

**Grant Facility for Project Preparation (GFPP)**  
Ministry of Foreign Affairs, Foreign Employment and Tourism  
**Terms of Reference (TOR)**  
**Environmental Consultant**  
**Contract Number: T/FIN/PROC/9/2/2026**

## **1.0 BACKGROUND**

1. The Grant Facility for Project Preparation (GFPP) for the **Tourism for Heritage, Resilience, Inclusion, and Value-Driven Employment (THRIVE) Project** is financed by the World Bank (WB) and implemented under the purview of the Ministry of Foreign Affairs, Foreign Employment and Tourism (MoFA,FE &T). The total project cost is US\$ 1.1 million, and the project is designed to support the strengthening and restructuring of tourism sector institutions under the MoFA,FE &T.
2. The GFPP will support analytical, technical and preparatory works required to prior to project implementation. The major components of the GFPP are as follows:
  - Upgrading the Tourism Policy and Preparation of New Tourism Act
  - Preparation of the Tourism Strategic Plan (2026–2030) including demand analysis, investment analysis and regulatory impact for tourism investments
  - Analysis to map the regulatory framework for tourism investment and identify bottlenecks and propose a standard leasing framework
  - National Level Survey of HR Requirements and Skills training needs in Tourism and Hospitality
  - Curriculum Review, Program development of Sri Lanka Institute of Tourism & Hotel Management (SLITHM)
  - Establishing a "Data Dashboard for Sri Lanka Tourism Development Authority (SLTDA)" with third party data sources (VISA, Data Labs etc.)
  - Purchase of Data (VISA, Data labs, Tstats etc)
  - Support for Marketing and Promotion for Sri Lanka Tourism Promotion Bureau (SLTPB)

3. The MoFA,FE &T wishes to contract a Project Lead Consultant who will be responsible for the: (1) overall management and coordination of the project; (2) consolidate the technical inputs of the project into a coherent framework and (3) provide overall policy direction and guidance to the high-level management and policy makers of the MoFA,FE &T; (4) monitor and be responsible for overall project activities and timeliness and quality of respective deliverables; (5) act as the lead for all project related staff and consultants.
4. The project is implemented under the supervision of the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism (MoFA,FE &T). A full-time Project Lead Consultant, a full-time Procurement Consultant, a full-time Environmental Consultant, and a full-time Tourism Sector Specialist have been engaged for project implementation. In addition, supporting staff are assigned by the MoFA,FE & T.

Furthermore, a Project Steering Committee, co-chaired by the Secretary, MoFA,FE & T and the Chief Secretary of the Western Province, has been established to provide strategic guidance and to oversee and monitor project progress.

## **2.0 OBJECTIVES**

The objectives of the Environmental Consultant assignment are to:

1. Provide technical guidance and oversight to ensure environmental sustainability and compliance across all GFPP-supported activities.
2. Ensure that project preparation activities comply with the World Bank Environmental and Social Framework (ESF) and relevant Environmental and Social Standards (ESS).
3. Identify, assess and manage potential environmental risks and impacts associated with tourism sector policies, plans, strategies and investments prepared under the GFPP.
4. Support the integration of environmental sustainability, climate resilience and nature-based solutions into tourism sector planning and policy reforms.

## **3.0 SCOPE OF SERVICES**

The Environmental Consultant shall undertake, but not be limited to, the following tasks:

1. Review all GFPP-supported activities, studies, policies, and plans to identify potential environmental risks and impacts.
2. Ensure compliance with national environmental legislation, regulations, and approval processes relevant to tourism development.

3. Ensure alignment with the World Bank Environmental and Social Framework (ESF), including relevant ESS requirements.
4. Prepare, review and update environmental instruments as required, including but not limited to:
  - i. Environmental and Social Screening Reports
  - ii. Environmental Management Plans (EMPs)
  - iii. Environmental Codes of Practice (ECOPs)
  - iv. Inputs to Strategic Environmental Assessments (SEAs), where applicable
5. Provide technical inputs to the preparation of tourism policies, the new Tourism Act, Tourism Strategic Plan (2026–2030) and other analytical outputs to ensure integration of environmental sustainability and climate change considerations.
6. Support environmentally responsible tourism investment planning, including nature-based tourism, wildlife tourism, coastal tourism, and protected area tourism.
7. Advise on climate change mitigation and adaptation measures relevant to the tourism sector, including alignment with NDCs, SDGs, and NAPs.
8. Coordinate with relevant national agencies (e.g., Central Environmental Authority, Department of Wildlife Conservation, Forest Department) and stakeholders on environmental matters.
9. Support stakeholder consultations and disclosure processes related to environmental safeguards.
10. Provide capacity-building support and training to PIU staff and relevant implementing agencies on environmental safeguards and sustainable tourism practices.
11. Monitor implementation of agreed environmental measures and report on compliance and performance.
12. Prepare periodic environmental monitoring and compliance reports for submission to the Project Steering Committee, MoFA,FE &T and the World Bank.
13. Assist in resolving environmental issues arising during project preparation and escalate critical issues as necessary.

