Tentative Terms of Reference  
Ministry of Finance  
Social Safety Net Project Management Unit - Social Safety Net Project 2016 - 2021  

Introduction of the Project

(a) Overall Project Scope and Description
Government of Sri Lanka is in the process of improving efficiency and effectiveness of the social safety net expenditure for the meaningful benefits of poor and vulnerable as well as the fiscal sustainability. Towards this end, arrangements have been made to operationalize Welfare Benefits Board established under the Welfare Benefits Act No. 24 of 2002.

With the view to address the existing and future challenges posed on the social protection system of the country in line with the objectives of the Welfare Benefits Board, Social Safety Net Project (SSNP) has been designed with financial assistance from the World Bank. SSNP is a project under results-based Investment Project Financing (IPF) of USD 75 million with an implementation period of five years (2016 – 2021). SSNP has been designed to achieve set of results in the agreed result framework of SSNP. Accordingly, the Government will be able to withdraw funds from the World Bank based on the achievement of results measured by 6 Disbursement Linked Indicators (DLIs) over the five year period.

(b) Objective and Expected Results of the Project
The objective of the project is to improve the equity, efficiency and transparency of Sri Lanka’s social safety net programs for the benefit of the poor and vulnerable.

Results Indicators used to measure progress are as follows:

- Percentage of beneficiaries in the poorest 20 percent under the Welfare Benefit Schemes operated under the Welfare Benefits Act (WBS) (equity)
- Coverage of the poorest 20 percent by the WBS (equity)
- Average application processing time for WBS programs (efficiency)
- WBS beneficiary lists published at Divisional Secretariat (DS) offices (transparency)

The Ministry of Finance has established Social Safety Net Project Management Unit (SSN- PMU). This Unit is responsible for implementation and coordination the project activities carried out to achieve targets/outcomes of SSNP, in collaboration with Ministry of Finance, Welfare Benefits Board, Ministry of Telecommunication and Digital Infrastructure, ICTA, Ministry of Social Empowerment and Welfare, Ministry of National Policies and Economic Affairs, Ministry of Home Affairs and other partnering agencies according to the guidance of Project Steering Committee. Further, SSN- PMU is responsible for monitoring and evaluation of the overall Project.
Tentative Terms of Reference
Deputy Director

(c) Objective of the Assignment
The overall objective of this assignment is to assist Project Director to manage the SSNP as per project objectives and other requirements of the project to improve efficiency, effectiveness and transparency of the delivery of welfare benefits enabling the relevant institutions to obtain required information accurately on time, to make selection objectively and verifiably and make payments efficiently and transparently.

