

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

Ministry of Foreign Affairs, Foreign Employment and Tourism (MoFA,FE&T)

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

### **Procurement Specialist (PS)**

**Contract No: T/FIN/PROC/9/2/2026**

## **1.0 BACKGROUND**

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 objective of the assignment is to provide technical support to MoFA,FE&T in carrying out procurement of goods/non-consulting services and consultant services under the Project in line with WB procurement procedures.

- 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 SLITHM
- Establishing a "Data Dashboard for SLTDA" with third party data sources (VISA, Data Labs etc.)
- Purchase of Data (VISA, Data labs, Tstats etc.)
- Support for Marketing and Promotion for SLTPB

## **3.0 SCOPE OF WORK**

1. Assist MoFA,FE &T at all stages of Project procurement to ensure that the correct procedures are followed.

2. Report to the Project Coordinator of PIU for all activities /work related to procurements under the PIU.
3. Liaise with other Government Institutions (ex., Ministry of Finance Planning and Economic Development, National Procurement Commission of Sri Lanka, National Audit Office) if any.
4. Attend Procurement Committee Meetings and obtain necessary approval for procurements.
5. Assist in preparing the procurement plan for the Project and update regularly for MoFA,FE &T approval and for submission to the WB for review.
6. Assist MoFA,FE &T in maintaining an effective monitoring and recording system on the procurement process, information, and recording for document keeping, and use the Systematic Tracking of Exchanges in Procurement (STEP) of the World Bank.
7. Support MoFA,FE &T 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 MoFA,FE &T website.
8. 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.
9. Assist in developing and implementing a streamlined Project Procurement Strategy for Development (PPSD).
10. 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.
11. Support MoFA,FE &T in conducting all evaluations and negotiations as required during the procurement process.
12. Liaise with the WB for obtaining clearance on procurement activities.
13. 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.

14. Provide inputs in updating project Operations Manual and other project documents as required.
15. Build up capacity of the MoFA,FE &T staff on procurement as required, including via hands-on training and formal training as requested.
16. Support other project related activities as may be assigned by MoFA,FE &T /Project Director.

#### 4.0 DELIVERABLES TIMELINE

#	Details	Frequency	Schedule
1	Updated Procurement Plan	at least annually or as required	
	Project Procurement Strategy for Development (PPSD)		
	Detailed Procurement Plan (using STEP)		
2	Progress report that includes: <ul style="list-style-type: none"> <li>- Implementation status of procurement activities</li> <li>- Achievement of results</li> <li>- Procurement update</li> <li>- Progress on agreed actions with the World Bank</li> </ul>		On or before 5 <sup>th</sup> day of the following Month
3	Contracting Deliverables <ol style="list-style-type: none"> <li>1. Notification of Intention to Award</li> <li>2. Draft Contract Agreements/ Purchase Agreements</li> <li>3. Contract Award Notices</li> <li>4. Contract Register (STEP updated)</li> </ol>	Monthly	On or before 5 <sup>th</sup> day of the following Month

## **5.0 CONSULTANT'S REPORTING OBLIGATION**

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.
4. The PS will report directly to the MoFA,FE &T Director General (Planning) and PIU's Project Director and will work closely with other MoFA,FE&T staff.

## **6.0 QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

1. Master's degree in Finance, Management, Business Administration, or any other related field; a public procurement degree or specialized professional trainings will be an advantage.
2. A minimum of 10 years of relevant work experience in public procurement profession, including a minimum of 3 years of procurement experience in donor funded projects.
3. A past similar assignment of same level and nature in a government or International Financial Institution project is highly desirable.
4. Knowledge of and experience with application of WB procurement procedures is required.
5. 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.
6. Excellent report writing and good command of both spoken and written English and Sinhala/ Tamil is required.

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 PERFORMANCE INDICATORS

The following performance indicators shall be used for performance assessment:

1. Positive progress and good performance of the entrusted procurement activities, as per procurement plan.
2. Timely production of accurate procurement reports and procurement documents.
3. Positive evaluation of performance by MoFA, FE & T and WB during prior and ex-post review.
4. Timely monitoring, tracking and follow-up of the project procurement plan.
5. Regular update and download of documents through STEP, to avoid delays on procurement implementation.
6. Efficient team work and coordination of procurement activities.
7. Support in implementing the capacity building agenda related to Procurement.
8. Accurate and regularly updated procurement filing system, in both hard and soft copies.

## 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.