

Terms of Reference

Data Classification in the Local Government Domain

1. Introduction

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, the Information and Communication Technology Agency of Sri Lanka (ICTA) launched (1) Lanka Interoperability Framework (LIFe), and (2) Information and Service Classification Initiatives. On one hand, the LIFe 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. On the other hand, information and service classification framework that defines a process of providing integrated information and services in a holistic manner. The information and service classification framework would seek to identify a common approach for identifying the sources, owners, level of sensitivity, level of security required of information and services. Also, it would facilitate the sharing of data and information between government organizations to improve productivity and transparency. The framework aims to provide an integrated platform for creation of a nationwide policy for sharing that data.

Having considered the effort made by individual local authorities as well as the ICTA on ICT investments in the local government domain, ICTA regards development of interoperability standards and implement information classification local authorities as a priority. Hence, ICTA aims to invest on such an initiative.

2. Aim and Objectives

Primary aim of this assignment is to obtain a service of a consultancy firm to implement interoperability standards across local government domain, and to conduct a comprehensive information and service classification for local government domain.

3. Specific Objectives

- i. Develop interoperability standards related to local government domain/sector,
- ii. Apply the latest version of Sri Lanka Information Classification Framework (LIFe) to classify information related to the Ministry of Provincial Councils and Local Government, Municipal Councils, Urban Councils, and Pradeshiya Sabha,
- iii. Apply the latest version of Sri Lanka Service Classification Framework (SLSCF) to classify the services related to the Ministry of Provincial Councils and Local Government, Municipal Councils, Urban Councils, and Pradeshiya Sabha,
- iv. Draft an information sharing policy for data and information in the context of local government domain/sector, and
- v. Identify open data that can be used in open data portal.

4. Scope of the Work

- 1) Consultant shall identify all relevant stakeholders of the local government domain/sector with the Project Steering Committee/Project Management Committee.
- 2) Conduct a comprehensive study on data/information and services used in the entities of the local government domain/sector including Ministry of Provincial Councils and Local Government, Provincial Councils, Local Authorities (Municipal Councils, Urban Councils, Pradeshiya Sabhas), Department of Local Government (CGL Offices), offices of Assistant Commissioner of Local Government (ACLG Offices), and so forth.

- 3) Consultant shall study the information and service classification requirements of the client upon the consultation with key stakeholders of the project. Consultant is also required to study existing practices, policies and regulations with regard to information sharing. For this purpose, the consultant shall deploy valid fact finding techniques to gather necessary information.
- 4) Consultant shall study and understand Data Sharing Policy of the government of Sri Lanka with a focus on Sri Lanka Government Information Classification Framework (SLGICF) and Sri Lanka Service Classification Framework (SLSCF).
- 5) Consultant shall refer to available reports on information and service classification exercise conducted for other government organizations/domains for getting a better understanding on how SLGICF and SLSCF have been implemented.
- 6) Consultant shall adopt a suitable methodology to apply SLGICF to classify information and services in the local government domain/sector.
- 7) With respect to the SLGICF, the consultant should fully implement the framework by considering (a) classification level for information with respect to confidential ratings, (b) dissemination limiting markings which identify whether disclosure of information may be limited or prohibited by legislation, and (c) caveats which provides warnings that specify or limit the people who are having access to the information.
- 8) Consultant shall adopt a suitable methodology to apply SLSCF to classify services within the local government domain/sector.
- 9) The consultant is required to present the classifications to a committee appointed by the project steering committee.
- 10) The consultant should draft a suitable data sharing policy for the local government domain/sector by referring to the latest data sharing policy developed by ICTA.
- 11) The consultant should produce deliverables and documents as per the deliverables mentioned under section six (6) below of this ToR.

- 12) 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 local government domain/sector.
- 13) The interoperability standards and codes developed by the consultant should be agreeable to all the organizations such as Ministry of Provincial Councils and Local Government, Provincial Councils, Local Authorities (Municipal Councils, Urban Councils, Pradeeshiya Sabhas), Department of Local Government (CGL Offices), offices of Assistant Commissioner of Local Government (ACLG Offices).
- 14) The consultant is required to study business processes of the local government domain/sector and its data definitions used.
- 15) The consultant is required to discuss with the LIFe policy committee (The Committee consists of top management of Ministry of Provincial Council and Local Government, and Local Authorities) and the data committee for the local government domain/sector and define level of responsibilities for each data element on different organizations.

5. Minimum Qualifications and Experience of the Proposed Key Staff

Key Professional Staff	Academic Qualifications	Professional Experience
Project Coordinator	Bachelor's Degree in IT or Management or similar field	<ul style="list-style-type: none"> ▪ Minimum 5 years of experience in coordinating IT projects. ▪ Experience in working with government IT service delivery. ▪ Experience on information and service classification would be an added advantage.
Systems/Data base Designer	Bachelor's Degree in Computer Science/Computer Engineering/	<ul style="list-style-type: none"> ▪ Minimum of 3 years of experience in database designing ▪ Minimum of 3 years of experience in designing systems with interoperability features.

	IT or similar field	
Information & Service Classification Expert	B.Sc Degree in IT or related field	<ul style="list-style-type: none"> ▪ Minimum 5 years of experience with working on IT projects. ▪ Minimum 3 years of experience as a Senior Business Analyst. ▪ Demonstrated experience in working with data classification exercises for government or private sector would be an added qualification.
Information Security Expert	B.Sc Dgree in IT or equivalent and a professional qualification in information security	<ul style="list-style-type: none"> ▪ ISO 27000 and/or ISO 27001 experience. ▪ 5 years experience in providing information security consultancy services.

6. Time Schedule, Deliverables, and Payment Schedule

The duration of the assignment is 16 weeks.

No:	Activity	Deadline	Deliverable:	Payment
1	Project Planning	Commencement Date + 1 week	Detailed Project Plan	
2	Study the Background of Project, Study the Applicability of the Frameworks, and Identify the Implementation Methodology	Commencement Date + 2 week	Inspection Report	10%
3	Data Collection	Commencement Date + 4 Week	Data Collection report	10%
4	Information Classification	Commencement Date + 8 Week	Information Classification report with field register and Presentation	20%
5	Service Classification	Commencement Date + 10 Week	Service Classification report with	20%

No:	Activity	Deadline	Deliverable:	Payment
			Service Register, and Asset Register and Presentation	
6	Drafting initial data sharing policy	Commencement Date + 12 Week	Draft version of data sharing policy and presentation	10%
7	Final Registries	Commencement Date + 14 Week	Information field registry, Information asserts registry, and service registry	10%
8	Interoperability standards (LIFe) for Local Government	Commencement Date + 14 Weeks	LIFe Standards for Local Government	10%
9	Submission of Data sharing policy and Completion Report	Commencement Date + 16 Week	Final Data sharing policy, Final report and presentations	10%

7. Services and Facilities Provided by the Client

- Existing Information and Services classification Frameworks
- Government data sharing policy
- Case studies on the applicability of information and service classification frameworks in government organizations.
- Existing LIFe standards

8. Review of the Deliverables

Deliverables will be reviewed by a committee jointly appointed by ICTA and the Ministry of Provincial Councils and Local Government