

Terms of Reference

Individual Consultant to Conduct Information and Service Classification for Parliament of Sri Lanka

1. Introduction

The Information and Communication Technology Agency of Sri Lanka (ICTA) is the apex body in implementing the Government ICT policy and making recommendations for policies required for ICT based development in Sri Lanka aligning with the national development agenda. As part of the above agenda, ICTA is in the process of formulation and driving national level initiatives towards developing and empowering all sectors through the intervention of digital technologies.

2. Background

The advent of new technologies which enable service delivery through many channels without time and location bound limitations are forcing the government organizations to deliver services electronically through all possible channels. This facilitates the improved accessibility and availability of such services. Once the accessibility and availability of services are improved, it automatically creates many information security risks for such services. Therefore, in the process of integrated electronic service provision, factors such as what information can be shared with whom, in which form, etc should also be considered from an information security perspective. This demands for carrying out information classification for defining such criteria for each information and each service that are provided by each government organization.

In order to fulfil the above mentioned requirement, ICTA has formulated a Information and Service Classification frameworks which can be adopted by all government institutes in Sri Lanka.

3. Objective of the Assignment

- 3.1 Use the Information Classification framework developed by ICTA and apply it for Parliament of Sri Lanka
- 3.2 Use the Service Classification framework developed by ICTA and apply it for Parliament of Sri Lanka
- 3.3 Draft data sharing policy for Parliament of Sri Lanka by using the ICTA DSP template

ICTA intends to engage an Individual Consultant for a period of eight (08) weeks to Conduct Information and Service Classification for Parliament of Sri Lanka to achieve the above objectives.

4. Tasks(Components) to be carried outs

4.1 Key Tasks

Main tasks

- 4.1.1 Study specifically the service delivery, stake holders, policies and regulations with regards to information sharing in Parliament of Sri Lanka. The consultant should study and identify information and services that they provide as well as they require for providing shared services.
- 4.1.2 Use the Information Classification framework developed by ICTA and compile information classification for Parliament of Sri Lanka
- 4.1.3 Use the Service Classification framework developed by ICTA and compile Services classification for Parliament of Sri Lanka
- 4.1.4 Conduct Information and Service classification for Parliament of Sri Lanka
- 4.1.5 The templates and guidelines that should be used for compiling above classifications should be finalized and presented
- 4.1.6 Draft data sharing policy for Parliament of Sri Lanka by using the ICTA DSP template

The Individual Consultant will be required to complete this assignment under the guidance and in close consultation with the Parliament of Sri Lanka

5. Minimum Qualification for the Consultant

Key Professional Staff	Academic / Professional Qualifications	Professional Experience
Information and Service classification Expert (01)	B.Sc degree in IT/IS or related and a postgraduate degree in IT/IS/MBA or related and certification in information security would be an added qualification	a) Demonstrated ability in information architecture analysis b) Demonstrated ability in defining practical, novel approaches in conducting Information and Service classification c) Experience in exposure to government service delivery d) 5 years of experience working as a system analyst / business analyst e) Excellent interpersonal skills f) 5 years of experience in conducting information security consultancy services g) Experience in working with e-government h) Experience in conducting Information and Service classification would be an added qualification

6. Deliverables, Timeline and payment Schedule;

The following deliverables should be delivered in a manner acceptable to Review Committee which

comprises representatives of Parliament of Sri Lanka.

No:	Task:	Deadline:	Deliverable:	Payment
1	Finalised work plan, including resource allocation	Commencement date + 2 weeks	Inception Report	10%
2	Develop and present the final Information classification with Information and Service classification (IFR) and Information Asset Register (IAR)	Commencement date + 4 weeks	Information Classification with IFR and IAR	30%
3	Develop and present the final Services classification with Service classification report	Commencement date + 6 weeks	Service Classification Report	30%
4	Submission of Data sharing policy document and Final completion Report	Commencement date + 8 weeks	Final Report including all necessary templates and guidelines and Data sharing policy	30%

7. Services and Facilities Provided by ICTA and Parliament of Sri Lanka;

- 1.1 Setup meetings with relevant parties
- 1.2 Delivery review meetings and progress report meetings
- 1.3 Project management in collaboration with focal point of selected vendor

8. Review Committees and Review Procedures:

The Individual Consultant will be required to work closely with the relevant officials of Parliament of Sri Lanka throughout the assignment and will be review and approve the deliverables by the committee appointed by officials of Parliament of Sri Lanka and ICTA.