

Terms of Reference

Conducting a Verification Survey of Fixed Assets belonging to Nenasala, ICTA and its Subsidiaries

1. BACKGROUND:

1.1 Information and Communication Technology Agency (ICTA), Sri Lanka:

Information and Communication Technology Agency of Sri Lanka (ICTA), the apex Government Agency which has been mandated to take all necessary measures to implement the Government's Policy and action plan in relation ICT development in the county. The ICTA has embarked on a series of ICT development initiatives for the implementation of digital infrastructure solution and other project across multiple sectors.

With the aim of managing assets belonging to Nenasala, ICTA and its Subsidiaries efficiently & effectively, a Fixed Assets Verification Survey has been planned to be carried out targeting all the 'Nenasala' Centres implemented during the period from 2005 to 2014, ICTA and two of its subsidiaries namely, Sri Lankan Computer Emergency Readiness Team | Coordination Center (SL CERT|CC) and Lanka Government Information Infrastructure Pvt Ltd.

1.2 The Nenasala Project:

The Nenasala project was reported to be one of the largest and most sophisticated projects for supporting public to access ICTs in the world (Jensen 2007) and also as one of the few in the world that has addressed the key barriers to promote access in low income areas. Since the establishment of the first Nenasala in January 2005, the ICTA has established 1005 Nenasala canters throughout the country by end of 2014. Majority of the Nenasala centres are functioning as knowledge centres in the villages to disseminate knowledge and provide affordable access to multiple information and communication technology based services to the community in the country, including, women youth rural poor, disabled and the other disadvantaged group in the society.

ICTA has been providing computers, software, other ICT equipment and internet connectivity to these centres. Therefore the related services could be offered at affordable rates to the serving community. To further enhance the physical resources of Nenasala centers ,the ICTA has refurbished selected potential Nenasala canters in a few districts with new equipment such as computers, laptops , photocopy machines, projectors etc.

1.3 Sri Lanka CERT|Co-ordination Center (SL CERT|CC):

SL CERT|CC is a subsidiary of ICTA acts as the focal body for Cyber Security affairs of the Nation. And, it is considered as the sole trusted source of advice with regard to the latest threats and vulnerabilities affect on the computer systems and networks, and a source of expertise to assist the Nation in responding to and recovering from Cyber-attacks.

Key services given by SL CERT|CC are Provision of Responsive Services with respect to incident handling, Awareness services, and Consultancy services on technical and policy matters.

1.4 Lanka Government Information Infrastructure (Pvt) Ltd:

Lanka Government Information Infrastructure (Pvt) Ltd. is a subsidiary of ICTA which was established under company's Act of 2007 in July 2011 under ICTA and operations by this subsidiary started in 2012.

Based on its mandate, LGII Pvt. Ltd. provides all information and assistance for the formulation of National Policy on Information Communication Technology (ICT) and assists the Cabinet of Ministers & Inter-Ministerial Committee on ICT affairs.

2. OBJECTIVES OF THE CONSULTANCY ASSIGNMENT:

The Consultant/ Consultancy Firm will be responsible for achieving the following objectives with respect to carrying out comprehensive Fixed Asset Verification (FAV) Survey covering all the 'Nenasala' centres, fixed assets employed at ICTA, and other two subsidiaries of ICTA namely SL CERT|CC, and Lanka Government Information Infrastructure (Pvt) Ltd.

1. Identify and list out all the physical assets allocated for each 'Nenasala' centres, ICTA, SL CERT|CC, and LGII (Pvt).Ltd. and develop inventories.
2. Identify and report the existing status of the assets (quality, functionality, and other operational aspects) available at each 'Nenasala Centres', ICTA, SL CERT|CC, and LGII (Pvt.)Ltd.
3. Do reconciliation with the existing registries/ledgers, and provide official verification legal ownership for the assets.
4. Identify the assets that need to be transferred to third party owners and support to draft Board Resolutions.
5. Identify the existing gaps in asset management with respect to the 'Nenasala Centres', ICTA, SL CERT|CC, and LGII (Pvt) .Ltd.
6. Support the new ERP (Enterprise Resource Plan) which will be implemented in fourth quarter of 2016 in terms of Data migration of the fixed assets register.

