



## **INFORMATION AND COMMUNICATION TECHNOLOGY AGENCY OF SRI LANKA**

### **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)**

**Assignment Title: Configuration and Rolling-out of e-LG Product at 50 Local Authorities (Multiple Contracts)**

**Assignment Number: ICTA/SG2/GOSL/CON/LCS/2017/006**

Information and Communication Technology Agency of Sri Lanka (ICTA) is the apex government agency for Information and Communication Technology (ICT) in Sri Lanka which has been mandated to take all necessary measures to implement the Government's Policy and Action Plan in relation to ICT.

ICTA has already invested in developing a solution for Local Authorities (e-LG Solution). This is with the aim of increasing the efficiency and effectiveness in local governance, streamlining the public service delivery and management functions, ensuring social accountability and transparency, ensuring social inclusiveness, and strengthening the revenue base of Local Authorities. e-LG solution is developed in a such a way that it can be configured and deployed at any local authority which are Municipal Councils (MC), Urban Councils (UC), and Pradeshiya Sabhas (PS). e-LG solution was configured and deployed in several Local Authorities including Negambo MC, Seethawakapura UC, and Homagama PS. ICTA now intends to rollout e-LG solution at 50 selected Local Authorities.

Chairperson of Project Consultant Procurement Committee on behalf of the ICTA invites eligible consulting firms to express their interest in providing their services described herein. Interested consultants must provide information indicating that they are qualified to perform the services (Brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills amongst staff).

The consultant will be selected based on Least Cost Selection (LCS) in accordance with the guidelines for selection and employment of consultants of the Government of Sri Lanka.

The short listing criteria are:

- a) Experience of similar assignments in the past five (5) years
- b) Experience working with public institutions in the South Asia region in the past five (5) years
- c) Availability of staff with competence to carry out similar work.

Consulting firms may associate with other firms in the form of a joint venture or sub consultant to enhance their qualifications. Participation of sub consultant more than one Request for Expression of Interest (REOI) is not permitted under this consultancy.

The consulting services (“the Services”) primarily include:

- a. Conduct a high-level requirement study with ICTA team on all activities related to (I) regular revenue collection process, and (II) application process of the individual Local Authority.
- b. The Consultant together with ICTA’s team is required to map current business processes of the Local Authority in relation to the (I) revenue collection process, and (II) application process of eLG product.
- c. Facilitate users to cleanse exiting data provided by ICTA required for eLG product.
- d. Data migration which would be given in Excel Sheets or Worksheets.
- e. Provide adequate training for users of eLG product using user manuals provided by ICTA.
- f. Generate BIRT reports for Local Authorities. The Consultant shall also customize existing reports whenever necessary.
- g. The system administrator of the Local Authority should be trained in relation to the system administration activities such as creating users, assigning user rights.
- h. Provide a configuration manual for each location of the system being configured.
- i. Support and Maintenance Services

In order to fast track the rollout of eLG Solution, the project will be awarded as ten (10) separate assignments based on geographic proximity for parallel implementation, covering the local authorities in the Districts of Ampara, Batticaloa, Trincomalee, Jaffna, Kilinochchi, Mullaitivu, Vavuniya , Mannar, Anuradhapura, Polonnaruwa and Moneragala. A Consultancy firm can only be considered for a maximum of four (04) assignments under this procurement.

The “Scope of Services” and the “REOI Information Form” is now available at ICTA and interested parties may download these documents from the website <https://www.icta.lk/procurement/>

Interested parties may obtain further information from Procurement Officer (Procurement Segment-2), ICTA by contacting via Phone: +94 11 2369099 Extension: 346, Fax: +94 11 2369091 and -email: [procurementsg2@icta.lk](mailto:procurementsg2@icta.lk).

Expressions of Interest including all requested information must be delivered no later than **15:00 hrs on August 01, 2017** either: (i) hand delivered or (ii) by post to the address; Managing Director, C/o, Procurement Officer (Procurement Segment-2), ICTA, 3<sup>rd</sup> Floor, 160/24, Kirimandala Mawatha, Colombo 05, Sri Lanka. Envelope containing the Expressions of Interest to be marked “**Configuration and Rolling-out of e-LG Product at 50 Local Authorities – Assignment No. ICTA/SG2/GOSL/CON/LCS/2017/006**”

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