

LAND REFORM COMMISSION

Ministry of Lands and Parliamentary Reforms



Terms of Reference (TOR)

**Development of the
Financial Management & Monitoring System (FMMS)**

February, 2018

THE DEVELOPING, SUPPLY, INSTALLATION AND COMMISSIONING OF INTEGRATED ACCOUNTING SOFTWARE PACKAGE

1. Introduction and Background

The Land Reforms Commission which was established by the Land Reform Act of No. 01 of 1972 has a history that goes back to 1972. The role of Land Reform Commission, for a period over 40 years, has been performed by the provisions made by Land Reform Act amended from time to time as well as by policy decisions taken by the government from time to time. The top priorities of the Commission are release of statutory obligations of land owners and payment of compensation to them, utilization of lands which have been vested in productive investments and collection of revenue of the Commission, protection of lands, training of the staff and welfare.

Proposed Functional Divisions

- Finance & Revenue Division
- Procurement & Supplies Division
- Processing Division
- Divisional Land Reform Commission Authorities
- Internal Audit

2. Current Status and Key Problems

- a) Currently there are twenty Districts Land Reform Authorities and do revenue collection process with finance division in the head office of Land Reform Commission.
- b) There are few income flows such as lease rentals, selling lands and handling all ledgers and cash book in manual way.
- c) Also using semi mechanical system to pay salaries for around 400 employees
- d) As identified major key problems transposition of figures, incorrect recording of a transaction, and incomplete recording of a transaction are all quite common mistakes.

3. Objective of the Consultancy

Objectives of Procurement of Accounting Software Package

The aim of this project is to increase the efficiency and effectiveness of the Management by enhancing the business activities providing IT base accounting software package automating its current manual work flow and ensure timely decision making and preparation of Financial Accounting.

Here are several objectives which have to be accomplished through this project. These are derived from the main tasks that shall be carried out.

The key objectives are:

- To procurement and installation of comprehensive accounting software system for Finance Division of the Land Reform Commission.
- To integrate twenty districts Land Reform Commission Office revenue collection process with Finance Division in the head office of Land Reform Commission.
- To integrate Revenue Division recording process with Finance Division in the head office of the Land Reform Commission.
- Identify processes and activities related to divisions where re-engineering is needed.
- Maintain Stock control system.
- To development user guidelines and manuals that include but not limited to financial manual and accounting books, revenue collection guidelines, Procurement and storage safeguard policies and procedures as per the Sri Lankan government rules and regulations.
- Create user level privileged accounts to administer the system.
- Check LRC's accounts for realization of money and generate invoice/receipts saving time spend on calls and manpower.
- To Generate of Reports daily basis
- Automatic alert generated when stocks reach a certain level to all necessary personal
- Generation of Reports depending on the functional requirements.
 - i. Daily Cash Collection
 - ii. Daily Cheque Receipt
 - iii. Cash Deposits
 - iv. Details of cheque deposited
 - v. Details of realized and unrealized cheques
 - vi. Sales reports ingredient wise /district wise etc.
 - vii. Report generation for transporting/accounting/monthly sales/ weekly sales/product delivery details etc.
 - viii. Audit trials
 - ix. Stock report (Main ware House and various regional stores)
 - x. Stock in transit details
 - xi. Payroll system to administer salary details.
 - xii. Self-generated email messages on daily basis.
- Document such as Purchasing Order, Invoices, Cash receipts, Issuing Order, Receipt order which shall be serially numbered.

4. Concise statement of the project objectives

- i. To train the users of all offices of related organizations as trainers.
- ii. The main objective of the project is to design, customize, deploy and maintenance of above mentioned system,

5. Scope of Work

Scope of Services of the FMMS will cover the following

The consultant will be expected to carry out comprehensive system analysis to review the Land Reform Commission following financial and recording needs

- 5.1 Conduct a system requirement verification study of the proposed system.
- 5.2 On completing the above, submit a requirement verification report.
- 5.3 Design and develop the system, upon obtaining the approval for the above.
- 5.4 Adopt a proper application release procedure to release the system releases to LRC during the deployment in the staging / production environments.
- 5.5 Participate for Project Review Committee meeting and Project Implementation Committee (PIC) Meetings as a member.
- 5.6 Obtain User Acceptance (UAT) for the implemented processes.
- 5.7 Deploy into production environment at Lanka Government Cloud (LGC)/server decided by LRC.
- 5.8 Provide support and maintenance services, from the date of launch to an agreed time period.
- 5.9 Adhere to the Service Level Agreement, during the support and maintenance phase (SLA) indicated in Annex B.
- 5.10 Adherence to e-Government Policy of Sri Lanka [1].
- 5.11 Adherence to Web 2.0 concepts, open standards and Service Oriented Architecture (SOA) principles.
- 5.12 Adherence to LIFe standards [2].
- 5.13 Work collaboratively with CCFL and other stakeholder organizations.
- 5.14 Following diagram illustrates the flow of services and information at high level
- 5.15 Detailed requirements relating to above modules are to be studied by the vendor.
- 5.16 Identification of data migration requirements, collect the data and migrate to the new system.
- 5.17 Adherence to LIFe standards [2].
- 5.18 Work collaboratively with LRC.
- 5.19 Following diagram illustrates the flow of services and information at high level
- 5.20 Detailed requirements relating to above modules are to be studied by the vendor.
- 5.21 Identification of data migration requirements, collect the data and migrate to the new system.
- 5.22 LRC or its designated entity (end user) should have the right to access, modify, further develop and enhance the system at no cost to LRC or its designated entity (end user).
- 5.23 The evaluation and the selection of the successful Bidder will be based on Total Cost of Ownership to LRC or its designated entity (end user).
- 5.24 Refer following Annexes which form a part and partial of the “Terms of Reference”.
- 5.25 Study, design, development/customization, training, UAT and implementation should be done iterative manner as a working system from first iteration.

