TERMS OF REFERENCE

For Procurement Officer, Category F

SOCIAL PROTECTION PROJECT (SPP)

Welfare Benefits Board (WBB)

Ministry of Finance, Planning and Economic Development (MoF)

1. BACKGROUND

1.1 The Project. The Social Protection Project (P178973), approved by the World Bank (WB) Executive Board, supports the Government of Sri Lanka (GoSL) in implementing key reforms that will increase the efficiency and effectiveness of spending and improve the responsiveness of the social protection system. The Project Development Objective is to support Sri Lanka in providing better targeted income and livelihood opportunities to the poor and vulnerable.

1.2 Project Components and Funding. The total value of the Project is US$200 million (SDR 148.5 million). Component 1 (US$185 million) streamlines and finances the new welfare benefit payment scheme, Aswesuma. Component 2 (US$7 million) pilots Sri Lanka's first comprehensive Economic Inclusion Pilot. Component 3 (US$8 million) strengthens the government's capacity to deliver social protection programs.

1.3 Purpose of the Post. The Procurement Officer shall undertake day-to-day procurement administration and implementation support under the guidance and supervision of the Procurement Specialist, and the overall direction of the Project Director. The responsibilities shall include maintaining procurement schedules and registers, drafting procurement documents and correspondence, coordinating procurement notices, committee meetings and evaluation activities, maintaining procurement records and audit trails, updating prescribed procurement systems, coordinating submissions and follow-up on No Objection requests, monitoring contract milestones and expiry dates, preparing routine progress reports, and providing procurement information required for management, audit and project monitoring.

2. DUTIES AND RESPONSIBILITIES OF PROCUREMENT OFFICER

2.1 Duties and Responsibilities

- Maintain the procurement schedule, track planned activities and follow up with technical divisions on procurement requirements and deadlines.
- Draft procurement documents, notices, invitations, requests for quotations, minutes and correspondence using approved templates and guidance from the Procurement Specialist.
- Coordinate publication of procurement notices, issuance of documents, receipt and opening of bids or proposals, and other procedural arrangements in accordance with applicable rules.
- Arrange Procurement Committee meetings, circulate documents, prepare minutes and maintain records of committee decisions.
- Provide administrative support to evaluation committees, compile evaluation documents, track progress and follow up on clarifications. The Officer should not independently change evaluation criteria or make evaluation decisions.

- Maintain and update the WB procurement system, Systematic Tracking of Exchanges in Procurement (STEP), where applicable, based on approved procurement information and authorized decisions.
- Compile and submit procurement documents for review through the prescribed channels, maintain a submission tracker and follow up on outstanding observations and responses.
- Maintain contract registers, track commencement and completion dates, deliverables, milestones, securities, expiry dates and extension requirements.
- Maintain complete procurement files, including advertisements, bids, evaluation reports, approvals, No Objections, contracts, correspondence and audit trails.
- Prepare routine procurement status reports, update procurement trackers and alert the Procurement Specialist and Project Director to delays or pending actions.
- Liaise with technical divisions, suppliers, consultants and other stakeholders on routine procurement matters, under established procedures.
- Compile procurement records and provide supporting documents for audits, reviews, inspections and management information requests.

3. REPORTING OBLIGATION

The Procurement Officer will report directly to the Procurement Specialist and work closely with other PMT and WBB staff, including technical staff responsible for verifying deliverables before payment.

4. DURATION OF THE ASSIGNMENT

This shall be a full-time work assignment as part of the Project Management Team (PMT) in WBB, MoF. The service of the Procurement Officer is required for a period up to 30 September 2027, with possible extension for the Project duration.

5. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

The Procurement Officer must satisfy one of the following options (as per Management Services Circular No. 02/2026):

Option 1

A Bachelor's Degree/a qualification recognized by the University Grants Commission as an equivalent qualification to a degree in the relevant field;

or

A certificate of proficiency not below National Vocational Qualification (NVQ) Level 7 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the technical field of the post;

and

At least 02 years of experience in the required area of specialization.

Option 2

A certificate of proficiency not below National Vocational Qualification (NVQ) Level 6 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the technical field of the post;

and

At least 05 years of experience in the required area of specialization.

Option 3

A certificate of proficiency not below National Vocational Qualification (NVQ) Level 5 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the technical field of the post;

and

At least 08 years of experience in the required area of specialization.

6. PROFESSIONAL COMPETENCIES

- Familiarity with the procurement procedures of the World Bank and GoSL.
- Experience working with the World Bank or similar projects is preferable.
- Understanding of contract management and contract follow-up.
- Excellent verbal and written communication skills.
- Familiarity with the procurement rules and procedures of the Government of Sri Lanka.
- Ability to work under pressure and work extra hours when required.

7. JOB LOCATION

Colombo