

**Terms of Reference**  
**Junior Procurement Consultant of the e-GP Secretariat,**  
**Sri Lanka Public Financial Management Strengthening Project**  
**Department of Public Finance**

**1. Background:**

Ministry of Finance, Economic Stabilization and National Policies (MOF) established the Electronic Government Procurement (e-GP) Secretariat in 2018 to develop an electronic government procurement system for the country. Since then, it has been functioning under the Department of Public Finance under the financial support from the consolidated fund of the GOSL. A Government e-GP system called the ‘The Procurement Management Information System (PROMISE)’ is currently under development by a vendor and a high-level project plan for phased roll out of various modules/ functionalities across various procuring entities has been approved by the Project Steering Committee. In the year 2023, the Democratic Socialist Republic of Sri Lanka received a grant from for a Public Financial Management Strengthening Project funded by the European Union and AFD and administered by the International Bank for Reconstruction and Development (IBRD) and part of the proceeds of the grant will be applied for improving the operational efficiency and transparency in public expenditure through the development and roll out of the PROMISE system. The project is currently, scheduled to close in November 2026. An institutional structure for the e-GP Secretariat has been approved by the MoF for implementing the project and accordingly, the e-GP Secretariat expects to recruit a Junior Procurement Consultant for the Project.

- 2. Overall Objective Assignment/ Scope of work:** The Junior Procurement Consultant shall work under the supervision of the Procurement Specialist/Consultant of the Secretariat and he/she shall have to assist in establishment of smooth project procurement processes.
- 3. Period of Services:** This is a full-time position is based in Colombo in the e-GP Secretariat. The initial contract period will be 12 months with the option of annual extension based on satisfactory performance and project requirements.
- 4. Institutional Arrangements and facilities to be provided by e-GP Secretariat:** Necessary workspace, equipment, software, & mobile internet facilities will be facilitated to fulfil the duties of this position.

**5. Minimum Qualification and Experience Requirements:**

**Qualification:** A successfully completed Bachelor's Degree in IT field recognized by the University Grants Commission OR an equivalent qualification recognized by the University Grants Commission

Or

Part Professional qualification in IESL / ICE UK or in ICA (SL) or CIMA (UK)

**Experience:** Diploma in Public Procurement and Contract Management with at least 2 years' of post - qualifying experience in the field of public procurement management in Sri Lanka including at least one year in the capacity of Junior Procurement Consultant in public institutions and/or in foreign funded projects.

**6. Remuneration and Payment:** The Consultant be paid on monthly basis in accordance with the negotiated rate.