

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

1. Background:

The Democratic Socialist Republic of Sri Lanka received a Grant from Multi-Donor Trust Fund through the International Bank for Reconstruction and Development (IBRD)/International Development Association (IDA) for implementation of the Public Financial Management Strengthening Project. 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 e-Government Procurement Management System (PROMISe). The eGP Secretariat under the Department of Public Finance of Ministry of Finance (PFD) is the main implementing agency for PROMISe. PROMISe is currently being implemented and will be rolled out across various entities. The project is currently, scheduled to close in November 2026.

In order to expedite the current e-GP System in accordance with the high-level project plan, it is necessary to appoint an experienced public procurement professional as an Individual Consultant (Procurement). This individual will provide the e-GP Secretariat with the requisite expertise and ensure the efficient implementation of Project procurement activities.

2. Objective of the Assignment:

This assignment is intended to assist the procurement functions that are being conducted for the Project, which is being administered by the eGP Secretariat. The Consultant is responsible for ensuring that the Project procurement is in compliance with the World Bank Procurement Regulations.

While establishing a sound Project Procurement process for the e-GP secretariat, he/she should have to maintain close working relationship with the staff and consultants of the e-GP Secretariat, relevant staff of the system developer, National Procurement Commission (NPC), foreign funding agencies and other stake holders as appropriately.

3. Scope of the Assignment: The Consultant will guide the procurement team of the eGP Secretariat in the establishment of a procurement plan and systems for the tasks/activities overseen by the Project. The eGP Secretariat will receive guidance from the Consultant regarding all procurement-related activities associated with PROMISe. The Consultant will, among other responsibilities, offer the Project Director/Manager advice on all procurement matters, including the progress and constraints associated with the implementation of the procurement packages.

The Consultant will be under the supervision of the Director General/Addl. Director General (Procurement) of the PFD.

The Consultant will be directly responsible for the among others, include the following tasks:

- The project's procurement strategy is planned, managed, and implemented in close collaboration with the technical staff of PFD. The relevant staff is orientated on procurement procedures that adhere to the Financing Agreement and World Bank Procurement procedures.
- Preparing and executing the procurement plan, as well as monitoring and coordinating the procurement processes under Project financing, to ensure that all procurement activities are in compliance with the Bank procedures and Financing Agreement.
- Planning and executing the entire procurement cycle including preparation and release of Expression of Interests (EOIs), Invitation for Bids (IFBs), Terms of Reference (TORs), Request for Proposals (RFPs), Bid documents, Evaluation of proposals, Negotiations, Awarding of contracts, delivery etc. in accordance with World Bank procurement procedures;
- Preparing the responses to queries and providing clarification to the bidder;
- Preparing the relevant procurement documents for the World Bank's review and no-objection prior to its issue to the interested bidders and consultants;
- Coordination during the Bid Evaluation Process;
- The preparation of Bid Evaluation Report and submission to the Bank for their review and "no objection" Prior to the award;
- Handling the finalization of contracts between the eGP Secretariat and the selected suppliers, contractors and consultants;
- Processing the contract amendments and obtaining necessary clearances on the amendments from the World Bank. Collaborating with all stakeholders to guarantee the successful completion of all procurement objectives, with a particular emphasis on the Environment and Social Management personnel, to ensure that all pertinent issues are appropriately addressed.
- The capacity-building and training of the necessary staff and coordination of capacity-building initiatives with the appropriate stakeholders.
- Any other responsibilities assigned by the reporting authorities.
- Coordinate the implementation of the eGP system with the developer, as well as other internal and external parties, and provide the requisite guidance for the development of PROMISE in accordance with procurement requirements.
- Maintain communication with the Bank and report the progress and necessary modifications to the appropriate authorities.
- The coordination of the PROMISE rollout to the procuring entities and the implementation of measures to ensure that the system is properly familiarized by the time frame.

- 4. Duration of the Assignment:** This is a full-time position based in Colombo at 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.
- 5. 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.
- 6. Minimum Qualification and Experience Requirements**
A successfully completed Bachelor's Degree recognized by the University Grants Commission OR an equivalent qualification recognized by the University Grants Commission
AND
Minimum 05 years of post-qualifying experience in relevant field including at least 3 years in the capacity of Procurement in a public institution and/or in a foreign funded project.
Minimum 03 years of experience in Executive Level in any field
- 7. Remuneration and Payment:** The Consultant be paid on monthly basis in accordance with the negotiated rate.
- 8. Method of Selection** A Consultant will be selected in accordance with the Individual Consultant (IC) method set out in the Procurement Regulations of the World Bank.