Ministry of Telecommunication and Digital Infrastructure aims to facilitate the government effort by developing an open data portal to share this data and information with stakeholders. Through the development of an open data portal, ICTA aims to provide an easy way to find, access, and reuse the public datasets of the Government of Sri Lanka. It further encourages all users to improve government information by using it to develop tools and applications which will benefit all Sri Lankans.

### **2. Objective**

The primary objective of this assignment is to “redesign the Open Data Portal with interactive features to facilitate the government effort in sharing public data”

### **3. Scope of Service**

- a. The Consultant shall study the nature of the present open data portal.

- b. The Consultant shall study the structure and the nature of the data/information published on open data portal.
- c. The Consultant shall research and find out how other countries have developed open data portals and provide recommendations for designing a new open data portal.
- d. Based on the nature and structure of the information available on published reports on open data, the consultant shall propose a suitable solution for presenting data/information on the website.
- e. The content for the web pages will be taken from the existing open data portal and from published reports on open data.
- f. The Consultant shall feed all information/data regarding open data to the database without any extra cost to the client. A mechanism should be implemented to validate the accuracy of the fed data to the system.
- g. Information/data shall be stored in a way that information/data can be searched and retrieved easily. It shall also be made possible to import the data/information to various formats.
- h. The provided solution should be a database driven solution with an open source Content Management Tool (CMT). The open source solution shall be the latest stable version of open source content management tool.
- i. The content management tool should facilitate incorporating text, graphics, animations, sounds, video clips, blogs, forms, databases, downloadable forms, plugging, API's etc to the sites. The scripting languages should be compatible with all browsers, and the hosting server platform.
- j. The Consultant should develop the portal adhering to the World Wide Web (W3C) standards. The latest version of Government Web Development Standards are available at [https://www.icta.lk/icta-assets/uploads/2016/03/Government\\_web\\_standards.v3.pdf](https://www.icta.lk/icta-assets/uploads/2016/03/Government_web_standards.v3.pdf)
- k. The Consultant should provide temporary hosting facility for the developed portal until the assignment is sign-off.
- l. Maintenance of portal:
  - o The Consultant shall provide maintenance support for one (1) year from the date of deploying the portal in production server.
  - o The Consultant should attend to all types of corrective maintenances (Bug fixing) in the websites. If client discovers any error/failure in the developed templates, consultant should respond and rectify immediately. Meantime to Response (MTR) should not

exceed one hour. Mean Time to Resolution shouldn't exceed 24 hours from the time it's informed. Notification of errors/failures should be possible through email, telephone, fax or in letter format.

#### 4. Ownership

- a. The intellectual property rights relating to the graphics, text, artwork, design, sound recordings, software, database, and any other components developed for this project by the consultant shall be the property of the ICTA.
- b. The consultant should provide soft copies of all source codes, databases, CMT, graphics, design documentations and other related documents used for the development of portal to ICTA.
- c. Any proprietary software components belonging to the consultant in relation to this portal shall be licensed to ICTA for perpetual use. The consultant is required to make appropriate arrangements to make available the source code of the said proprietary software to the client in the event of either bankruptcy or winding of merger of the consultant's services.
- d. Admin passwords (including super user password) of the CMT and VPN password should be handed over to the ICTA after signing off from the assignment. If required the passwords can be obtained from ICTA during maintenance period.

#### 5. Qualification and Experience

Consultant must meet minimum qualification of the requirements as per the table below.

<b>Position</b>	<b>Academic Experience</b>	<b>Professional Experience</b>
Project Coordinator	Diploma in IT or equivalent	5 years of experience as a Project Coordinator
Software Engineer	B.Sc in IT or equivalent	3 years of experience as a web based solution designer, And, 3 years of experience in working as a CMT

		professional
Web Engineer	B.Sc in IT or equivalent	3 years of experience in working as website designing, And, 3 years of experience in working as a CMT professional

## 6. Payment Schedule

Duration of the assignment is 12 weeks.

	<b>Deliverable</b>	<b>Due date</b>	<b>Payment as a Percentage of Total Payment</b>
1.	Initial Meeting	Day 1	
2.	Project Plan and Schedule	Commencing date + Week 1	
3.	Report on best practices in developing open data portal (based on a research on other government open data portals)	Commencing date + Week 2	10 %
4.	High level structure of the website	Commencing date + Week 3	10 %
5.	Complete website	Commencing date + Week 7	30%
6.	Completion of data feeding	Commencing date + Week 8	10%
7.	SLCERT security Audit	Commencing + week 9	10 %
8.	Training session	Commencing date + Week 10	
9.	Deploy the websites in servers	Commencing date + Week 12	20 %
10.	Support and maintenance	Sign off Date + One Year	10 %