

Terms of Reference

Consultant to Develop Technical Standards on Information and Cyber Security

1. Introduction

- a. The government of Sri Lanka has developed the Information and Cyber Security Policy for Government Organizations, establishing the minimum information security baseline to be adopted by individual entities. This policy is informed by key elements of the ISO 27001 standards and the guiding principles of the NIST framework, which focuses on the Identification, Protection, Detection, and Recovery aspects.
- b. As a high-level document, the cybersecurity policy outlines the government's strategic approach to managing cybersecurity risks, protecting its information assets, and providing a comprehensive framework for government organizations to implement effective information security controls.
- c. To effectively implement the Policy it is essential to develop the technical standards and guidelines for use by government organizations. The current policy document lacks specific instructions, technical standards, and procedures for implementing various security controls. To address this gap, this assignment aims to engage an individual consultant to develop a comprehensive document containing the necessary technical standards to facilitate policy implementation by these organizations.

2. Objectives

The primary objective of the assignment is to

Develop detailed technical standards and guidelines necessary for the implementation of the Policy by aligning to international standards and industry practices. This shall also include the cyber security standards related AI and IOT technologies.

3. Scope of the Consultancy

- a. The consultant is required to review the existing information security policies, strategies and guidelines released by the government in order to understand present developments.

The documents currently available include

- Information and Cyber Security Strategies of Sri Lanka (2019: 2023/ 2024: 2028)
- Information and Cyber Security Policy for Government Organizations
- Baseline Security Standards issued by the Central Bank of Sri Lanka
- Website security and web application security guidelines issued by Sri Lanka CERT
- Work-from-home guidelines

- b. The Consultant shall review existing similar approaches and documents developed by other countries and propose a suitable approach to Sri Lanka for the development of technical standards for cybersecurity.
- c. In developing technical standards, the consultant shall take into account existing international cybersecurity standards and best practices proposed by various international institutions such as ISO, NIST, and industry best practices such as CIS benchmarking and OWASP.
- d. The consultant shall also develop cyber security standards related to AI and IOT technologies.
- e. The consultant shall ensure that the technical standards support and align with the objectives outlined in the cybersecurity policy.
- f. The technical standards shall be the latest available.
- g. The Consultant shall provide training to relevant personnel on how to effectively implement and maintain them.
- h. The technical standards shall be properly documented and easily referenced.

4. Consultant's Qualification and Experience

Qualifications (Mandatory)	<ul style="list-style-type: none"> ○ B.Sc degree in IT or related ○ Masters Degree in Cyber Security or Information Security or related
Experience	<ul style="list-style-type: none"> ○ Minimum 10 years of Experience in the Information Security Sector ○ Demonstrated experience in working with ISO 27001 standards and other international standards related to cyber security ○ Demonstrated experience in working in government IT systems security ○ Demonstrated national-level cyber security experience ○ Experience in developing and implementing information security standards ○ Demonstrated experience in working with multiple countries, including Sri Lanka.

5. Time Scale and Payment Schedule

The duration of the assignment is 12 weeks

Activity and Deliverable	Delivery Date	Payment Schedule
1. Approach	1 week + Contract Award Date	5% of the contract price
2. Identification of High-level Technical standards and produce a report	2 week + Contract Award Date	15% of the contract price
3. Complete Document on Technical Standards, and Guidelines	11 weeks + contract award date	70%
4. Training for CERT	12 week + contract award date	10%

6. Selection Criteria of Consultant

Evaluation Criteria	Marks
Experience as a consultant	10
Consultant's experience of a similar nature assignments	30
Consultant's qualification	10
Proposal for the assignment	50
Total	100

The consultant shall score more than 80 marks to qualify for the assignment.

7. Proposal Submission

Interested consultants are requested to submit the following documents:

- A cover letter expressing his/her interest in the assignment.
- Detailed curriculum vitae (CV) highlighting relevant experience and qualifications as mentioned in section 5. Fill Annex 1.
- Proposal covering the scope of service as specified in the Terms of Reference.
- Financial proposal (including the consultant's daily rate and total consultancy fee) for the deliverables presented in section 5.

1. Annex

CURRICULUM VITAE (CV) FORMAT

{Notes shown in brackets { } in italic should not appear on the final document to be submitted}

Position /Title	
Name of Consultant:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Country of Citizenship/Residence	

Education: *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

Certifications: *{List professional institutes, giving names of certification name, dates acquired}*

Employment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
<i>{e.g., May 2012-present}</i>	<i>{e.g., Ministry of, Advisor/Consultant to... For references: Tel...../e-mail.....; Mr....., Director General}</i>		
<i>{e.g., From Jan 2010 to present}</i>			

Memberships in Professional Associations and Publications:

1. _____
2. _____
3. _____

Language Skills:

Language	Excellent	Good	Basic	None
Sinhala				
English				
Tamil				

Note: Please tick in relevant box

Adequacy for the Assignment

Detailed Tasks Assigned on Consultant:	Reference to Prior Work/Assignments that Best Illustrate Capability to Handle the Assigned Tasks
Experience as a consultant	
Experience as a consultant in assignments of similar nature - Section 4 of the Terms of Reference	

Proposal

The consultant shall submit a proposal for the assignment covering the areas of the Terms of Reference. Price of the

Consultant's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

Name of Consultant

Signature

Date:
{day/month/year}

Proposal – Technical

The consultant shall develop a detailed technical proposal on covering all aspects of the Terms of Reference

Proposal – Financial

The total fee of the consultant including daily rate, and additional costs (if any)