(d) Key Tasks
The Deputy Director will be responsible to;
1. Carry out directions of Director made to perform his/her functions;
2. Coordinate and supervise officers in the Level below PS 2 (subordinate officers) of the project;
3. Ensure the performance expected from subordinate officers are in line with the assigned duties and responsibilities and factored in to achieve objectives and result indicators of the project in line with the provisions of the loan agreement and connected documents and government procedures and guidelines as appropriately;
4. Prepare Operational Manual and other documents required in the loan agreement and connected documents;
5. Make sure implementation of project activities is in line with the Operational Manual, loan agreements and connected documents;
6. Make arrangements to submit withdrawal applications on time with evidence and receipt of funds in time;
7. Coordinate day-to-day implementation of tasks of the SSNP in the implementation of the Program as described such as in the Project Operations Manual. More specifically, in collaboration with the SSNP staff, the Deputy Director will (i) ensure the timely availability of accurate information on the financial and procurement status of the SSNP; (ii) facilitate/mobilize assistance to the various implementing agencies and teams to address and resolve issues that may arise during implementation of the Project (iii) facilitate planning and logistical support for consultants working under the Project; and (iv) as required, take actions to expedite the implementation of project activities, including, but not restricted to, decision-making and document processing by the relevant governmental agencies.
8. In collaboration with the Accountant and other staff, prepare annual and three year project implementation/work plans indicating clearly defined responsibilities for project activities with budgets and cost estimates for approval;
9. In collaboration with the Procurement Specialist, establish an initial detailed Procurement Plan and schedule for Component 3 of the Project and assist in the updating of the plan and schedule annually and/or as conditions (progress) require;
10. Prepare and distribute progress reports to the development partner, Ministry of Finance and other authorities as required by the loan agreement and connected documents;
11. Make arrangements required for missions of development partner;
12. Coordinate office communications with project stakeholders, beneficiaries, and development partners;
13. Organize period (quarterly and semi-annual) meetings of Project Steering Committee and other
meeting with the various implementing agencies. Record minutes of these meetings and submit
to the Project Director;
14. Work with members of the project consultancy Team, technical and other committees and the
local counterparts to assist in all aspects of project implementation, monitoring, and reporting;
15. Ensure timely implementation of approved work plans, Disbursement plans with cost estimates;
16. Ensure Implementation of the project activities with due diligence to achieve the agreed
development objectives and in conformity with the Loan Agreement and other connected
documents;
17. Establishment and operate a Project Performance Monitoring System;
18. Effectively organize, co-ordinate and monitor the implementation of project activities as planned
on schedule;
19. Ensure preparation of required papers, reports and other relevant documents;
20. Ensure preparation of annual budget estimates, submit to the relevant authorities and obtain
approval in time;
21. Identify problems promptly as they arise during implementation and take timely remedial actions;
22. Carefully manage the records and official documents of project;
23. Hold the responsibility of administrative functions of the project subject to the direction of
Director;
24. Perform the duties in line with the provisions of the loan agreement and connected documents
and government procedures and guidelines as appropriately;
25. Closely work with the implementing agencies, government officials, and other stakeholders;
26. Regularly monitor, document (such as manuals) and report the relevant project activities;
27. Organize meeting/ workshops/ seminar as and when necessary;
28. Organize national level consultations with major stakeholders and academia;
29. Ensure achievement of targets set out in the SSNP and DLIs related to the functions assigned to
and facilitate other staff to achieve such targets and DLIs;
30. Maintain database and files related to the functions assigned;
31. Any other duty assigned by Secretary to the Treasury/ Deputy Secretary to the Treasury/ Director.

(e) Duration of the Assignment
This is a full-time position. The service is initially for a period of 01 year. The contract is renewable, subject
to satisfactory performance. There will be an initial performance review by the Project Director after six
months. Thereafter, there will be an annual performance evaluation by the Project Director.

(f) Institutional Arrangements and Reporting
- Deputy Director should report to Director.
- In carrying out the assignment, the Deputy Director is expected to work closely with relevant staff
  responsible for implementing the activities of the Project.

(g) Remuneration:
As per the Management Services Circular No.01/ 2016, and subsequent amendments and specific
instructions of Department of Management Services on SSNP.
Tentative Terms of Reference

Social Safety Capacity Development Manager

(c) Objective of the Assignment
The overall objective of this assignment is to assist Project Director to manage the SSNP as per project objectives and other requirements of the project, including policy development and capacity development to improve efficiency, effectiveness and transparency of the delivery of welfare benefits enabling the relevant institutions to obtain required information accurately on time, to make selection objectively and verifiably and make payments efficiently and transparently.

(d) Key Tasks
The Social Safety Capacity Development Manager will be responsible to;

