

## TERMS OF REFERENCE

**Welfare Benefits Board (WBB)**  
**Ministry of Finance, Economic Stabilization & National Policies (MoF)**

### **SOCIAL PROTECTION PROJECT (SPP)**

#### **Individual Consultant- PROCUREMENT**

## **1. BACKGROUND**

**1.1 Context.** Sri Lankans have been hit by a significant economic downturn over the past two years. The spread of the coronavirus pandemic, as well as fiscal and monetary indiscipline have shrunk the economy. Sri Lanka's gross domestic product contracted by 7.8% in 2022, while inflation peaked at 69.8% in September 2022, and the Sri Lankan Rupee (LKR) depreciated close to 80 percent against the US dollar in 2022. As a result, the poverty rate doubled from 13.1% to 25% (\$3.65 per capita, 2017 PPP) between 2021 and 2022. Around 75% of households were estimated to have experienced a reduction in their incomes, and 37% of households were facing acute food insecurity in November 2022. Moreover, women-headed households, which were already 60 percent poorer than male headed households, were pushed deeper into poverty.

**1.2 The Project.** The Social Protection Project (P178973), approved by the World Bank (WB) Executive Board, supports the Government of Sri Lanka (GoSL) in implementing key reforms that will increase efficiency and effectiveness of spending and improving the responsiveness of the social protection system. The Project Development Objective of the Project is to support Sri Lanka in providing better targeted income and livelihoods opportunities to the poor and vulnerable.

**1.3 Project Components and Funding.** The total value of the Project is US\$200 million. The first component of the Project is allocated with \$185 million to streamline and finance the new country welfare benefit payment Aswesuma. The second component is allocated with US\$7 million to pilot an economic inclusion program – which will be Sri Lanka's first comprehensive "Economic Inclusion Pilot" – using global experience, and the third component of US\$8 million is to strengthen the government's capacity to deliver the social protection programs.

**1.4 Implementation Arrangements.** The Project has two implementing agencies: Ministry of Finance, Economic Stabilization & National Policies (MoF) and Ministry of Women, Child Affairs, Social Empowerment (MoWCASE). The Welfare Benefits Board (WBB), under MoF, will manage the day-to-day operations for strengthening of the social registry and payments to beneficiaries for new cash transfer program Aswesuma, while the Department of Samurdhi Development (DSD), under MoWCASE, will manage the day-to-day operations for the economic inclusion pilot and integrated family support.

The Project Management Team (PMT) in WBB is looking for a qualified Procurement Specialist (PS) to help WBB manage all the procurement activities related to the above Project.

## **2. OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to provide technical support to PMT in WBB in carrying out procurement of goods/non consulting services and consultant services under the Project in line with WB procurement procedures<sup>1</sup>.

## **3. SCOPE OF WORK**

- Assist WBB at all stages of Project procurement to ensure that the correct procedures are followed;
- Report to the Deputy Project Director of the PMT for all activities /work related to procurements under the PIU;
- Assist WBB to achieve all procurement activities in a timely manner;
- Liaise with other Government Institutions (ex. Ministry of Finance, Economic Stabilization & National Policies, National Procurement Commission of Sri Lanka, Auditor General's Department) if any;
- Attend Procurement Committee Meetings and obtain necessary approval for procurements; Assist in preparing the procurement plan for the Project and update regularly for WBB approval and for submission to the WB for review;
- Assist WBB 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 WBB 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 WBB website;
- 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;
- 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 WB Procurement Regulations;
- Support WBB in conducting all evaluations and negotiations as required during the procurement process;
- Liaise with the WB 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;

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<sup>1</sup> 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 Credits and Grants", dated October 15, 2006, and revised in January 2011 and as of July 1, 2016, and other provisions stipulated in the Legal Agreement.

- 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, WBB and WB;
- Provide inputs in updating project Operations Manual and other project documents as required;
- Build up capacity of the WW 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 WBB/Project Deputy Director.

#### **4. REPORTING OBLIGATION**

The PS will report directly to the WBB chairman and Deputy Project Director of the PMT and will work closely with other PMT staff.

#### **5. DURATION OF THE ASSIGNMENT**

This is a full-time work assignment at PMT of WBB. 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 WBB chairman and board and WB 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 WBB's and WB'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 WBB. Any draft reports and other documents produced by the consultant will be discussed and cleared with the WBB before their final issue. A non-disclosure agreement (NDA) will be signed between the WBB and the selected candidate to be attached to the contract.

## **8. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

- Read web advertisement to find out Educational / Professional Qualifications.
- 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 WB 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 (WB 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.