

**Terms of Reference**  
**Capacity Building Consultant (level 02) of the e-GP Secretariat,**  
**Sri Lanka Public Financial Management Strengthening Project**  
**Department of Public Finance**

**1. 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 Capacity Building Consultant (level 02) for the Project.

**2. Overall Objective of the Assignment**

The e-GP system will be implemented across all the Government ministries, departments, district secretaries, provincial councils, state corporations, statutory boards and state-owned enterprises. The training and Capacity Building is vital for the successful implementation of e-GP system. The Capacity Building Consultant (level 02) is required to support e-GP Secretariat under the Department of Public Finance by engaging in key capacity development tasks of the Government and private sector organizations who are using the e-GP system.

- 3. 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.

**4. 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.

**5. Minimum Qualification and Experience Requirements:**

**Qualification:** A Bachelor's Degree which is recognized by the University Grants Commission or a qualification recognized by the University Grants Commission as an equivalent qualification to the degree. Procurement related qualification is added advantage.

**Experience:** At least three-year' experience in conducting IT systems training and preparing training materials including videos, presentations, and online training materials. Working in an environment where Government Procurement Procedures were used is an added advantage. Extensive familiarity with training methodologies, adult learning principles, and best practices for designing and delivering training.

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