1. Carry out directions of Director/ Deputy Director made to perform his/ her functions;
2. Conduct analysis of the existing welfare benefits schemes and evaluate their overall impact etc. in coordination with Welfare Benefits Board and other stakeholders;
3. Provide analysis of recommended policy options in the context of the country's social- economic and political grounds, existing systems and policies, and international good practices in coordination with Welfare Benefits Board and other stakeholders;
4. Provide measures to rationalize programs and increase effectiveness of the benefits, and develop various policy options in coordination with Welfare Benefits Board and other stakeholders;
5. Carry out activities to support/promote reform options in coordination with Welfare Benefits Board and other stakeholders;
6. Develop institutional arrangements, procedures, resources necessary for implementing policy options/change in coordination with Welfare Benefits Board and other stakeholders;
7. Develop appropriate welfare benefits schemes incorporating appropriate elements including benefits incidence, effectiveness, targeting, eligibility criteria, implementation patterns, poverty reduction effects (if any), and the key characteristics of beneficiaries in coordination with Welfare Benefits Board and other stakeholders;
8. Perform monitoring and evaluation on measures taken including conduct of estimations/ simulations related to expected increase/ decrease in number of beneficiaries in coordination with Welfare Benefits Board and other stakeholders;
9. Evaluate the potential transitional risks/ resistance and to provide measures to manage risks/resistance in coordination with Welfare Benefits Board and other stakeholders;
10. Carry out training needs assessment and identify specific training and capacity building requirements of implementing agencies;
11. Define the skills needed and determine the training and capacity building needs for implementing agencies;
12. Develop, cost, prepare, coordinate or conduct, as the case may be, training workshops, seminar, field visits etc. at National, Provincial, District and Divisional levels and submit training reports;
13. Make sure having trained and knowledgeable staff in the respective offices to deliver services expected from the project and Welfare Benefits Board;
14. Perform the duties in line with the provisions of the loan agreement and connected documents and government procedures and guidelines as appropriately;
15. Closely work with the implementing agencies, government officials, and other stakeholders;
16. Regularly monitor, document (such as manuals) and report the relevant project activities;
17. Organize meeting/workshops/seminar as and when necessary;
18. Organize national level consultations with major stakeholders and academia;
19. Ensure achievement of targets set out in DLI 5 jointly with ICT Manager and DLI 1 jointly with Procurement Manager;
20. Ensure achievement of targets set out in the SSNP and DLIs related to the functions assigned to and facilitate other staff to achieve such targets and DLIs;
21. Maintain database and files related to the functions assigned;
22. Any other duty assigned by Secretary to the Treasury/Deputy Secretary to the Treasury/Director/Deputy Director.

(e) Duration of the Assignment
This is a full-time position. The service is initially for a period of 01 year. The contract is renewable, subject to satisfactory performance. There will be an initial performance review by the Project Director after six months. Thereafter, there will be an annual performance evaluation by the moderated by Deputy Director and appraised by the Project Director.

(f) Institutional Arrangements and Reporting
- Capacity Development Manager should report to Director through Deputy Director.
- In carrying out the assignment, the Capacity Development Manager is expected to consult with and work closely with key relevant staff responsible for implementing the activities of the Project.

(g) Remuneration:
As per the Management Services Circular No.01/2016, and subsequent amendments and specific instructions of Department of Management Services on SSNP.
Tentative Terms of Reference
Accountant

(c) Objective of the Assignment
The overall objective of this assignment is to assist Project Director to manage the SSNP including financial affairs relating to legal covenants and other requirements as per loan agreements and the related documents, establishing sound Accounting practices and system to manage financial resources, cash flow management and efficient reporting.

(d) Key Tasks
The Accountant will be responsible to;

