

Annex A

Terms of Reference

For

Software Quality Assurance Consultant for System development of Social Registry and Integrated Management Information System (IWMS) Project for Welfare Benefits Board.

Assignment Number: ICTA/GOSL/CON/IC/2017/40

1. Introduction

Requirement for a Centralized Social Registry Information System (SRIS) for welfare Benefit Board Sri Lanka (WBB) has arisen due to unavailability of centralize software solution for integrate and manage numerous welfare operations at present. A centralized solution integrates different welfare programs such as Samurdhi Development, financial support for elderly person, flood and Drought Relief, Ranaviru Mapiya rakawarana, etc

The WBB is empowered to manage 25 plus welfare programs and integrate 13 plus institutes. A large number of welfare and safety-net schemes are also currently being implemented with an aim to reduce the vulnerability of disadvantaged segments of the society.

2. Background

Establishing Social Registry Integrated System (SRIS) to WBB, integrates many Social Welfare Programs such as as samurdhi development, financial support for elderly person, flood and drought Relief, ranaviru mapiya rakawarana, etc... SRIS covers most requirements in terms of Social programs, the proposed system consist of sub programs and modules. System having multiple deliverables throughout the development phases which deliver by iterations. Therefore QA consultant should covers the independent QA measurements during the development stage. Consultant needs to be conduct external reviews in addition to vendor's Quality assurance plan, external QA consultation provides an extra measurement to the SRIS project. Further, external quality assurance of the system is important to identify the end user usability. Therefore it has been distinguished that obtaining consultation for the Quality assurance expert, as an urgent and important requirement to accomplish the system development project.

3. Objectives

ICTA is seeking an experienced Software Quality Assurance (QA) Consultant to conduct quality audits for the SRIS based on the Software Process Audit (SPA) framework by ICTA. The Quality Assurance Consultant should need to closely work with the ICTA and software development team.

4. Duties and Responsibilities

Under overall supervision of the Program Manager and the direct supervision of the Project Manager (ICTA and WBB - Social Registry Unit), the QA Consultant will be responsible to conduct Quality Audit, artifact reviews, review reports, Load test, performance test and bug report and coordinate with vendor till proposed system go live.

1. The selected candidate is responsible to validate in line with the outputs and activities outlined in the Project Documents, by executing quality tests, audits, user training accordance with ICTA rules and regulations.
2. QA consultant should have better understanding of MIS, Social Programs QA artifacts, user requirements, solution of the Integrated Management Information System (SRIS) Project and deliverables.
3. QA Consultant should prepare test plan along with covering project objectives, scope & detail requirements.
4. Consultant to conduct multiple test cycles based on delivered deployed in each iterations.
5. Consultant to collaborate with ICTA Managers as well as software vendor.
6. Consultant to review vendor test cases and prepare independent test cases and the independent test cases reviewed by the ICTA nominated committee.
7. Consultant load test, performance test compliance with user requirements.
8. All the test cases, artifacts should be available in the document format.
9. All the system miss behaviors, miss matches with user requirements should be documented as bugs
10. Consultant should facilitate with re verifying the bugs fix by vendor.
11. Adhere to all reporting requirements in accordance with ICTA project management processes.
12. Attend review meetings and vendor's sprint planning sessions if required and provide feedback for improvements and standards, communicate effectively on a business and quality level.

5. Education

- B.Sc. in IT/ Computer Science from a recognized University or equivalent

6. Experience

- 5+ years of experience in designing, developing and maintaining software quality assurance activities through enterprise application testing life cycle
- Advanced understanding of Software Quality Assurance concepts, best practices and guidelines.
- Competency in testing, reviewing QA artifacts and monitoring/auditing the process in a software project is required.
- Identify the test scenarios to validate both functional and non-functional attributes including usability, performance, load, etc
- A solid practical understanding of Agile Software Testing and Software Engineering concepts.
- Responsible for documentation and maintenance of SQA deliverables including project test plans, test cases, test data, test schedules, project test progress and release reports and relevant materials for the areas responsible.
- Maintain thorough knowledge and understanding of the product, both from a business perspective as well as a technical perspective and inspire the team by serving as a subject matter expert on responsible areas.

- Responsible for on-time delivery and timely escalations/update of risks, issues, status.
- Consultant is required to sign a Non-Disclosure Agreement (NDA) where Application - ICTA/GOSL/CON/IC/2017/40

a. Language Requirements

- Fluency in English and Sinhala or Tamil

b. Duration

- Initial Contract Period is 08 Months (Renewable)

7. Expected Deliverables

- QA audit test plan
- Test cases for Functional Testing and Test Scripts for Non Functional Testing
- QA Status reports for Testing and Auditing
- Obtain broad understand about Social Registry Information System, Integrated Welfare Management System
- Attend review meeting with ICTA, WBB and provide feedback
- Liaising directly with ICTA and software development team understand convey expectations accurately
- Documenting all the test cases, bug reports and QA status reports
- Review vendor test cases.
- Follow up report bugs with vendor

8. Deliverable time line

Planned duration for the system go live is 8 Months the consultant will give multiple assignment though out the contract period

Following artifacts are required to be submitted as per the each assignment.

| Deliverables | Payment Methods |
|---|---------------------------------------|
| Successful acceptance of the following of each project assignment 1. Time sheets for each assignment 2. Agreed artefacts for each assignment 3. Independent QA Repots 4. Test cases | Hourly rate as agreed in the contract |

9. Service and facilities provided by ICTA and WBB

- Provide documents applicable to SRIS system development.
- Technical documents about system developments
- Arrange meeting with Project team and stakeholders
- Issue tracking, tools, mechanism
- Meeting with client and vendor

10. Review Procedure and committees

- All deliverable s re reviews by the team appointed by ICTA