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

Terms of Reference
for
Data and Information Classification and Preparing Data Sharing Policy in the Agriculture 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 Department of Agriculture as well as ICTA identified that development of data classification standards and implement information classification to Department of Agriculture 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 an Individual Consultant to study information classification and implement standards for Department of Agriculture, and to conduct a comprehensive information and service classification for Agriculture domain.

3. Specific Objectives

- Develop data classification standards for Department of Agriculture, with regards to the Agriculture domain,
- Apply the latest version of Sri Lanka Service Classification Framework (SLSCF) to classify the services related to Department of Agriculture.
- Draft an information sharing policy for data and information in the context of Agriculture domain

- Identify open data that can be used in open data portal.
- Development of Information Assets Register for the Department of Agriculture

4. Scope of the Work

1. Consultant shall identify all relevant stakeholders of Agriculture 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 Agriculture domain/sector to the Department of Agriculture.

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, 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 (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 Evidence based Crop Zoning system.

6. Consultant shall adopt a suitable methodology to apply SLGICF to classify information and services in the Agriculture domain/sector.

7. Consultant should present approval and methodology to 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 Agriculture domain/sector.

10. Consultant should work collaborate with review committee includes data collection & preparing the report.

11. Consultant is required to present the classification to a committee appointed by the project steering committee.

12. Consultant should draft a suitable data sharing policy for Agriculture domain/sector by referring to the latest data sharing policy developed by ICTA.

13. Consultant should produce deliverables and documents as per the deliverables mentioned under section six (6) below of this ToR.

14. Consultant should recommend compliance requirements for information classification, sharing, managing and rend related controls to be adopted by the organizations.

15. After completion of the report the consultants should provide an implementation plan for implementing the information sharing policy and classification.

16. Consultant is required to study existing standards of Agriculture domains prior to the development of data classification standards for the Department of Agriculture.

17. Consultant is required to study business processes of the Agriculture domain/sector and its data definitions used in the Department of Agriculture.

18. Consultant is required to discuss with the information sharing policy, with the Committee, which consists of top management of Department of Agriculture which defined level of responsibilities for each data element on different organizations.

19. The Data Classification standards and codes developed by the consultant should be agreeable to the Department of Agriculture.

5. Minimum Qualifications and Experience of the consultant.

Key Professional Staff	Academic Qualifications	Professional Experience
Information and Service Classification Expert	B.Sc Degree in IT or related field	- Minimum 5 years of experience with working on IT projects. - Minimum 3 years of experience as an information classification / information sharing consultant - Demonstrated experience in working with data classification exercises for government or private sector would be an added qualification - ISO 27000 and/or ISO 27001 experience.

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%
Submission of Data sharing policy and Completion Report	Commencement Date + 16 Week	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.
- Meeting will be organized by ICTA.

8. Review of the Deliverables

Deliverables will be reviewed by a committee jointly appointed by ICTA and the Department of Agriculture.