3. SCOPE OF THE ASSIGNMENT:

ICTA intends to verify the location, availability and condition of the fixed assets employed at the 'Nenasala' project, ICTA Sri Lanka and its two Subsidiaries; SL CERT|CC and LGII (Pvt) Ltd. and to validate the relevant information through this FAV Survey. Physical verification & reconciliation of assets are main concerns of this particular survey. The FAV Survey has to be carried out referring the defined asset verification guide line by the Government of Sri Lanka. Following are the sequence of underline activities to be done during the process:

3.1 Methodology and Survey Plan

- I. Consult representatives of ICTA and technical review committee and gather details on the requirement of the survey, the subjected entities: Nenasala' project, ICTA, and its two subsidiaries SL CERT|CC and LGII (Pvt) .Ltd, and propose a suitable methodology for the survey and identify appropriate assets verification tools and develop survey time schedule.
- II. Develop comprehensive checklist of entities/items/instruments to be referred with respect to the contract.
- III. Contact all the relevant parties and keep well informed about the FAV and the scheduled time frame.

- IV. Consultant/Consultancy firm should hire and train adequate number of experienced staff based on the Client's expectation according to the contract. Key categories of staff and the expected level of respective qualification and experience have been mentioned in the Table-(1)
- V. Visiting all the relevant locations; the teams of consultancy firm should verify the existence, condition, and other relevant information about the assets.
- VI. Assets appearing in the asset registry/inventory/the document available will be primarily referred as the basis for the work. If not, the consultant has to develop the registry/inventory.
- VII. The Survey should count the assets appear in the registry/document and physically available, assets appearing in the assets registry/document but not physically available, assets physically available but not appearing in the assets registry/document received from other projects, assets in stores, assets transferred to other projects/centres etc.
- VIII. In the process of physical verification of the existence of assets, key parties together (consultant staff, community, centre/office staff) should confirm it by signing a document.
- IX. To assure the existence of an asset or absence of recorded asset, if possible, the field teams should collect the evidence for it – transfer/disposal note, vouchers, and etc.
- X. Copies of all the supportive documents related to legal ownership of physical assets should be compiled together with all other above mentioned evidences.
- XI. The consultant/Consultancy firm should be responsible to implement all possible quality control measures in the study to ensure the quality, reliability and validity of data collected.
- XII. The Consultant/ Consultancy firm should provide, the English version of the detailed survey implementation plan, outlining all the steps involved in the design and implementation of the survey, including a project time schedule and resource plan, data collection instruments, and outlines of the instruction manuals to be developed. Both the electronic and hard copy of these document are required to be submitted to the ICTA. (Inception Report)
- XIII. The Consultant/Consultancy firm should work in close co-ordination with the staff of ICTA and should maintain regular communication with them in order to make sure the success of the assignment.

4. QUALIFICATION OF CONSULTANTS/CONSULTANCY FIRM:

The Consultant/Consultancy Firm should be specialised and have relevant experience in designing, and conducting, similar national level assignments. The organisation should be able to provide a strong network and required resources to facilitate information gathering and processing.

4.1 Key Staff

- I. Consultancy firm is free to propose the number and structure of experts appropriate to their implementation approach, provided that the team properly covers the above mentioned functions.
- II. Adequate number of experts, who can facilitate and conduct the study within the limited timeframe, as well as analyse and report on survey data, must be proposed by the Consultant/Consultancy firm.
- III. Personnel proposed to cover the key functions (Key Experts) must be included in the proposal with their full CVs.
- IV. Positions to cover other survey functions must also be presented in the proposal including the number of staff, their input in terms of staff days, and their work schedule. Particular persons must not be nominated and their CVs not included in the proposal but in the case of survey supervisors and enumerators, they must fulfil the basic qualifications and experience and it should be confirmed in the proposal.

- V. A description of an appropriate team structure, team collaboration arrangements and project management functions must be included in the proposal.
- VI. The suggested minimum number of staff for this assignment is presented in the table below.

Table-(1): Minimum qualification of the consultant staff:

Key Staff	Minimum Academic Qualifications.	Minimum work experience	Minimum Number of Similar Assignments Conducted
Team Leader/Survey and Audit Specialist	<ul style="list-style-type: none"> Advanced degree qualifications from a recognized university /in Management/Accounting/Commerce. 	<ul style="list-style-type: none"> Demonstrated minimum experience of ten years (10) in planning and managing national level audit /survey and minimum 5 years of relevant post-qualifying experience. Understanding on government systems and procedures, rules and regulations with special reference to Audit/Survey Excellent oral and written language skills (Sinhala /Tamil and English) 	<ul style="list-style-type: none"> 3 Similar assignments specially in the areas of managing national level audit/survey
Project Manager/Audit and Finance	<ul style="list-style-type: none"> Bachelor's degree from a recognized university in Finance/Accounting or relevant 	<ul style="list-style-type: none"> Minimum 10 years of demonstrated experience in finance and auditing. Experience in conducting similar audits/surveys. Sound understanding in Project Management aspects. 	<ul style="list-style-type: none"> 3 Similar assignments
Data analyst	<ul style="list-style-type: none"> Bachelor's Degree from a recognized university on statistics 	<ul style="list-style-type: none"> Minimum 5 years demonstrated experience in handling statistical analysis/qualitative data analysis and involvement in national level audit/ research/project (Preferably for the public sector) 	<ul style="list-style-type: none"> 3 Similar assignments
Project Coordinator	<ul style="list-style-type: none"> Bachelor's degree in ICT from a recognized university and knowledge in Management/Auditing or Bachelor's degree in Management with proven work skills in ICT. 	<ul style="list-style-type: none"> Minimum 3 years demonstrated experience in managing and coordinating survey /audit implemented on larger scale. 	<ul style="list-style-type: none"> 2 Similar assignments

