Terms of Reference (ToR)

Implementing a Software Solution for Managing Census Data in the Plantation Sector
ICTA/GOSL/CON/CQS/2017/24

1. Background

The Ministry of Hill Country New Villages, Infrastructure and Community Development is mandated with the subjects of Estate Infrastructure Development and Social well-being of the Plantation Community. With approval of the Cabinet of Ministers, the Ministry has developed 5 year National Plan of Action (NPA 2016- 2020) for social development of the plantation community and more than 10 Cabinet Ministries are directly involved in the implementation process. The objectives of the NPA are to identify and prioritize the development interventions which would address the areas of social development required to increase the living standards of the plantation community and to also set out the expected levels of outcomes to be achieved through necessary interventions.

Absence of the data on plantation community in key intervention areas such as poverty and related factors of health, nutrition, education housing, water, sanitation, women and youth empowerment etc. is one such major challenge faced by the ministry. Basically with respect to population data, its distribution within and outside estate and its characteristics, there is a vacuum. In view of that the Ministry of Hill Country New Villages, Infrastructure and Community Development with support of the UNDP has decided to develop an ICT solution for social and economic wellbeing of the Plantation Community.

In order to develop the planned ICT solution which could store, update and analyse census data collected from the plantation communities; Ministry of Hill Country New Villages, Infrastructure and Community Development sought the assistance of Information and Communication Technology Agency (ICTA) of Sri Lanka. Information and Communication Technology Agency (ICTA) of Sri Lanka, as the government apex institution responsible for formulating and implementing policies and strategies and also providing required assistance to the Cabinet of Ministers on ICT based development interventions; became a part of this initiative to support the government vision of 'A Digitally Inclusive Sri Lanka'.

ICTA has been established under the Company Act and vested with statutory authority under the ICT Act No. 27 of 2003. In 2008, the ICT Act was amended to implement ICT policies and strategies for country's economic development. ICTA was originally tasked with implementation of the 'e-Sri Lanka Development Project (2003 - 2013) funded by several development partners, including the World Bank. ICTA is a permanent establishment and currently functioning under the Ministry of Telecommunication and Digital Infrastructure, and supported by the Inter Ministerial Committee.

2. Objective of the Assignment

It is expected to hire a consultant firm with experience in GIS technologies, business analysis, system designing and developing to implement the solution, provide necessary training on system administration, execution, analysis and updating, and to provide support and maintenance services.

3. Scope of the Project

The consultant firm will be responsible to carry out the following key activities:

- Carryout a business analysis to identify the business requirements of the proposed solution.
- Design and develop the solution.
- Deploy the solution leveraging the Lanka Government Cloud (LGC), or any other infrastructure provided by the Ministry.
- Carryout/facilitate the User Acceptance Testing (UAT).
- Data migrations.
- Conduct training sessions as identified training requirements.
- Provide Support and Maintenance services for a period of one year.

  The solution shall be designed to support a phased approach. In this initial phase, it is intended to develop the core system with the ability of data entering and producing of key reports. The proposed system should be a web-based solution with the capability of integrating GIS technologies.

4. Deliverables and Timeframe

The consultant firm is required to submit the following list of deliverables.

No	Deliverables	Duration
1	Inception report	Commencement Date + 3 days
2	System Requirement Specification (SRS)	Commencement Date + 2 weeks
3	a) System design and architecture document b) Test plan, test cases	Commencement Date + 3 weeks
4	Deployed first iteration (working solution)	Commencement Date + 8 weeks
5	a) Second iteration with review feedback incorporated b) UAT	Commencement Date + 10 weeks
6	a) User trainings b) User manual, admin manual	Commencement Date + 12 weeks
7	Support and Maintenance services	Sign-off+ 1 year

5. Inputs from the Client

The Ministry and ICTA will provide followings;
- Relevant documents/information relevant to the assignment.
- Access to the Ministry and facilitate to meet respective officers and other stakeholders.
- Code repositories, Issue tracking system

6. Qualifications of the Key Consultants;

Key Professional Staff	Academic Qualifications	Experience in the **PROPOSED ROLE**
Project Manager/ Coordinator	B. Sc or equivalent	3 years
Software Architect	B. Sc or equivalent	2 years
Technical Lead	B. Sc or equivalent	2 years
Senior Software Engineer	B. Sc or equivalent	2 years
Business Analyst	B. Sc or equivalent	2 years
Quality Assurance Lead	B. Sc or equivalent	2 years

7. Review Committees and Review Procedures

The consultant is required to work closely with the project team of the Ministry and ICTA. The Software Project Audit (SPA) will be carried out and the consultant firm shall work closely with review committee(s) as appointed/decided by the Ministry/ ICTA.

All versions of deliverables will be reviewed and the acceptance is given once the deliverables meet the acceptance criteria.