Terms of Reference
ICT Consultant (level 02) 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 a Consultant (Information & Communication Technology) for the Project.

02. Overall Objective Assignment/ Scope of work:

- Maintain and enhance the organization's IT infrastructure.
- Provide technical support to end-users and resolve IT-related issues promptly.
- Implement and manage cyber security measures to ensure the integrity and confidentiality of organizational data.
- Evaluate and recommend new technologies to improve efficiency and productivity.
- Collaborate with internal teams and external vendors to ensure seamless IT operations.

03. Detailed scope of work/ activities

- Installing, configuring, and maintaining hardware and software systems.
- Troubleshooting hardware and software issues and providing timely resolutions.
- Managing and maintaining the organization's network infrastructure.
- Implementing and managing backup and disaster recovery procedures.
- Collaborating with other departments to understand their IT needs and providing relevant solutions.
- Conducting regular security audits and implementing measures to safeguard against cyber threats.
- Keeping abreast of industry trends and emerging technologies to recommend relevant upgrades.

- Conducting thorough assessments of existing applications and recommending improvements.
- Collaborating with business analysts and end-users to define functional and technical requirements.
- Designing, configuring, and implementing application solutions, ensuring alignment with business goals.
- Providing expertise in troubleshooting and resolving application-related issues.
- Developing and delivering training programs for end-users and support staff.
- Staying informed about industry trends and emerging technologies relevant to the organization's applications.
- Collaborating with the IT team and vendors to ensure the seamless integration of applications.

04. Period of Services (Contract Basis): This is a full-time position is based 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.

05. 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.

06. Minimum Qualification and Experience Requirements:
- **Qualification:**

A completed Bachelor's Degree in IT or ICT or Technology field recognized by the University Grants Commission OR an equivalent qualification recognized by the University Grants Commission.

OR

Professional qualifications in IESL or ICE UK in Computer Engineering or Networks

OR

High National Diploma in Engineering / National Diploma Technology / Diploma in Technology and Specialization in Computer Engineering

OR

Relevant technological certification, like BICSI or CNID/CNIDP

AND

Specialization in communication technology, Networking, and cloud-based technologies is an advantage

Having post-graduate qualifications in a relevant field is an added advantage for the position.

- **Experience:**
  - Minimum 04 years of post-qualifying experience in managing IT infrastructure and providing technical support.
  - Excellent problem-solving and communication skills.

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