14. Perform any other environment-related tasks assigned by the Secretary, MoFA, FE & T, Project Lead Consultant or Director General (Planning).

#### 4.0 DELIVERABLES TIMELINE

#	Details	Frequency	Schedule
1	A log of routine project activities performed including documents reviewed, meetings organized, meeting material prepared, meetings attended etc.		
2	Project Implementation Plan		
3	Satisfactory preparation, update and implementation of the Communication Strategy	Monthly	On or before 5 <sup>th</sup> day of the following Month
4	Progress report that includes: <ul style="list-style-type: none"> <li>- Implementation status of project activities</li> <li>- Achievement of results</li> <li>- Progress on Agreed Actions with the World Bank</li> </ul>		
5	Monthly Working Committee meeting minutes	Monthly	On or before 5 <sup>th</sup> day of the following Month
6	Project Steering Committee minutes	Quarterly	On or before the 5th day following the end of the quarter

## **5.0 CONSULTANT'S REPORTING OBLIGATIONS**

The Consultant shall carry out the reporting obligations as follows:

1. The Consultant shall report to the Secretary of MoFA,FE &T the status of the assignment on a regular basis.
2. The Consultant is expected to report for work to MoFA,FE&T not later than 0800 hours on week days other than public holidays and provide services to the client during (Planning Division of the Tourism Section of MoFA,FE&T)working hours. Consultant may have to work extra hours in order to complete the tasks assigned as and when required without additional payment as per the requirement of the reporting.
3. It is compulsory to attend all meetings.
4. The Environmental Consultant shall report to the Project Lead Consultant and function under the overall supervision of the Secretary, MoFA,FE &T.
5. The Consultant shall submit regular progress reports and updates as required by the PIU, Project Steering Committee and the World Bank.
6. The Consultant is expected to work during normal government working hours and may be required to work additional hours as necessary to meet project deadlines without additional remuneration.

## **6.0 REQUIRED EXPERTISE AND QUALIFICATIONS**

The candidate should possess:

1. A minimum of a Master's Degree (or equivalent) in Environmental Management, Environmental Science, Natural Resource Management, Climate Change, Sustainable Development, Agriculture or a related field.
2. At least 7 to 10 years of professional experience in environmental management, environmental safeguards or related fields.

### **Additional advantages:**

1. Experience in World Bank or other donor-funded projects.
2. Strong knowledge of the World Bank Environmental and Social Framework (ESF).
3. Experience working with government institutions, international organizations and development partners.
4. Familiarity with environmental aspects of tourism, infrastructure or natural resource management projects.
5. Experience in conducting environmental assessments, monitoring and reporting.

## **7.0 REQUIRED SKILLS**

1. Strong analytical, coordination, and communication skills.
2. Ability to work effectively with multi-disciplinary teams and government institutions.
3. Ability to draft clear, concise, and high-quality technical reports.
4. Good organizational and time-management skills with attention to detail.

## **8.0 CONTRACT DURATION**

1. **Duration:** One (1) year, with a probationary period of three (03) months. Contract will be extended for “THRIVE” Project implementation based on the performance of the candidate. Extension subject to satisfactory performance.
2. **Location:** Project Implementation Unit (PIU), Ministry of Foreign Affairs, Foreign Employment and Tourism.
3. **Travel:** The assignment requires field visits and travel to project-related sites as necessary.

## **9.0 METHOD OF PROCUREMENT**

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

## **10.0 REMUNERATION**

Remuneration shall be determined in accordance with the market rates based on the qualifications and experience of the applicant.

## **11.0 CONFIDENTIALITY AND CONFLICT OF INTEREST**

The consultant undertakes to comply with MoFA, FE&T's and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The consultant 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 prior written consent by MoFA, FE&T. Any draft reports and other documents produced by the consultant will be discussed and cleared with MoFA, FE&T before their final issue.