

Terms of Reference

Obtaining Services from an Individual Constant to generate the eRL Loss Revenue Report and to Implement Critical Enhancements

ICTA/GOSL/CON/IC/2016/174

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.

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 DSs. ICTA is currently in the process of rolling out eRL in the remaining DSs of the said provinces and has commenced the rollout preparation in Uva North Central and Northern Provinces.

One of the main advantage of Centralized eRevenue License Solution is that ability to identify the vehicles that have not renewed the license on time regardless of owner transfers between provinces. The Provincial Councils are considered this as the “Loss Revenue” and the report need to be generated and submitted to the Finance Divisions of the respective Provincial Councils quarterly.

2. Background

Generating Loss Revenue report consists of series of activities including (a.) Scanning the entire vehicle population (b.) Synchronize data with Department of Motor Traffic to get the current status (owner and provincial transfers) (c.) calculation of Loss Revenue (revenue, arrears and fine) based on the different license rates applicable for different time periods and business logics (d.) Remove free license vehicles (manual work).

Currently the loss revenue report is generated by running different scripts and need to be improved. Due to the increasing requests by multiple provinces for the generation of loss revenue report process needs to be streamlined.

The online license renewal facility is another major feature provided through eRL. Though the online renewal facility is currently enabled for above provinces, the usage is very low due to the lack of awareness among the public and some of the identified issues in the online payment process. This cause a major inconvenience to the citizens as well as department users when rectifying the issues in online renewal process. Furthermore, the Commissioners of Provincial Departments of Motor Traffic have requested some improvements in the online renewal process to provide more user friendly and speedy service to the citizens.

3. Objective(s) of the Assignment

Obtaining Services from an Individual Constant to generate the eRL Loss Revenue Report and to Implement Critical Enhancements

The duration of the assignment is 4 months and the estimated number of person days is 100.

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

- 4.1 Get a clear understanding about the eRL initiative and the stakeholder requirements and their expectations.
- 4.2 Study and understand existing eRL architecture and deployment.
- 4.3 Work closely with ICTA to ensure to generate the eRL Loss Revenue Report and to Implement Critical Enhancements to deliver the desired project output.
- 4.4 The consultant is required to carry out the generation of loss revenue report and multiple enhancements to the online license renewal process. At the time of initiating of each assignment, both ICTA and the consultant will agree on the high-level time schedule and the number of person days required for each assignment.
- 4.5 The consultant should carryout proper quality assurance process and ensure the accuracy of the loss revenue report, all the enhancement implemented and functioning properly as expected.
- 4.6 The consultant should carry out a regression testing of the existing online renewal process after implementing the enhancements to make sure all functions are working properly.
- 4.7 Formulate related documentation, which include technical documents and management reports.
- 4.8 The consultant should give a proper knowledge transfer to the ICTA internal team covering all the enhancements carried out.
- 4.9 Adequately manage stakeholder expectations.
- 4.10 Attend to review meetings and provide feedback, communicate effectively in technical terms and on a business level.
- 4.11 Adhere to all reporting requirements in accordance with ICTA project management processes.
- 4.12 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)

- 5.1 The consultant should possess over 6 year's industry experience with least 3 years' experience functioning as a Technical Lead or Senior Technical Position in software development industry.
- 5.2 Experience in implementing medium to large scale software projects based on Java language.
- 5.3 Experience and technical proficiency in MySQL in databases
- 5.4 Experience in implementing project in Cloud Computing environments
- 5.5 Experience in QA methods and procedures
- 5.6 Excellent team player with solid interpersonal and communication skills
- 5.7 Excellent analytical and logical thinking and troubleshooting skills
- 5.8 Bachelor's degree in information technology, computer science or possess an equivalent qualification
- 5.9 Having a MSc or Technical Certifications in respective specialities would be an added advantage

6. Deliverables and Payment Schedule

Consultancy is required to submit the following list of deliverables

Deliverables	Timelines	Payment Method
Successful acceptance of the following 1. Formulation of Loss Revenue Report <ol style="list-style-type: none"> 1.1. Formulation of relevant scripts to generate the loss revenue report 1.2. Generate Loss Revenue Report as at 31st Dec 2016 1.3. Formulation of procedures and user manual to generate Loss Revenue Report 1.4. Proper knowledge transfer to the ICTA Technical Team 	Commencement Date + 3 Weeks	Person day rate as agreed in the contract
Successful acceptance of the following 2. Implementation of Enhancements <ol style="list-style-type: none"> 2.1. Test Cases related to enactments 2.2. Technical/Design document related to enactments 2.3. Updated Deployment Guide (If Applicable) 2.4. Proper knowledge transfer to the ICTA Technical team 	Commencement Date + 16 Weeks	Person day rate as agreed in the contract

7. Services and Facilities Provided by ICTA

- 7.1 Access to relevant staging environment and production environment
- 7.2 Access to ICTA Issue Tracking System
- 7.3 Functional and Technical documents of eRL solution
- 7.4 Business rules and business logics related to Loss Revenue report generation

8. Review Committees and Review Procedures

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