



**Ministry of Buddhasasana, Religious and Cultural Affairs
Department of Muslim Religious and Cultural Affairs**

TERMS OF REFERENCE (TOR)

**Individual Consultant (Business Analyst) for
Implement the Management Information System**

1. Background

The Department of Muslim Religious and Cultural Affairs serve to enhance the Sri Lankan Muslim society by facilitating religious and cultural activities to achieve the upliftment and enhancement of the Sri Lankan Muslim community through coordinating and guiding the Muslim religious and cultural institutions.

Our department is currently facing several issues while managing the Mosques via the manual filing system. Therefore, we are looking to design and implement the Management Information System in order to digitalize the process.

2. Introduction

The Department Consultants Procurement Committee on behalf of the Department of Muslim Religious and Cultural Affairs invites Expression of Interest (EOI) from qualified and experienced Individual Consultants to express their interest in providing the consultancy services for implement the Management Information System at the Department of Muslim Religious and Cultural Affairs

3. Scope of work:

3.1. The Scope of Services

The Scope of Services to be provided by an individual consultant as a **Business Analyst** and will be playing an intermediary role liaising between the Department of Muslim Religious and Cultural Affairs and the System Development Team who are implementing the Management Information System (MIS).

3.2. Cost

The total cost of the whole Management Information System project including the payments for design & implement Management Information System, Train the users and Consultancy services will be approximately LKR 10 Million.

3.3. Duration

The total duration for this consultancy assignment will be from 9 to 12 calendar months

3.4. Execution of Management Information System

The design and implementation work will be carried out by the selected software developer according to the Government approved Procurement Guidelines set out in the Selection and Employment of Consultants, published by National Procurement Agency 2007.

3.5. Location

The Management Information System will be designed at the place of developers and implementation work will be carried out by the Software developer at the premises of Department of Muslim Religious and Cultural Affairs which is located at No. 180, T.B. Jaya Mawatha, Colombo 10.

4. Objectives of the Consulting Assignment

The Consultant is essentially required to perform following roles;

- Business Analysis Planning and Monitoring
- Strategy Analysis
- Requirement Elicitation and Collaboration
- Requirements Analysis and Design Definition
- Requirements Life Cycle Management
- Solution Evaluation

5. Scope of the Assignment

The Consultant is essentially required to prepare following and to carry out the coordination part between the Department of Muslim Religious and Cultural Affairs and the System Development Team.

5.1. Description of the Management Information System:

The Management Information System Project consists of the following main components:

Deliverable 1: Mosque Administration System

- Mosque Registration
- Mosque Trustee Management
- Mosque Staff Management
- Mosque Asset Management
- Relic Management
- Mosque Accounts Management
- Mosque Social Responsibilities Management
- Mosque Communication Management
- Mosque Jamaath Member Registration

Deliverable 2: Internal Management System

- Management Dashboard
- Staff Performance monitoring system
- MCF Accounting system
- Internal process management
- System Administration

Deliverable 3: Wakfs Board Proceedings System

- Meeting Scheduling
- Board Meeting Memo/ Board Paper
- Inquiry Filing
- Inquiry Registration
- Inquiry Hearing
- Other matters

Deliverable 4: Wakfs Tribunal Appeal System

- Case Filing
- Case Registration
- Case Follow-up and sitting

Deliverable 5: Stakeholder Management System

- Ulama/Katheeb/Scholars
- Mosque Federation
- Donors
- Government Organisation
- General Public

5.2. An Outline of The Tasks to Be Carried Out during the consultancy

5.2.1. Business Analysis Planning and Monitoring

- Planning the business analysis approach for the project
- Determining how to engage stakeholders, including stakeholder identification, analysis, and categorization
- Defining the business analysis governance activities for decision making
- Addressing business analysis information management needs
- Planning the requirements development and management process
- Managing and reporting on the business analysis effort

5.2.2. Strategy Analysis

- Defining and understanding the business problem or opportunity
- Assessing capability gaps in the organization by analyzing the current and future states
- Assessing risks relative to the proposed solution
- Defining the change strategy for the initiative
- Determining the most feasible business solution approach

5.2.3. Requirement Elicitation and Collaboration

- Preparing for elicitation activities
- Meeting with stakeholders to conduct the elicitation activity
- Confirming, documenting, and recording the elicitation results
- Communicating and confirming elicitation results with key stakeholders

5.2.4. Requirements Analysis and Design Definition

- Specifying and modeling requirements and designs
- Verifying requirements and designs
- Validating requirements and designs
- Defining the architecture and structure of requirements
- Defining solution options
- Analyzing value and recommending a solution

5.2.5. Requirements Life Cycle Management

- Managing requirements traceability
- Maintaining requirements for accuracy and reuse
- Addressing requirements prioritization
- Determining how requirements should change
- Facilitating requirements approval

5.2.6. Solution Evaluation

- Defining solution performance measures
- Collecting and analyzing solution performance data
- Assessing solution limitations
- Assessing enterprise limitations
- Recommending actions to increase solution value

6. Required Qualification

Minimum key required qualification is expected Individual Consultant to perform the work of business analysis;

- Bachelor's Degree in the field of Management Information System/ Information System/ Management Information Technology.
- A minimum of 3 years working experience in Business Analysis in an Agile environment.
- Professional qualifications in the field of Business Analysis are desirable but not mandatory (i.e. CCBA, CBAP, CSPO)
- Excellent communication skills, both verbal and written, in the English language.
- Fluency in Sinhala and Tamil will be an added advantage.
- Ability to impact operations and effect change without being confrontational.
- Ability to work independently and within a team.
- Extremely organized with strong time-management skills.

7. Programme for consultancy services (Time Schedule)

The following time schedule shall be observed in carrying out the whole consultancy services. The consultant, however, shall be free to propose an alternative programme provided it ensures earlier completion:

Deliverable	Description	Time Duration (Months)
1	Mosque Administration System	4-6
2	Internal Management System	2-3
3	Wakfs Board Proceedings System	1
4	Wakfs Tribunal Appeal System	1
5	Stakeholder Management System	1
Total Duration for Consultancy		9-12

8. Payments to the consultant

A monthly service fee will be paid for rendering the services described in 5.2 (5.2.1 to 5.2.6) and subjected for 10% retention on monthly payment.

Retention money will be released within 45 days after the satisfactory completion of the service at the end of the project period

9. Data, services and facilities to be provided by the client

The required data, hardware equipment and server facilities will be provided by the client.

10. Expenses to be borne by the consultant

Travel & transport, food & lodging for site visits, communications, postage and courier service.

11. List of documents including reports, drawings and schedules (deliverables)

The consultant shall produce and submit to the Client the required copies of the Inception Reports, Monthly Operational Summary Reports, Dagrams, and schedules during the assignment.

12. Evaluation of Expression of Interest (EOI)

Expression of Interest will be evaluated based on the following criteria.

- Bio-Data of the Consultant.
- Professional qualifications, Specialized experience and technical competence in similar nature assignments

- Details of Past assignments completed with government and private agencies with recommendation/proof documents.
- The capacity to accomplish the work in the required time.
- Understanding the project (Consultant should demonstrate the understanding of key elements of this project and provide the comparable projects that they have been involved at earlier)
- Approach to the project (Consultant should identify special circumstance on this project and provide logical approach to tasks and issues of the project)

13. Selection of Expression of Interest (EOI)

Shortlisted Expression of Interest (EOI) submitted by consultants will be notified and requested to submit the Request for Proposal (RFP)