

**Terms of Reference**  
*for*  
**Procuring a consultant firm for establishment of Digital Transaction Exchange under  
Single Window. (ICTA/SG2/GOSL/CON/QBS/2017/002)**

**1. Introduction;**

In present globalized world, many economies have brought up digital commerce to facilitate governments, businesses and citizens to be able to perform digital commerce and financial transactions with efficiency, ease and low cost.

ICTA as the apex government organization of ICT development across all sectors of the country is responsible of aligning entire country with the national policy of 'Digitization of Economy. Therefore, ICTA implements several initiatives to provide efficient and effective services to the citizens and businesses. Improvements and developments of digital infrastructure is one of the key initiative implemented towards achieving the above objective.

ICTA will be driving revolutionary technologies such as High-Speed Fiber Networks, Government Cloud, Data Centers, Online payment services, Education Portals and Social Media initiatives etc. across Sri Lanka which will transform the nation towards information society.

**2. Background;**

In the rapidly evolving technological society to remain competitive, government organizations must have to have comprehensive methods to reach individuals and provide its services to citizens in a more convenient and reliable manner. Therefore, establishment of single window concept for certain domains were emerged.

In view of the above, ICTA intends to establish single window concept for identified domains, in order to improve connected governmental services offered by respective organizations having associated functions. In this regard ICTA intends to prioritize trade and social welfare single window initiatives.

Further proposed single window concept consist with following key features such as cross government data sharing, process flow management, digital document submission management, electronic payments etc. Subsequently single window concept will facilitate organization specific apps and several middleware platforms in multiple domains.

### 3. Objective

ICTA intends to engage a consultancy firm to reconfigure/reuse the components of existing middleware platform while designing, developing, and implementing additional components for digital transaction exchange (DTx) of Single Window.

### 4. Implementation Approach:

- 4.1 ICTA has identified number of existing middleware components which can be reused/reconfigured for the DTx. Therefore, ICTA expect consultant firm to analyze the existing middleware and implement the reconfigurable/reusable components for DTx as per the single window concept.
- 4.2 Further identify the additional components which need to be implemented for the DTx and provide detail requirement specification. Upon acceptance from ICTA, design, develop and implement proposed essential components for the DTx.
- 4.3 Consultant should integrate the final solution with the relevant stakeholders of the DTx and conduct UAT for the entire solution.
- 4.4 Consultant is expected to deploy multiple teams to work in parallel.

#### (a) Scope of Work;

- 4.5 Review and understand the overall architecture design of the existing middleware and DTx of single window initiative.
- 4.6 Review and understand the reusable/reconfigurable components.
- 4.7 Identify additional requirements which need to be developed for DTx and provide complete requirement specification.
- 4.8 Review and understand the non-functional requirements of DTx of Single Window.
- 4.9 On completing the above, submit a proposal comprising requested documents in the deliverable sections.
- 4.10 The above proposal should include all deliverables as specified in below item '5 – deliverables and time lines'
- 4.11 Implement DTx, upon obtaining ICTA approval for the above.
- 4.12 Implement and integrate required APIs of DTx with other components of single window
- 4.13 Maintain project source code in the ICTA Source Code Management system (SCM).
- 4.14 Adopt a proper application release procedure to release the DTx to ICTA for deployment in the staging / production environments.
- 4.15 Participate for Project Review Committee meeting and Project Implementation Committee (PIC) meetings as a member.

- 4.16 Obtain User Acceptance (UAT) for the implemented DTx.
- 4.17 Deploy into production in a Cloud Computing Platform.
- 4.18 Consultant should comply support and maintenance.
- 4.19 Work collaboratively with ICTA throughout the tenure of the project duration.
- 4.20 Attending any configuration changes related to certain parameters proposed for Single Window.
- 4.21 All staff of the provider who are engaging with the assignment are required to sign a Non-Disclosure Agreement (NDA) where applicable.
- 4.22 Adhere to ICTA project management practices.
- 4.23 Support and transfer technical knowledge to ICTA IT during the period of transition.
- 4.24 Refer following Annexes which form a part and parcel of the Terms of Reference.

## 5. Deliverables and Timeline

The Consultancy firm will be engaged for a period of **5 months** for the requirement gathering, conceptualizing, designing, developing, implementing of DTX with a maximum ceiling of 400 Person days.

Consultancy firm is required to submit the following list of deliverables for the assignment.

No	Deliverables	Phase	Duration
5.1	Successfully acceptance of following; 5.1.1 Implementation Proposal (Project Estimations/Project Schedule/High Level Solution Architecture/API Documentation). 5.1.2 Analyze and provide System Requirement Specification. (With reusable/Reconfigurable Components) 5.1.3 DSTD (Design System Technical Documentation) 5.1.4 QATP including Acceptance criteria 5.1.5 Test Cases	Inception	Commencement + 6 Weeks
5.2	Successfully acceptance of following; 5.2.1 UAT 5.2.2 Deployment Guide 5.2.3 Administrative Manual 5.2.4 User Manual	Construction	Commencement + 14 Weeks

## 6. Minimum Qualifications of KEY CONSULTANTS

### a) Development Team

<b>Key Professional Staff</b>	<b>Academic</b>	<b>Experience in the <u>PROPOSED</u> <u>ROLE</u></b>	<b>Experience in working in SOA / web and mobile application projects</b>
<b>Project Manager</b>	B. Sc in Management or equivalent from a university accredited by UGC	5 years	3 Projects
<b>Software Architect</b>	B. Sc in IT or equivalent from a university accredited by UGC	2 years	3 Projects
<b>Technical Lead</b>	B. Sc in IT or equivalent from a university accredited by UGC	2 years	5 Projects
<b>Senior Software Engineer</b>	B. Sc in IT or equivalent from a university accredited by UGC	2 years	3 Projects
<b>Quality Assurance Lead</b>	B. Sc in IT or equivalent from a university accredited by UGC	2 years	3 Projects

## 7. Services and Facilities Provided by ICTA

- 7.1 Documentation relevant to existing middle components.
- 7.2 Web-based access to the ICTA SCM (Software Configuration Management) system
- 7.3 Access to staging/ production servers.
- 7.4 Access to Issue Tracking System.

## 8. Review Committees and Review Procedures

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

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