Field Officers	<ul style="list-style-type: none"> • Bachelor's degree from a recognized university in Management/Finance with ICT knowledge or undergraduates in ICT with minimum 2 years working experience.. 	<ul style="list-style-type: none"> • Demonstrated experience in field survey, data collection, maintain inventories and assets detail, record keeping ,conducting face to face interviews • Knowledge in ICT applications and auditing will be benefitted 	<ul style="list-style-type: none"> • 2 years for undergraduates
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5. OUTPUTS AND DELIVERABLES:

- Timeline for the completion of the assignment is 10 weeks from the date of contract signing.
- All reports and deliverables are to be prepared in English and submitted to ICTA in electronic form (DOC format and PDF) as well as in printed mode. ICTA has the ownership to the reports produced, all related data/information collected, and knowledge created in respect of this assignment and will have the right to reproduce and circulate them at its discretion. All the information collected has to be kept confidential and shall not be divulged to any third party in writing or in any other form by the Consulting Company without the consent of ICTA Management.

Table-(2): Schedule of deliverables and payments:

Key Deliverable	Tasks	Other Deliverables	Duration	Deadline	Payment
1. Inception Report	Complete initial planning meeting with ICTA, finalize the work plan, methodology, and identify survey sites and develop the implementation schedule.	<ul style="list-style-type: none"> • Detailed work plan of the FAV/Implementation Schedule • Survey instruments/ check lists. • Report on the survey approach, 	1 week	Contract date + 1 week	25%
2. Interim Report	Complete 50% of the FAV implementation schedule.	<ul style="list-style-type: none"> • Field Monitoring report (Detailed progress of survey implementation monitoring and quality assurance activities conducted) 	4 weeks	Contract date + 5 weeks	25%
3. Draft Report	Completion of Survey Completion of data entering	<ul style="list-style-type: none"> • Draft report of Asset Registries/Inventories • Review session on 	4 weeks	Contract date + 9 weeks	25%

	and cleaning Completing data analysis Presentation of findings of the draft survey report	the Draft Report			
4. Final Report	Incorporating comments on the draft report. Submission of final report Presentation of the findings	<ul style="list-style-type: none"> • Final Survey Report- • Finalized Asset Registries/Inventories for each entity considered: all 'Nenasala' centres, ICTA, 2 subsidiaries • Completed data base • Presentations of findings to ICTA review team& TEC. 	1 week	Contract date + 10 weeks	25%

The final report of the Asset verification survey is expected be outlined as follows:

1. An executive summary
2. Introduction
3. Background
4. Scope
5. Methodology
6. Findings and observations
7. Challenges/risks
8. Recommendations
9. Conclusion
10. Annexes

Note: While verifying the presence of an asset, it should be with a description of its existing condition, and if possible with necessary proof of existence i.e. photograph/s. And, it should also entail an overview on the respective location, i.e. centre / office.

6. CLIENT'S INPUTS:

- Client will provide background information and other supportive inputs on the Project prior to the implementation of the FAV Survey.
- The Client will provide a list of entities to be surveyed, list of community representatives to be contacted, and etc.

- The Client will provide letters of introduction for conducting the surveys (to be sent to the target Agencies/'Nenasala' centres, and etc.).

7. PROCEDURE FOR REVIEW OF OUTPUTS

- A review committee will be appointed by ICTA
- Review and comment on the draft report (By the client): 1 week from the date of final presentation
- Incorporate comments and submit final study report (By the consultant): 1 week from the date of submission of comments

Annex-(1): District wise dispersion of 'Nenasala' centres:

Name of the District	Number of centres established
Jaffna	30
Kilinochchi	6
Mannar	9
Anuradhapura	61
Puttalam	39
Kurunegala	75
Kegalle	87
Gampaha	29
Colombo	32
Kalutara	38
Ratnapura	52
Galle	47
Mullativu	9
Vavuniya	13
Trincomalee	36
Polonnaruwa	32
Batticaloa	28
Matale	28
Kandy	70
Ampara	54
Badulla	55
Monaragala	59
Nuwara-Eliya	30
Hambantota	38
Matara	48
Total	1005