1. Carry out directions of Director/ Deputy Director made to perform his/ her functions;
2. Establish sound accounting practices and systems to manage financial resources available to the Project;
3. Provide accurate, complete & timely financial information for managing and monitoring Project activities;
4. Prepare annual budget estimates, disbursement plans and other financial plans of the Project;
5. Ensure accountability and promote the efficient use of financial resources allocated for the Project based on Government and relevant Foreign Financial agency procedures;
6. Ensure timely withdrawal/payment/reimbursement of funds from the foreign financing agency;
7. Prepare monthly, quarterly and annual financial statement in time and dispatch as required by the donors, Ministry of Finance, other partnering Ministries and Project Participatory Institutions;
8. Comply with audit requirement;
9. Maintain close relationship with other Government agencies involved in the disbursement process;
10. Liaise with necessary implementing agencies to obtain periodic financial statements in agreed formats, carry out checks and balances of the information provided and consolidate financial reports;
11. Prepare and submit to the donors, consolidated financial reports (bi-annual) and submit withdrawal applications to the donors in a timely manner to obtain funds to the Consolidated Fund and advances to the Designated Dollar Account/s, get released the funds to PMU and the relevant participatory agencies in a timely manner, monitor the flow of funds at the agencies levels (by obtaining documentary evidence) to ensure the timely flow of funds;
12. Oversight and assistance in managing the External Audit process, facilitate submission of financial statements and audit schedules of the relevant agencies to auditors on time, obtaining audit reports of the agencies on time and submit the consolidated annual external audit reports to the Donors as per the financial covenants. Liaise with the relevant authorities to obtain information on audit observations and corrective measures and prepare a consolidated response to the Donors on Project audit qualifications/exceptions;
13. Analyse audit observations (both internal audit and external audit) and identify observations of repetitive nature. Address the root causes in consultation with government officers and auditors;
14. Production of financial forecasts and disbursement orders;
15. Resolving financing and budgeting problems;
16. Monitoring of financial aspect of procurement implementation;
17. Checking financial components of contracts;
18. Keeping a record of invoices and settlement of invoices;
19. Preparation of documents for the audit of the Project account;
20. Manage disbursement of loan proceeds;
21. In conjunction with the relevant ministry, establish and manage the Project Special Account (including the preparation of account statements);
22. Process loan disbursement applications;
23. Verify disbursement information in signed contracts against Loan Agreement (the disbursement schedule and disbursement letter);
24. Prepare withdrawal applications and obtain authorizing signature from Ministry of Finance (or of designated persons including, as appropriate);
25. Track disbursements of the Bank loan and government funds;
26. Monitor Project expenditures and costs;
27. Perform the duties in line with the provisions of the loan agreement and connected documents and government procedures and guidelines as appropriately;
28. Closely work with the implementing agencies, government officials, and other stakeholders;
29. Regularly monitor, document (such as manuals) and report the relevant project activities;
30. Organize meeting/ workshops/ seminar as and when necessary;
31. Organize national level consultations with major stakeholders and academia;
32. Ensure achievement of targets set out in DLI 3;
33. Ensure achievement of targets set out in the SSNP and DLIs related to the functions assigned to and facilitate other staff to achieve such targets and DLIs;
34. Maintain database and files related to the functions assigned;
35. Any other duty assigned by Secretary to the Treasury/ Deputy Secretary to the Treasury/ Director/ Deputy Director.

(e) Duration of the Assignment
This is a full-time position. The service is initially for a period of 01 year. The contract is renewable, subject to satisfactory performance. There will be an initial performance review by the Project Director after six months. Thereafter, there will be an annual performance evaluation by the moderated by Deputy Director and appraised by the Project Director.

(f) Institutional Arrangements and Reporting
- Accountant should report to Director through Deputy Director.
- In carrying out the assignment, the Accountant is expected to consult with and work closely with key relevant staff responsible for implementing the activities of the Project.

(g) Remuneration:
As per the Management Services Circular No.01/ 2016, and subsequent amendments and specific instructions of Department of Management Services on SSNP.
**Tentative Terms of Reference**

**Communication Manager**

(c) **Objective of the Assignment**

The overall objective of this assignment is to assist Project Director to manage the SSNP including making public and other stakeholders buy-in in the results and activities carried out to improve efficiency, effectiveness and transparency of the delivery of welfare benefits enabling the relevant institutions to obtain required information accurately on time, to make selection objectively and verifiably and make payments efficiently and transparently.

