



Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd.

## **Terms of Reference**

### **For**

## **Data Classification in the Land and Asset Valuation 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 classification among the different ICT systems. Failing to ensure Data Classification would result in a patchwork of ICT solutions that are not integrated with each other and will hamper the overall e-government program of individual organizations.

To address this, the Information and Communication Technology Agency of Sri Lanka (ICTA) launched Information and Service Classification Initiatives. The 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 Valuation Department and Department of Revenue western province as well as the ICTA identified that development of data classification standards and implement information classification to Valuation Department and Department of Revenue western 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 study information classification and implement standards for Valuation Department and Department of Revenue western Province, and to conduct a comprehensive information and service classification and preparing an information sharing policy for Land and Asset valuation domain.

### **3. Specific Objectives**

- Develop data classification standards to Valuation Department and Department of Revenue – Western Province, regards to the Land & Asset Valuation domain,
- Apply the latest version of Sri Lanka Service Classification Framework (SLSCF) to classify the services related to Valuation Department & Department of Revenue – Western Province.
- Draft an information sharing policy for data and information in the context of Land and Asset Valuation domain/sector,
- Identify open data that can be used in open data portal.

#### **4. Scope of the Work**

- 1) Consultant shall identify all relevant stakeholders of Valuation Department and Department of Revenue – Western Province for Land and Asset valuation 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 Land & Asset valuation domain/sector to the Valuation Department and Department of Revenue – Western Province.
- 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, current internal processes, valuation mechanisms, methodologies and department 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 to implement National Level Land and Asset valuation system.
- 6) Consultant shall adopt a suitable methodology to apply SLGICF to classify information and services in the Land and Asset valuation domain/sector.
- 7) Consultant should present approval and methodology for committee to assess data classification.
- 8) 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.
- 9) Consultant shall adopt a suitable methodology to apply SLSCF to classify services within the Land & Asset Valuation domain/sector.
- 10) Consultant should work collaborate with review committee includes data collection & preparing the reports.
- 11) The consultant is required to present the classifications to a committee appointed by the project steering committee.
- 12) Meeting will be organized by ICTA.
- 13) The consultant should draft a suitable data sharing policy for Land & Asset Valuation domain/sector by referring to the latest data sharing policy developed by ICTA.
- 14) The consultant should produce deliverables and documents as per the deliverables mentioned under section six (6) below of this ToR.
- 15) Consultant should recommend compliance requirements for information classification, sharing managing and related controls to be adopted by the organizations
- 16) Consultants should provide and implementation plan for implementing the information sharing policy and classification

17) The consultant is required to study existing standards of Land & Asset valuation domains prior to the development of data classification standards in the Valuation Department and Department of Revenue western Province.

18) The Data Classification standards and codes developed by the consultant should be agreeable to the Valuation Department and Department of Revenue western Province.

19) The consultant is required to study business processes of the land and Asset Valuation domain/sector and its data definitions used in the Valuation Department and Department of Revenue western Province.

20) The consultant is required to discuss with the information sharing policy, with the Committee, which consists of top management of Valuation Department and Department of Revenue Western province for the Land and Asset valuation domain which defined level of responsibilities for each data element on different organizations.

## 5. Minimum Qualifications and Experience of the consultant.

Key Professional Staff	Academic Qualifications	Professional Experience
Information & Service Classification Expert	B.Sc Degree in IT or related field	<ul style="list-style-type: none"> <li>Minimum 5 years of experience with working on IT projects.</li> <li>Minimum 3 years of experience as an information classification / information sharing consultant</li> <li>Demonstrated experience in working with data classification exercises, ISO 27000 or 27001 for government or private sector would be an added qualification</li> </ul>

## 6. Time Schedule, Deliverables, and Payment Schedule

The duration of the assignment is 14 weeks (3 Months).

Activity	Deadline	Deliverable	Payment
Project Planning	Commencement Date + 1 week	Detailed Project Plan	
Study the Background of Project, Study the Applicability of the Frameworks, and Identify the Implementation Methodology	Commencement Date + 2 week	Inspection Report	10%
Data Collection	Commencement Date + 4 Week	Data Collection report (Registry)	10%
Information Classification	Commencement Date + 8 Week	Information Classification report with field register and Presentation	20%
Service Classification	Commencement Date + 10 Week	Service Classification report with Service Register, and Asset Register and Presentation	20%

Drafting initial data sharing policy	Commencement Date + 12 Week	Draft version of sharing policy and presentation	10%
Final Registries	Commencement Date + 14 Week	Information field registry, Information asserts registry, and service registry	10%
i) Submission of Data sharing policy and Completion Report ii) Implementation plan of the information sharing policy	Commencement Date + 14Week	Final Data sharing policy, Final report and presentations	20%

## 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.

## 8. Review of the Deliverables

Deliverables will be reviewed by a committee jointly appointed by ICTA and the Valuation Department and Department of Revenue Western Province.