

Terms of Reference
Junior Consultant – Business Analyst
The e-GP Secretariat,
Sri Lanka Public Financial Management Strengthening Project
Department of Public Finance

01. 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 Consultant for Business Analyst aspects of the Project.

02. Overall Objective Assignment/ Scope of work:

The primary objectives of the business analyst are to identify current business processes, systems, and workflows, analyze existing business practices to identify inefficiencies, bottlenecks, and areas for improvement, gather requirements from stakeholders to understand their needs and expectations, develop recommendations for optimizing processes, enhancing productivity, and achieving strategic goals and facilitate decision-making by providing data-driven insights and actionable recommendations.

03. 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.

04. Institutional Arrangements and facilities to be provided by e-GP Secretariat: Necessary office facilities and equipment to be required to perform the contract will be provided.

05. 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

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

- **Experience:**

- Minimum 03 years of post-qualifying experience in the field of Business Analyst.
- Good command of communication skills.

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