

TERMS OF REFERENCE
for
Individual Consultant- Project Officer (Procurement)
Social Protection Project (SPP)
Welfare Benefits Board (WBB)
Ministry of Finance, Economic Stabilization & National Policies (MoF)

1. BACKGROUND

1.1 The Project. The Social Protection Project (P178973), approved by the World Bank (WB) Executive Board, supports the Government of Sri Lanka (GoSL) in implementing key reforms that will increase efficiency and effectiveness of spending and improving the responsiveness of the social protection system. The Project Development Objective of the Project is to support Sri Lanka in providing better targeted income and livelihoods opportunities to the poor and vulnerable.

1.2 Project Components and Funding. The total value of the Project is US\$200 million. The first component of the Project is allocated with \$185 million to streamline and finance the new country welfare benefit payment Aswesuma. The second component is allocated with US\$7 million to pilot an economic inclusion program – which will be Sri Lanka’s first comprehensive “Economic Inclusion Pilot” – using global experience, and the third component of US\$8 million is to strengthen the government’s capacity to deliver the social protection programs.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide technical support to WBB with the guidance of the Procurement Specialist (PS) of the Project Management Team (PMT) in Welfare Benefits Board (WBB) in carrying out procurement of goods/non-consulting services and consultant services for the WBB.

3. SCOPE OF WORK

- Assist WBB at all stages of Project procurement to ensure that the correct procedures are followed;
- Report to the Procurement Specialist of the PMT for all activities /work related to procurements under the PIU;
- Assist WBB to achieve all procurement activities in a timely manner;
- Assist WBB to arrange Procurement Committee Meetings and Technical Evaluation committee and obtain necessary approval for procurements;
- Assist in preparing the procurement plan for the Project and WBB and update regularly for WBB approval and for submission to the WB for review;
- Assist PS in maintaining an effective monitoring and recording system on procurement process, information and recording for document keeping; and use the systematic tracking of exchanges in procurement (STEP);
- Support PS in developing an action plan to strengthen transparency and accountability in the procurement process (including complaint-handling mechanism, integrity pacts and sanctions procedures as per procurement rules of

the Government and WB's Procurement Regulations) and also work with relevant divisions, if relevant, to enhance and ensure systematic disclosure of procurement related documents in the WBB website;

- Regularly upload procurement documents into STEP for WB's review and process related documentation on time; solve related problems with WB technical staff; print out procurement documents for the Projects' staff and management;
- Assist in developing and implementing a streamlined Project Procurement Strategy for Development (PPSD);
- Draft all procurement documents, such as Request for Expression of Interest (REOI), Special Procurement Notice (SPN), Request for Proposal (RFP), Request for Bid (RFB), Bid/Proposal Evaluation Reports, Contract Agreements, etc. for goods, consultants and non-consultant services in accordance with the schedule in the procurement plan and WB Procurement Regulations;
- Support WBB in conducting all evaluations and negotiations as required during the procurement process;
- Liaise with the WB for obtaining clearance on procurement activities;
- Conduct contract management by performing tasks such as monitoring progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable;
- Assist the PS to prepare regular implementation status reports as required by the Project Steering Committee, WBB and WB; and
- Support other project related activities as may be assigned by PS/Deputy Project Deputy Director.

4. REPORTING OBLIGATION

The Individual Consultant-Project Officer (Procurement Officer) will report directly to the Addl. Commissioner (Finance) of the WBB and will work closely with other staff.

5. DURATION OF THE ASSIGNMENT

This is a full-time work assignment at PMT of WBB. The services of the Individual Consultant (Procurement) are required for a period of 1 year with a possible extension for the Project duration. The Individual Consultant's services shall be subject to annual performance evaluation based on performance indicators specified below. Performance evaluation shall be the basis for extension or termination of the services. Facilities such as office space, intercom telephone facilities, personal computers, printing facilities, Internet access and stationery will be provided.

6. PERFORMANCE INDICATORS

The following performance indicators shall be used for performance assessment:

- Positive progress and good performance of the entrusted procurement activities, as per procurement plan;
- Timely production of accurate procurement reports and procurement documents;
- Positive evaluation of performance by Social Protection Project WB during prior and ex-post review;
- Timely monitoring, tracking and follow-up of the project procurement plan;
- Regular update and download of documents through STEP, to avoid delays on procurement implementation;
- Efficient team work and coordination of procurement activities;

- Support in implementing the capacity building agenda related to Procurement; and
- Accurate and regularly updated procurement filing system, in both hard and soft copies.

7. CONFIDENTIALITY AND CONFLICT OF INTEREST

The Project officer (Procurement) undertakes to comply with WBB's and WB's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Project officer (Procurement) shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without the prior written consent of the WBB. Any draft reports and other documents produced by the Project officer (Procurement) will be discussed and cleared with the PS before their final issue. A non-disclosure agreement (NDA) will be signed between the WBB and the selected candidate to be attached to the contract.

8. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- ❖ Honors Bachelor's degree in Finance/Economics/ Business Administration/ Management /Human Resources Development which is recognized by the University Grant Commission of Sri Lanka. **OR**
 - ❖ An Associate membership / A similar professional qualification obtained from a recognized professional institution in the relevant field
- With**
- ❖ A minimum of three year experience in the relevant field to the post
 - ❖ Preference will be given to the Diploma/Certificate holders in public procurement and contract administration.
 - ❖ A past similar assignment of same level and nature in a government or International Financial Institution project is highly desirable;
 - ❖ Knowledge of and experience with application of WB procurement procedures is preferred;
 - ❖ High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word and Power Point) and Internet; knowledge and experience using STEP (WB Projects) or similar software is a strong advantage;
 - ❖ Excellent report writing and good command of both spoken and written English and Sinhala is required.

❖ METHOD OF PROCUREMENT

The procurement method is (Individual consultant selection method) in line with the World Bank Procurement procedures.