Terms of Reference

Studying and technically facilitating the development of Document Management System for Parliament of Sri Lanka

1. Introduction

Parliament is the apex of all representative bodies, and is the sovereign legislature in the country. Its purpose is to exercise effective supervision through its procedures ensuring the effective functioning of the Government. In recent years, Parliament has begun to exploit advances in Information and Communication Technology (ICT) to support its many functions and modernize the institution. Parliament of Sri Lanka has developed **e-Parliament strategy** to accommodate **institutional growth, improvement of internal processes, stakeholder satisfaction** and **cost effectiveness.**

2. Background

It is in this context that Parliament of Sri Lanka desires to undertake a Business Analysis exercise, to enable the Document Management System of Parliament of Sri Lanka to improve its operational performance, monitoring and evaluation capability, and to achieve responsive, effective, and accountable governance.

The main objective of conducting thorough business analysis process is to identify business needs and determine solutions to business problems of Document Management System at Parliament of Sri Lanka, with the purpose of raising the business efficiency and effectiveness at all levels across the parliament.

ICTA and Parliament of Sri Lanka will collaboratively work on development of Document Management System to provide an integrated information solution and empower all stakeholders including the general public.

3. Objective of this Assignment

Parliament of Sri Lanka and ICTA intend to engage an individual consultant at the capacity of **Business Analyst** to study, identify, analyze, improve and record document manage process reqirements of Parliament in general and in particular process requirments of the Hansard Department and Table Office of Parliament of Sri Lanka.

4. Tasks (Components) to be carried outs

Phase I:Analyze and gather the reqirements

1. Study the present structure of the parliament of Sri Lanka, functions and services
2. Brainstorm with functional groups (IT Department, Hansard department and Table office) and study the existing processes in the above groups
3. Study existing documentation and litreture review on the current processes
4. Preparation of Usecase diagrams ,Workflow charts and user stories
5. Analyze business functional requirements to identify information, procedures and decision flows
6. Identify functional and non functional reqirements.
7. Study and review the existing Terms of Reference for the system prepared by Parliament of Sri Lanka.
8. Conduct Requirements' Analysis (As-it-Is and To-Be Business Processes Mapping)
9. Gap analysis – Analyze performance and structures of current business processes and the redefined (improved) processes
10. Recommendations – map and document the transformation process using appropriate tools, methods, techniques and notations
11. Prepare Requirment Specifications.

Phase II: Design and Development

1. Participate for the delivery milestone meetings
2. Reqirements review on each iteration and provide a report on development of reqired reqirements
3. Work in collaboration with hired firm as clients support consultant
4. The Consultant is required to present the progress of the project/ assignment during the weekly review meetings.
5. Consultant is expected to work in close collaboration with appointed representatives of the Parliament of Sri Lanka and ICTA.
6. Consultant is expected to participate and contribute in review meetings whenever requested by Parliament and ICTA.
7. Ensure delivery of envisaged outputs of the project.

5. Minimum Qualification for the Consultant

Key Professional Staff	Academic Qualifications	Experience years	Experience
Business Analyst	M.Sc. from a recognized university in IT, MBA, Management, or in a related field ITIL ,or any process related qualification Sound Project Management skills, preferably PMP certified	8 years ++	Experties in the domain of parliament with experience and in-depth knowledge of key business processes in it. Plus business process re-engineering, project management system integration. Specific experience and knowledge with other stakeholders' business processes is desirable Previous public sector project experience

6. Deliverables and Timeline;

The following deliverables should be delivered in a manner acceptable to Review Committee which comprises representatives of ICTA and Parliament of Sri Lanka.

Activities	Deliverables	Duration	Due date
• Stakeholder meeting • Brainstorming with IT Department, Hansard department and Table office • Identify and study existing workflows • Study IT Strategy document prepared by Parlimanet • Study IT Systems of Parliament • Study the ToR for DMS prepared by Parliament • Identify functional and non functional reqirements • Develop project plan pertaining to Reqirements development assignment	• Project Inception Report • Meeting minutes of each meeting held in parliament • Monthly Progress Reports (MPR) and Periodic Reports • Key findings of existing processes and workflows • Delivarable schedule	8 Weeks	Contract date + 8 weeks
• Development of workflowcharts • Develop use cases and user stories • Prepare draft GAP analysis report • Develop draft reqirement specification • Validate reqirements	• Draft GAP analysis report • Draft Reqirement Specifications • Draft Business Recommendaiton Report • Reqirements validation checklist	6 weeks	Contract date + 14 weeks
• Prepare Requirment Specifications • Prepare draft Terms of Reference (ToR)	• Requirment Specifications • Draft ToR	4 weeks	Contract date + 18 weeks

• Work closely with the counterpart of the selected vendor • Participate for the milestone reviews • Reqirements validation with system development iterations • Validate Test cases with the stakeholders • Prepare User Acceptance Test (UAT) cases	• User Acceptance testing on each iteration • UAT Test Cases • Project Acceptance Report	24 weeks	Contract date + 24 weeks

7. Services and Facilities Provided by ICTA;

7.1   Setup meetings.with relevant parties

7.2   Delivery review meetings and progress report meetings

7.3   Project management in collaboration with focul point of selected vendor

8. Review Committees and Review Procedures:

The Business Analysis Consultant will be required to work closely with the relevant officials of ICTA and Parliament of Sri Lanka throughout the assignment.

Annex 01

- o **Project Inception Report**, which shall consist of the detailed Project Work Plan to carry out the assignment. The Project Work Plan shall have details of the Project team, detailed timelines, detailed note on the proposed approach and methodology as well as an identified list of key stakeholders. The terms of reference may be improved and refined for better achieving the outcomes, through mutual discussions at the inception report stage;

- o **Comparative Report (Gap Analysis)**, analyzing performance and structures of the current business processes and the redefined (improved) processes, in order to clearly point-out the benefits, but also the possible radical changes that could impact other aspects of CIHI business systems. Basically, this report should contain a gap analysis.

- o **Business Recommendations Report**, including all areas outlined in the scope of work and as modified through discussions during Phase I, specifically detailing areas that

need legislative and / or administrative amendments of rules / orders. Draft rules, orders and legislative amendments required to give effect to the accepted recommendations;

- o **Requirement Specifications** - Technical specifications of the project

- o **Terms of Reference** - Functional and non-Functional requirments of the project

- o **Project Aceptance Report**, containing the following sections: Project Summary; Introduction; Objectives Statement; Methods and Resources; Complience with the given ToR; Project Results (quantitative and qualitative results, with proper visualizations); Conclusions and Discussion (findings, project usefulness, challenges and limitations, future work directions, lessons learned); Outreach (describing very briefly the type of outreach that the project did, or expect to do); References; Addenda (project-related materials and resources).

- Across all phases, periodically:

- o **Monthly Progress Reports (MPR) and Periodic Reports**, consisting of progress vis-à-vis agreed work plan and report of existing/possible constraints for mitigation should be submitted to the consultant, at least during the first year, in order to properly and objectively evaluate the improvement. MPR will also include presentations to the Project Governance teams and other consultant(s) for mutual learning. This will also include workshops related reports, focus group discussion (FGD) reports, minutes, record of discussions, and other documentation that form part of the assignment.