(d) **Key Tasks**

The Communication Manager will be responsible to;

1. Carry out directions of Director/ Deputy Director made to perform his/ her functions;
2. Carry out communication need assessment and report;
3. Plan, prepare and implement a communication strategy and action plan for the project including information on objectives, audiences, messages, resources, timescales, tools and activities;
4. Promote participation of all the stakeholders in the project for sustainability;
5. Develop user-friendly and high quality Information, Education and Communication (IEC) material (such as handouts, posters, brochures, video documentary films and photo documentation, success stories booklet etc.) for communication of the project activities to the public and stakeholders and ensure that, it reaches all the stake;
6. Compile and document the project progress reports and prepare quarterly newsletters on project progress and forthcoming activities;
7. Update the project website with the communication material and newsletters prepared;
8. Regularly monitor the mass media and put up reports/rejoinders;
9. Regularly monitor response of public officers on project activities and make arrangements for response;
10. Regularly monitor the public perception of the project activities to maintain a right image for the project;
11. Closely work with the media, government officials, general public, and other stakeholders;
12. Develop and device mechanisms to make favourable the understanding and perceptions of general public, relevant officers and other stakeholders;
13. Report on the status of stakeholder buy-in, understanding, and perceptions and the public’s attitude and reactions to the activities of the project and other activities connected to the objectives of the project;
14. Document the project communication activities;
15. Implement Social Management Framework (SMF);
16. Evaluate social risks associated with the project activities;
17. Provide overall support and guidance on social issues related to the project’s implementation especially on safeguards and social inclusion;
18. Identify impacts if any and mitigation measures and community’s feedback on the project;
19. Ensure that each subproject and activity under the project is subjected to the Project SMF process and procedures;
20. Assess and report the vulnerability of social groups for the loss of the existing social protection benefits including loss of livelihood or sources of livelihood, loss of community property resources, loss of access to protected areas, gender issues etc.;

21. Organize trainings, workshops, meetings and disseminate the developments and outcomes through press release, reports, audio-visuals, web sites, emails etc.;

22. Provide support in internal communication through disseminating minutes of meetings, announcements, updating the contents of the activities of the project on regular basis;

23. Develop indicators for monitoring implementation of Communication Plan and SMF;

24. Perform the duties in line with the provisions of the loan agreement and connected documents and government procedures and guidelines as appropriately;

25. Closely work with the implementing agencies, government officials, and other stakeholders;

26. Regularly monitor, document (such as manuals) and report the relevant project activities;

27. Organize meeting/ workshops/ seminar as and when necessary;

28. Organize national level consultations with major stakeholders and academia;

29. Ensure achievement of targets set out in DLI 6 jointly with ICT Manager

30. Ensure achievement of targets set out in the SSNP and DLIs related to the functions assigned to and facilitate other staff to achieve such targets and DLIs;

31. Maintain database and files related to the functions assigned;

32. Any other duty assigned by Secretary to the Treasury/ Deputy Secretary to the Treasury/ Director/ Deputy Director.

(e) Duration of the Assignment
This is a full-time position. The service is initially for a period of 01 year. The contract is renewable, subject to satisfactory performance. There will be an initial performance review by the Project Director after six months. Thereafter, there will be an annual performance evaluation by the moderated by Deputy Director and appraised by the Project Director.

(f) Institutional Arrangements and Reporting
- Communication Manager should report to Director through Deputy Director.
- In carrying out the assignment, the Communication Manager is expected to consult with and work closely with key relevant staff responsible for implementing the activities of the Project.

(g) Remuneration:
As per the Management Services Circular No.01/ 2016, and subsequent amendments and specific instructions of Department of Management Services on SSNP.
(c) Objective of the Assignment
The overall objective of this assignment is to assist Project Director to manage the SSNP as per project objectives and other requirements of the project, including ICT support to improve efficiency, effectiveness and transparency of the delivery of welfare benefits enabling the relevant institutions to obtain required information accurately on time, to make selection objectively and verifiably and make payments efficiently and transparently.