- 5.26 User manuals should be developed for each iteration and conduct trainings before the UAT of each iteration.
- 5.27 Vendor should provide weekly progress and status update reports and participate for weekly progress review meetings.
- 5.28 Prototypes must be developed for each iteration.
- 5.29 Maintain a product backlog based on the requirement study and develop a sprint plan for each iteration.
- 5.30 Requirement prioritization should be done in collaboration with the client officers to prepare sprint plan.

Annex A- Non-Functional Requirements

Annex B- Service Level Agreement (SLA) for Support and Maintenance Services

Annex C- Functional Requirements.

6. Final outputs, Reporting Requirements, Time Schedule for Deliverables:

Duration of the services would be initially for 3 months with the possibility of extension based on performance and project need.

No	Deliverables	Duration	Deliverable Submission
4.1	Implementation Proposal 4.1.1 Inception report 4.1.2 Requirement verification report 4.1.3 Implementing schedule 4.1.5 Acceptance criteria for the UAT 4.1.7 Proper maintenance of issues in the Issue tracking System	Inception	Within 1st 6 to 9 months System must in plan within first 6 months
4.2	4.2.1 Design and Architecture Document 4.2.2 Data migration and integration plan (if applicable) 4.2.3 Release Management plan (including staging, production and support and maintenance) 4.2.4 Proper maintenance of issues in the Issue tracking System	Elaboration	
4.3	4.3.1 Iteration one release note 4.3.2 Iteration two release note 4.3.3 Iteration three release note 4.3.4 Proper maintenance of source code in SCM for all three iterations 5.3.5 Proper maintenance of issues in the issue tracking System	Construction	
4.4	4.4.1 Solutions deployment and installation guide 4.4.2 Online help and the User manual for back office application 4.4.3 Administrator Manual 4.4.4 Proper maintenance of issues in the Issue tracking System 4.4.5 Successful UAT acceptance of the system 4.4.6 Production deployment confirmation report	Transition	

7. Qualifications of the key consultants

Preferable Minimum Qualifications;

System implementing team

The consulting firm should have the suitable resource persons for the following position in this project with relevant qualifications and experience.

Key Professional Staff	Academic Qualification	Experience in the <u>PROPOSED</u> <u>ROLE</u>	Experience in working in SOA / web services / financial and administration software projects	Exposure SQA Process
Project Manager	B. Sc or equivalent	5 years	1 years	1 years
Software Architect	B. Sc or equivalent	3 years	2 years	2 years
Technical Lead	B. Sc or equivalent	3 years	1 years	2 years
Finance / Business Analyst	B. Sc or equivalent	3 years	1 years	2 years
Quality Assurance Lead	B. Sc or equivalent	2 years	1 years	2 years
Software Engineer	B. Sc or equivalent	3 years	1 years	1 years
Quality Assurance Engineer	B. Sc or equivalent	3 years	2 years	2 years
UI Lead	B. Sc or equivalent	2 years	2 years	1 years

Support and Maintenance team

Key Professional Staff	Academic qualification	Experience in the <u>PROPOSED</u> <u>ROLE</u>	Experience in working in SOA / web services / integration projects	Exposure SQA Process
Technical Lead	B. Sc or equivalent	2 years	1 years	2 years
Software Engineer	B. Sc or equivalent	2 years	1 years	1 years

8. References

[1] e-Government Policy Approved by Cabinet of Sri Lanka <http://www.icta.lk/index.php/en/e-gouvernement-policy>

9. Review Committees and Review Procedures

The Software Development Service Provider is required to work closely with the LRC finance division and ICTA Technology Team.

All versions of deliverables will be reviewed by/either LRC Team or Technical Evaluation Committee.

All the deliverables must be verified and confirmed to be accurate and complete by the Technical Evaluation Committee (TEC). Deliverables must be formally endorsed by LRC Team or ICTA Team.