

TERMS OF REFERENCE

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

SOCIAL PROTECTION PROJECT (SPP)

DEPUTY PROJECT DIRECTOR

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 Deputy Project Director (DPD) to help WBB manage all the project management activities related to the above Project.

2. OBJECTIVE OF THE ASSIGNMENT

The DPD will function as the head of Project Management Team (PMT). The DPD will be responsible for managing and coordinating the full range of project activities during the project cycle from effectiveness through implementation to completion.

3. SCOPE OF WORK

The selected DPD will:

- Support the management of WBB and Ministry of Finance, Economic Stabilization & National Policies in timely and quality implementation of the project activities, including the following:
 - Preparing a Project Implementation Plan, including disbursement projections for the entire project implementation period, identifying annual targets of project activities and responsibilities of PMT staff;
 - Monitoring financial activities, promoting financial discipline and ensuring proper implementation of the financial management system. Fulfilling audit requirements of the Credit agreement;
 - Ensuring that procurement is carried out according to the applicable WB procedures and guidelines;
 - Reporting on the status of activities implementation, evaluation, and ensuring timely submission of the documentation to confirm achievement of activities;
 - Ensuring management of environmental and social risks of the Project in line with the World Bank Environmental and Social Framework;
 - Reviewing and monitoring disbursement status of project funds;
 - Monitoring progress of activities in WBB and coordinate with Ministry of Women, Child Affairs, and Social Empowerment (MOWCASE), during the project implementation process;
 - Monitoring, with the assistance of the project staff, the progress of the project and its results indicators;
 - Ensure that all procurement activities in the Systematic Tracking of Exchanges in Procurement (STEP) of WB, including preparation of the General Procurement Notice, is done according to WB and government guidance;
 - Overseeing preparation of Withdrawal Approval Forms and obtaining necessary approval for disbursement of funds under the procurements;
 - Liaising with other Government Institutions (ex. Ministry of Finance, Economic Stabilization & National Policies, National Procurement Commission of Sri Lanka, Auditor General's Department
 - Supervising activities and evaluating the performance of project staff in the PMT;
 - Ensuring effective dialogue with MOWCASE and WB team on project implementation matters, including preparation of project implementation reports for the WB on a regular basis and upon request;
 - Identifying problems/impediments promptly as they arise during project implementation and take timely remedial actions;
 - Assisting with preparing the Borrower's contribution to the Implementation Completion Report (ICR);
 - Organize mission with the WB and follow up on actions agreed;
 - Prepare bi-annual report and submit it ahead of mission to the WB;
 - Other project related duties as agreed in the financing agreement, and during WB mission.

4. REPORTING OBLIGATION

The DPD will report directly to the WBB chairman on a daily basis and to the WBB board.

5. DURATION OF THE ASSIGNMENT

This is a full-time work assignment at the PMT. The services of the DPD are required for a period of 1 year with possible extension for up to 4 years of the Project duration. The DPD services shall be subject to annual performance evaluation based on performance indicators specified below. Performance evaluation shall be the basis for the 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 project activities, as per the TOR.
- Timely production of accurate project reports and documentation.
- Positive evaluation of performance by WBB chairman, WBB board, and the WB team.
- Timely monitoring, tracking and follow-up on the project activities, including Interim Unaudited Financial Reports (IUFRs).
- Effective management of other experts engaged by PMT.
- Support in implementing the capacity building agenda related to the Project.

7. CONFIDENTIALITY AND CONFLICT OF INTEREST

The DPD undertakes to comply with WBB and WB's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The DPD 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 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. QUALIFICATION REQUIREMENTS

- Read web advertisement to find out Educational / Professional Qualifications.
- Excellent analytical and presentation skills.
- High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word, and Power Point) and Internet.
- Excellent report writing and good command of both spoken and written English and Sinhala is required.
- Previous experience in project management with WB or other donor-funded projects preferable.

9. METHOD OF PROCUREMENT

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