(d) Key Tasks
The ICT Manager will be responsible to;
1. Carry out directions of Director/Deputy Director made to perform his/her functions;
2. Coordinate with ICTA for all activities relating to use of ICT in the project especially including following activities from 3 to 18;
3. Carry out ICT need assessment for implementation of the project;
4. Plan, prepare and implement a ICT strategy and action plan;
5. Make sure development of ICT systems are user-friendly and high quality and ensure that, it reaches satisfaction of the implementing agencies;
6. Coordinate with ICTA to design, establish and operate Social Registry in consultation with other implementing agencies;
7. Coordinate with ICTA and design, establish and operate MIS in consultation with other implementing agencies, and integrate equipment both hardware and software of the new and existing systems;
8. Coordinate with ICTA and design, establish and operate other ICT systems in consultation with other implementing agencies;
9. Provide system and technical expertise in the installation, use and maintenance of software and hardware and update system and software;
10. Ensure that Social Registry, MIS and other ICT systems are efficiently and effectively operated;
11. Test and evaluate the new systems;
12. Make sure that backup system to store and retrieve information are in place for Social Registry, MIS and other computerized database;
13. Prepare list of appropriate hardware and software and ensure those are provided to the relevant parties on time;
14. Prepare technical specifications for the procurement packages related to ICT equipment;
15. Ensure that development of required components of the database, such as data entry, report generation, design and query forms, graphical designs and data archiving, and other related needs are in line with requirements of implementing agencies and the project;
16. Make sure the setting up and testing of the ICT equipment are in line with specifications and requirements of project and implementing agencies;
17. Assist to disseminate information of welfare benefit schemes;
18. Analyze use of ICT for sustainability of project activities and report;
19. Design and maintain the websites for the project;
20. Provide services and advice to the project Staff on technical matters pertaining to the development of the integrated database and other IT related activities;
21. Provide support in internal communication through digital media;
22. Develop indicators for monitoring implementation of use of ICT for the project;
23. Document the project progress reports;
24. Regularly monitor the project activities related to use of ICT;
25. Perform the duties in line with the provisions of the loan agreement and connected documents and government procedures and guidelines as appropriately;
26. Closely work with the implementing agencies, government officials, and other stakeholders;
27. Regularly monitor, document (such as manuals) and report the relevant project activities;
28. Organize meeting/ workshops/ seminar as and when necessary;
29. Organize national level consultations with major stakeholders and academia;
30. Ensure achievement of targets set out in DLI 2 and 4 and DLI 5 jointly with Capacity Development Manager and DLI 6 jointly with Communication Manager;
31. Ensure achievement of targets set out in the SSNP and DLIs related to the functions assigned to and facilitate other staff to achieve such targets and DLIs;
32. Maintain database and files related to the functions assigned;
33. Any other duty assigned by Secretary to the Treasury/ Deputy Secretary to the Treasury/ Director/ Deputy Director.

(e) Duration of the Assignment
This is a full-time position. The service is initially for a period of 01 year. The contract is renewable, subject to satisfactory performance. There will be an initial performance review by the Project Director after six months. Thereafter, there will be an annual performance evaluation by the moderated by Deputy Director and appraised by the Project Director.

(f) Institutional Arrangements and Reporting
- ICT Manager should report to Director through Deputy Director.
- In carrying out the assignment, the ICT Manager is expected to consult with and work closely with key relevant staff responsible for implementing the activities of the Project.

(g) Remuneration:
As per the Management Services Circular No.01/ 2016, and subsequent amendments and specific instructions of Department of Management Services on SSNP.
Tentative Terms of Reference
Procurement Manager

(c) Objective of the Assignment
The overall objective of this assignment is to assist Project Director to manage the SSNP including procurement matters relating to legal covenants and other requirements as per loan agreements and the related documents, establishing appropriate procurement procedures and make sure timely, transparent and accountable procurements and efficient reporting.

