

**TERMS OF REFERENCE**  
**Individual Consultant: Project Officer (District Coordinator)**  
**Social Protection Project (SPP)**  
**Welfare Benefits Board (WBB)**  
**Ministry of Finance, Planning and Economic Development**

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## **1. BACKGROUND**

### **1.1 Sector and Government Policy/Strategy**

The Government of Sri Lanka (GoSL) is committed to improving the efficiency and responsiveness of its social protection systems to better serve the poor and vulnerable. Aligned with this strategy, the World Bank has extended financial support to implement the Social Protection Project (SPP), which strengthens the institutional and operational framework of welfare programs in Sri Lanka.

### **1.2 Project Description**

The Social Protection Project (P178973), funded by the World Bank, aims to support Sri Lanka in delivering better-targeted income support and livelihoods opportunities. The project consists of three main components:

- ❖ Component 1: US\$185 million to streamline and finance the "Aswesuma" welfare benefits scheme.
- ❖ Component 2: US\$7 million to pilot an Economic Inclusion Program.
- ❖ Component 3: US\$8 million to strengthen the government's social protection delivery capacity.

## **2. OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to provide technical support to the Project Management Team (PMT) and Welfare Benefits Board (WBB) in carrying out District Level and divisional level activities related to implement Aswesuma Programme

### **Expected Outcomes:**

- ❖ Enhanced field-level coordination and implementation of project activities.
- ❖ Improved reporting and monitoring of Aswesuma Programme.
- ❖ Strengthened institutional linkages at local levels for timely delivery of project goals.

## **3. SCOPE OF SERVICES**

- ❖ Provide field-level coordination support with mobilizing beneficiaries in coordination with divisional and district secretariats.
- ❖ Assist PMT at all stages of Aswesuma Programme to ensure that the correct procedures are followed
- ❖ Monitoring progress of activities of Divisional and District levels with regards to the WBB and coordinate with the PMT
- ❖ Reporting on the status of activities implementation, evaluation, and ensuring timely submission of the documentation to confirm achievement of activities;

- ❖ Reviewing and monitoring payment status of Aewesuma Programme
- ❖ Liaising with other Government Institutions
- ❖ Ensuring effective dialogue with Divisional and District level officers on project implementation matters, including preparation of project implementation reports on a regular basis and upon request;
- ❖ Identifying problems/impediments promptly as they arise during project implementation and take timely remedial actions
- ❖ Other project related duties as agreed with the Deputy Project Director (DPD) and Project Director (PD).

#### **4. DURATION OF THE ASSIGNMENT**

The assignment is for one year, with the possibility of extension based on satisfactory performance and project needs, for up to two years in total.

#### **5. Performance Indicators**

The following performance indicators shall be used for performance assessment:

- ❖ Positive progress and good performance of the entrusted project activities, as per the TOR.
- ❖ Timely production of accurate project reports and documentation.
- ❖ Positive evaluation of performance by PMT, WBB board, and the WB team.
- ❖ Timely monitoring, tracking and follow-up on the District and Divisional level.
- ❖ Effective management of other staff engaged by PMT.
- ❖ Support in implementing the capacity building agenda

#### **6. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

##### **6.1 Reports and Information Access**

- ❖ Access to relevant project data, circulars, and documentation.

##### **6.2 Office Facilities and Recurrent Costs**

- ❖ Office space and traveling expenses

##### **6.3 Support Staff**

- ❖ Coordination support from divisional-level officers and PMT.

#### **7. CLIENT'S INPUT AND COUNTERPART PERSONNEL**

##### **7.1 Services, Facilities, and Property Provided by the Client**

- ❖ District-level office support, and documentation access.

##### **7.2 Professional and Support Personnel Assigned by the Client**

- ❖ Deputy Project Director, District Secretary, and WBB officers.

#### **8. REPORTING REQUIREMENTS & TIME SCHEDULE FOR DELIVERABLES**

##### **8.1 Format, Frequency, and Contents**

- ❖ Monthly and quarterly reports on district-level progress and challenges.

