Terms of Reference

Defining LIFe Standards for Judicial Sector

1. Background

With the rapid adoption of various ICT systems across various public domains, it is essential to ensure interaction among these systems to share and exchange relevant data. Sharing and exchanging data amongst these diverse systems not only avoids errors in data but also provides significant cost savings for government organizations by reducing duplication and increasing collaboration.

For effectively sharing and exchanging data, it is essential to ensure interoperability among the different ICT systems. Failing to ensure interoperability would result in a patchwork of ICT solutions that are not integrated with each other and will hamper the overall e-government programme of individual organizations.

To address this, in 2006, the Information and Communication Technology Agency of Sri Lanka (ICTA) launched Lanka Interoperability Framework (LIFe). The framework acts as a guide for government organizations in developing ICT systems that facilitate exchange of data and information in a consistent and standardized manner. To date LIFe standards have been developed for Personal, Vehicular, Development projects coordination, and Land domains.

Having considered the investments made by the ICTA on developing ICT solutions for various government organizations, ICTA regards development of

interoperability standards for government organizations as a priority. Among the various sectors identified, judicial domain is identified as a high priority area. ICTA, therefore intends to get involved ministries, departments, and institutes in the Judicial domain to develop interoperability standards. For this purpose, ICTA wish to engage a consultancy firm to develop interoperability standards for the judicial domain.

2. Objectives

Primary objective of this study is to define interoperability standards for judicial domains. Specific requirements are,

- develop data standards,
- develop a common set of codes,
- develop data category LIFe cycle matrixes for each standardized data items, and
- develop high level data flow diagrams for each domain

3. Scope of the Work

a. The consultant is required to study existing standards developed on personal, land, vehicular and project coordination domains prior to the development of interoperability standards in the judicial domain.

b. The consultant is required to work closely with the LIFe policy committee appointed for the Judicial domain.

c. The consultant is required to study all the ministries, departments and institutes in the Judicial domain to develop interoperability standards and codes.

d. The consultant is required to study business processes of the domain and its data definitions used.

e. The consultant is required to discuss with the LIFe policy committee and the data committee for this domain and define level of responsibilities for each data element on different organizations.

f. Define the process workflow for the domain.

g. Conduct workshops with support of the entities in the Judicial domain to identify the important aspects.

h. Document the entire standardization process.

4. Schedule of Completion of the Work

Duration of the assignment 12 weeks

#	Task	Deliverable	Timeline	Payment Percentage of the contract value
1	Develop Project Plan	Initial Project Plan	1 week from the contract date	-
2	Requirement study	Requirement study report	2 weeks from the contract date	10%
3	Develop data standards	Set of standardize dataset	4 weeks from the contract date	30%
4	Develop codes	Set of codes	8 weeks from the contract date	20%
5	Develop workflows and life cycle matrixes	Workflows and life cycle matrixes	10 weeks from the contract date	20%
6	Project closure	Final report	12 weeks from the contract date	20%

5. Minimum Qualification of the Consultants

Position	Minimum Qualifications	Experience
Project Coordinator	BSc in IT/IS in related field	Minimum 5 years of experience in coordinating IT projects
Chief Consultant	B.Sc in IS/IT or related field	Minimum Five Years of Experience in designing systems/requirements gathering/developing enterprise architectures

6. Review Procedures

- ICTA would appoint a committee for review the deliverables