**TERMS OF REFERENCE**

**sRI LANKA PUBLIC FINANCIAL MANAGEMENT STRENTHENING PROJECT**

**(SLPFMSP - nao)**

**cOMPONENT 2: ENHANCING ACCOUNTABILITY AND INSTITUTIONAL CAPACITY OF THE NATIONAL AUDIT OFFICE OF SRILANKA (NAOSL)**

**Individual Consultant- PROCUREMENT**

**1. BACKGROUND**

The Democratic Socialist Republic of Sri Lanka has received a grant from the Multi-Donor Trust Fund through the International Bank for Reconstruction and Development (IBRD)/International Development Association (IDA) for implementation of the Public Financial Management Strengthening Project from 06 July 2023 to 30 November 2026. The main objective of the project is to enhance the accountability and institutional capacity of NAOSL in line with the Development Action Plan(DAP).

The NAOSL is the main actor in the public audit dimension of the public financial accountability system, and is responsible for making a professional assessment, typically expressed through an opinion by the Auditor General about the probity, efficiency and effectiveness of the use of public funds by Government institutions. In order to perform the functions effectively, NAOSL requires sustained institutional capacity building. Therefore, the human resources as well as other required physical resources are to be improved with the financial support of this project.

Accordingly, the SLPFMSP-NAO expects to hire an expert for Public Procurement Management context of the Component 2: Enhancing accountability and institutional capacity of NAOSL.

**2. OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to provide technical support to SLPFMSP-NAO in carrying out procurement of goods/non consulting services and consultant services under the Project in line with Bank procurement procedures[[1]](#footnote-1).

**3. SCOPE OF WORK**

* Assist SLPFMSP-NAO at all stages of Project procurement to ensure that the correct procedures are followed;
* Report to the Head of the PCT for all activities /work related to procurements under the Project;
* Assist SLPFMSP-NAO to achieve DAP in a timely manner;
* Liaise with other Government Institutions if required with the consent of the Auditor General.
* Assist the Procurement Committee and the Technical Evaluation Committee to obtain necessary approval for procurements; Assist in preparing the procurement plan for the Project and update regularly for SLPFMSP-NAO approval and for submission to the Bank for review.;
* Assist SLPFMSP-NAO 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 SLPFMSP-NAO 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 Bank’s Procurement Regulations) and also work with relevant divisions, if relevant, to enhance and ensure systematic disclosure of procurement related documents in the NAOSL website;
* Regularly submit procurement documents to upload into STEP for Bank’s review and process related documentation on time; solve related problems with Bank 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 Bank Procurement Regulations;
* Support SLPFMSP-NAO in conducting all evaluations and negotiations as required during the procurement process;
* Liaise with the Bank 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 project team to ensure adequate annual budget allocations for project activities;
* Assist the project team to prepare regular implementation status reports as required by the Project Steering Committee, SLPFMSP-NAO and the Bank;
* Provide inputs in updating project Operations Manual and other project documents as required;
* Build up capacity of the NAOSL staff on procurement as required, including via hands-on training and formal training as requested; and
* Support other project related activities as may be assigned by the Auditor General or Head of the PCT.

**4. REPORTING OBLIGATION**

The PS will report directly to the Auditor General and Head of the PCT and will work closely with other NAOSL and SLPFMSP-NAO staff.

**5. DURATION OF THE ASSIGNMENT**

This is a full-time work assignment at SLPFMSP-NAO. The services of the PS are required for a period of 1 year with a possible extension for up to 4 years of the Project duration. The PS’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 SLPFMSP-NAO and Bank 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 consultant undertakes to comply with NAOSL’s and Bank’s policies 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 the prior written consent of the NAOSL. Any draft reports and other documents produced by the consultant will be discussed and cleared with the NAOSL before their final issue. A non-disclosure agreement (NDA) will be signed between the NAOSL and the selected candidate to be attached to the contract.

**8. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

* Bachelor’s degree in finance, management, business administration, or a related field; a public procurement degree or specialized professional trainings will be an advantage;
* A minimum of 5 years of relevant work experience in public procurement profession, including a minimum of 3 years of procurement experience in Bank funded projects;
* 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 Bank procurement procedures is required;
* 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 (Bank Projects) or similar software is a strong advantage;
* Excellent report writing and good command of both spoken and written English and Sinhala is required.

**9. METHOD OF PROCUREMENT**

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

1. Namely, the World Bank’s “Procurement Regulations for IPF Borrowers” (Procurement Regulations) dated November 2020, and the “Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Grants”, dated 06 July 2023 and other provisions stipulated in the Legal Agreement. [↑](#footnote-ref-1)