##### **8.2 Submission**

- ❖ Reports to be submitted in both hard copies (2) and electronic format (email or CD-ROM).

### **8.3 Dates of Submission**

- ❖ Reports due by the 5th of each following month.

### **8.4 Recipients**

- ❖ Project Director, Deputy Project Director, and District Secretary.

## **9. PROCEDURE FOR REVIEW OF DELIVERABLES**

All submitted reports will be reviewed by the Project Director and Deputy Project Director. Feedback and required revisions will be communicated within 10 working days.

## **10. QUALIFICATION REQUIREMENTS**

### **10.1 Basic Qualifications**

- ❖ Honors Bachelor's Degree in Economics, Sociology, Social Studies, Social Development, Management, Finance, Project Management, or Human Resource Development.
- ❖ Recognized computer studies certificate (minimum 3-month duration).

### **10.2 Required Experience**

- ❖ Minimum of 3 years' relevant experience.
- ❖ Experience in similar roles in government or IFI-funded projects preferred.
- ❖ Experience in working with Divisional and District level stakeholders is essential.
- ❖ Proficiency in MS Office, strong communication skills in English and Sinhala.

## **11. PAYMENT SCHEDULE**

Payment will be made on a monthly basis upon submission and approval of progress reports and timesheets.

## **12. Confidentiality and Conflict of Interest**

The Project officer (District Coordinator) 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 (District Coordinator) 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 (District Coordinator) will be discussed and cleared with the Deputy Project Director/Project Director 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.

## **13. Duties and Responsibilities**

- ❖ Assist District Secretary and officers who are responsible for implementation of Aswesuma and project activities of the Social Protection project within the district as planned.
- ❖ Coordinate with PD/DPD, Project Subject Specialists of SPP, District and Divisional Officers for smooth day to day operation of their function for an effective and efficient implementation of the SPP project activities
- ❖ Maintain files related to meetings at District and Divisional level and follow up meeting minutes and report to District Secretary and PD.

- ❖ Assist to organize District and Divisional Meetings and Field visit by all Project Specialist and submit monthly progress reports to District Secretary and PD.
- ❖ Maintain Correspondence files related to each Divisional Secretaries, Welfare Benefits Board and SPP and keep records and follow up agreed actions.
- ❖ Maintain all Circulars issued by WBB and ensure implementation of circulars among relevant District and Divisional Secretaries
- ❖ Coordinate with Welfare Benefits Information Unit (WBIU) at each Divisional Secretaries and assist them to resolve any matters referred to the Dist. Secretary and Chairman WBB by Divisional Secretaries
- ❖ Coordinate all Training Program organized by WBB/SPP within the District
- ❖ Maintain appropriate statistics and Data relevant to all the DSS in relation to the Social Registry and beneficiaries of Aswesuma program
- ❖ Submit details and reports requested by Monitoring and Evaluation Specialist of SPP within the time schedule
- ❖ Assist to the Communication Specialist of SPP for all communication activities to be implemented within the district
- ❖ Any other duties assigned by District Secretary related to the Welfare Benefits Board and SPP

**Sample responsibilities for this position include:**

- ❖ Keep the hard copy in a good order all project correspondences
- ❖ Maintain separate Meeting minutes files and District and Divisional Secretariats.
- ❖ Write, proofread, and prepare correspondence and the assigned tasks per Project Manager the Project team requests
- ❖ Maintaining calendars, schedules appointments, screen calls and emails & taking appropriate actions, arranges meetings inclusive of venues
- ❖ Prepares documents such as, reports, correspondence, memos
- ❖ Schedules appointment, meeting
- ❖ Other ad-hoc project, proposal and business unit tasks as necessary
- ❖ Assist the project in the organization and logistical preparation of workshops, seminars, visiting missions, field trips
- ❖ Inputting data and maintaining various computerized databases for correspondence, statistics, calendars, mail Schedules appointments, meetings