Terms of Reference
Consultant (Information & Communication Technology) of 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,ES&NP for implementing the project and accordingly, the e-GP Secretariat expects to recruit an expert for the post of Consultant (Information & Communication Technology) of the Project.

02. Overall Objective Assignment/ Scope of work:

The Project Management Consultant (Information and Communication Technology) will be responsible for the project management for development, roll-out and maintenance of the e-GP system from an IT and technical perspective; and coordinate the on-going application development and roll -out process across multiple subjects matter and technical groups and vendors.

03. Detailed scope of work/ activities:

i. Coordination with public procurement domain and knowledge experts, policy making & regulatory agencies, public sector subject experts, and systems development & other technical teams to assist the e-GP Secretariat to ensure that the e-GP System meets the requirements of the Government and other stakeholders.

ii. Coordination with technical experts and advice to ensure appropriate infrastructure, performance and security measures are incorporated to the System.

iii. Assisting the e-GP Secretariat:

- To oversee the system development process & methodologies.

- in the development of policies, procedures, and technologies to ensure the availability and security of the system.
- In taking measures to secure proper software quality-assurance procedures, operations, and maintenance. This could include, but not limited to development of specifications/requirements (Terms of Reference, bid documents, selection of various vendors/ consultants) for security audit, code and database review, load testing, UI/UX etc.

iv. Providing guidance and training to the staff of e-GP secretariat on Quality Assurance, Infrastructure & Requirement Clarifications.

v. Supervision of the monitoring the utilization, and recommendation & implementation of necessary alterations.

vi. Implementation of help desk operational procedures and supervision.

vii. Monitoring & feedback for all SLAs for all vendors.

04. Monthly Reporting and reporting responsibilities: The project management consultant (IT and Communication) shall report to Director General/ Additional Director General in the e-GP Secretariat and shall submit monthly progress report on above assigned tasks.

05. 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.

06. 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.

07. Minimum Qualification and Experience Requirements:

- **Qualification:** bachelor's degree in information & Communication Technology, Science, or Engineering with minimum of 06 years in IT Project Management and systems development. A post-graduate degree / diploma in Information & Communication Technology would be an added advantage.

- **Experience:** The consultant should have experience (of should we say led??) of implementation of at least one/two large scale IT project in the private or public sector and have knowledge of various areas of Information & Communication Technology, i.e software development, IT application architecture, integrations, Could Hosting and Data Migration, networking and connectivity, database management, security management etc.

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