(d) Key Tasks
Procurement Manager will be responsible to;

1. Prepare procurement plan and ensure timely implementation of the procurement plan;
2. Establish appropriate procurement procedure in accordance with Government or the loan provider’s procurement guidelines as the case may be, and any other conditions in the foreign loan agreements;
3. Ensure compliance with such procedure in procurement of consultancy, goods and services with the assistance of the staff of the SSNP and other implementing agencies;
4. Prepare all documentation relevant to procurement activities such as bidding documents, RFP, Agreements etc.;
5. Coordinate with Ministry of Finance and other implementing agencies’ Procurement Division, its activities, and Ministry Procurement Committees functioning for procurement matters relating to SSNP;
6. Identify competent personnel for Technical Evaluation and facilitate to prepare and evaluate bids and timely supply of goods, services and consultancies;
7. Assist the Project Director or other authorized persons in contract negotiations;
8. Establish and maintain close relationships with development partner, Government agencies, suppliers, Project Participatory Institutions for the benefit of SSNP;
9. Submit necessary all type of reports in relation to procurement activities to development partner, National Procurement Unit of the Treasury and other relevant institutions;
10. Comply with internal and external audit requirements;
11. Follow up action on all post-procurement activities such as receiving goods, installation, back-up assistance, handing over of goods and maintenance of information etc.;
12. Maintain the SSNP Assets Register and a separate register for the Assets procured for other beneficiary Institutions/agencies;
13. Work according to the Project Procurement Plan in line with the Project documents and annual budget of the Government of Sri Lanka;
14. Ensure compliance with the loan agreement and connected documents and government procedures and guidelines;
15. Prepare and maintain data-base and information relating to procurement activities such as bidding documents, RFP, TEC reports, contract agreements, and other procurement related recommendations;
16. Coordinate with Technical Evaluation and Tender Boards and facilitate their functions;
17. Maintain cordial relationship, prepare information for internal and external audit requirements;
18. Maintain Assets Registry of the project
19. Perform the duties in line with the provisions of the loan agreement and connected documents and government procedures and guidelines as appropriately;
20. Closely work with the implementing agencies, government officials, and other stakeholders;
21. Regularly monitor, document (such as manuals) and report the relevant project activities;
22. Organize meeting/ workshops/ seminar as and when necessary;
23. Organize national level consultations with major stakeholders and academia;
24. Ensure achievement of targets set out in DLI 1 jointly with Capacity Development Manager;
25. Ensure achievement of targets set out in the SSNP and DLIs related to the functions assigned to and facilitate other staff to achieve such targets and DLIs;
26. Maintain database and files related to the functions assigned;
27. Any other duty assigned by Secretary to the Treasury/ Deputy Secretary to the Treasury/ Director/ Deputy Director.

(e) Duration of the Assignment
This is a full-time position. The service is initially for a period of 01 year. The contract is renewable, subject to satisfactory performance. There will be an initial performance review by the Project Director after six months. Thereafter, there will be an annual performance evaluation by the moderated by Deputy Director and appraised by the Project Director.

(f) Institutional Arrangements and Reporting
- Procurement Manager should report to Director through Deputy Director.
- In carrying out the assignment, the Procurement Manager is expected to consult with and work closely with key relevant staff responsible for implementing the activities of the Project.

(g) Remuneration:
As per the Management Services Circular No.01/ 2016, and subsequent amendments and specific instructions of Department of Management Services on SSNP.
## Tentative Terms of Reference of Posts categorized as PS 6

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<tr>
<th>Post</th>
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<td>Account Officer</td>
<td>Assist to the duties of Accountant (Please see the ToR of Accountant)</td>
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<tr>
<td>Development Officer</td>
<td>Assist to the duties of Project Director and Deputy Director (Please see the ToR of Deputy Project Director)</td>
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<tr>
<td>Procurement Officer</td>
<td>Assist to the duties of Procurement Manager (Please see the ToR of Procurement Manager)</td>
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<td>IT Officer</td>
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<td>Communication Officer</td>
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<tr>
<td>Capacity Dev. Officer</td>
<td>Assist to the duties of Capacity Dev. Manager (Please see the ToR of Capacity Dev. Manager)</td>
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