

## **Grant Facility for Project Preparation (GFPP)**

Ministry of Foreign Affairs, Foreign Employment and Tourism

### **Terms of Reference (TOR)**

#### **Project Lead Consultant**

**Contract No. : 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 the 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**

1. The Project Lead Consultant will provide technical information, guidance and advice on the overall policy direction to the senior management and policy makers of the MoFA,FE &T.
2. The Project Lead consultant will ensure the fulfilment by the government of its obligations under the legal agreement signed with Contractors.
3. The Project Lead Consultant will ensure that the work by contractors and consultants are in conformity with the objectives of the project and is carried out according to the terms of reference.
4. The Project Lead Consultant will also ensure that communications, coordination and reporting links with the related stakeholders are established and well conducted.
5. The Project Lead Consultant will be responsible for management and ensuring proper monitoring of the specialists hired to the GFPP.
6. Project Lead Consultant has the responsibility of managing staff and overseeing the day-to-day activities of the PIU related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting, leading staff of the PIU.

## **3.0 SCOPE OF SERVICES**

1. Prepare papers to the senior management and policy makers of the MoFA,FE &T on the deliverables of the project, as required or when requested by senior management.

2. Prepare annual work plans and budgets and update the detailed Project Implementation plan on a regular basis.
3. Update and implement the project communication strategy including facilitating trainings, and change-management activities for staff and other key stakeholders.
4. Ensure continuous compliance with the legal covenants in the financing agreement between GFPP and Contractor.
5. Lead the implementation of project activities including liaising with all relevant institutions under purview of the MoFA, FE & T, external stakeholders, and project specific contract management.
6. As part of contract management, continuously engage with beneficiary institutions to assess the quality of the deliverables and knowledge transfer/on the job training and carrying out periodic user/beneficiary surveys.
7. Assist in the procurement process of hiring individual consultants, consulting firms and project staff and goods procurement.
8. Ensure adequate annual budget allocations for project activities.
9. Ensure the Project Steering Committee, convene and facilitate Project Steering Committee meetings and prepare and circulate minutes of the meetings.
10. Submit monthly/quarterly updates/reports as required by the Project Steering Committee, MoFA, FE & T and WB.
11. Convene and facilitate Working Committee meetings and technical meetings within MoFA, FE&T and external stakeholders and prepare and circulate minutes of the meetings
12. Resolve project implementation issues escalated by any institution/department/agency responsible for implementing project activities or escalate those issues which are outside of his/her power to resolve and ensure they are resolved.
13. Periodically assess training needs of the PIU staff and financial management related training needs of the implementing departments/agencies with an aim to building sustainable project management and public financial management capacity.
14. Coordinate with the Director General (Planning) who is responsible for overseeing the works of the GFPP team to ensure that the necessary development related tasks are carried out in a streamlined manner and as per the needs of the Ministry.
15. Oversee and manage the Project team through regular monitoring of the deliverables, periodic appraisals and other related tasks as needed.

16. Supervise PIU staff in the performance of their respective duties and ensure the efficient functioning of the unit and ensure that clear working arrangements are established for collaborating with the World Bank on all management, financial, accounting and procurement matters.
17. Identify implementation arrangements and needed resources to implement the project and ensure proper management of funds, including accounting, financial control and audit procedures acceptable to the World Bank as well as the procurement of goods, works and services in accordance with World Bank guidelines/regulations including submission of annual financial audit to the World Bank.
18. Any other project related activity assigned by the Minister of Secretary, MoFA, FE & T 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.	Monthly	On or before 5 <sup>th</sup> day of the following Month
2	Project Implementation Plan		
3	Satisfactory preparation, update and implementation of the Communication Strategy		
4	Progress report that includes: - Implementation status of project activities - Achievement of results - Procurement update		

	- Progress on Agreed Actions with the World Bank		
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 08.00 hours on week days other than public holidays and provide services to the client during (Planning Division of 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.

## 6.0 REQUIRED EXPERTISE AND QUALIFICATIONS

The candidate should have:

1. Minimum qualification of Master Degree or equivalent qualification in the field of Project Management, Tourism Management, Business Administration, Accounting, Finance, Public Administration, International Relations or Economics; and any other degree relevant to this field.
2. **Proven Leadership:** A minimum of **15 years** of progressively responsible professional experience in senior administrative or development management roles and proven in the previous assignments as a senior officer in reputed institute.
3. **Project Expertise:** A proven track record of managing large-scale, multi-stakeholder projects, specifically within the **social, tourism or economic development** sectors.
4. **Local and Global Presence:** Demonstrated experience representing a government or institution at local, international or multilateral platforms.

5. **Technical Advantage:** Direct familiarity with the operations of Government and other International Financial Institutions (IFIs) is highly desirable.

During selection of the candidate, the following aspects will be considered as an additional advantage:

1. Experience in management of donor funded projects in the public sector
2. Familiarity with an ERP system or equivalent.
3. Experience working with Government, civil society, international organizations and donors
4. Knowledge and understanding of procurement procedures of donor funded projects and related procurement portals such as STEP
5. Managing the tourism and hospitality industries
6. Provide high-level strategic oversight for development projects.
7. Coordinate between government agencies, private sector partners, and international donors.
8. Ensure compliance with international standards and reporting requirements.
9. Serve as the primary liaison for international missions and multilateral forums.

## 7.0 REQUIRED SKILLS

1. Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues
2. Ability to work efficiently and effectively with a multi-disciplinary team.
3. Ability to draft, edit and produce written proposals and results-focused reports
4. Excellent time management skills and organizational skills with appropriate sense of urgency and a proactive approach

## 8.0 CONTRACT DURATION

1. **Duration:** The contract shall be for a period of one (01) year. Subject to satisfactory performance, the contract may be extended.
2. **Location:** Project Implementation Unit (PIU), Ministry of Foreign Affairs, Foreign Employment and Tourism
3. **Travel:** The position requires extensive travel to project sites and field locations as part of official duties

## **9.0 METHOD OF PROCUREMENT**

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

## **10.0 REMUNERATION:**

Market rates will be applied 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.