

## **Terms of Reference**

**Senior Consultant (Information and Technology Management Specialist) of the e-GP Secretariat,  
Sri Lanka Public Financial Management Strengthening Project  
Department of Public Finance**

### **01. Background:**

Ministry of Finance, Economic Development, Policy Formulation, Planning and Tourism established the Electronic Government Procurement (e-GP) Secretariat in 2018 to develop an electronic government procurement system for the country. Since then, it has been functioning under the Department of Public Finance under the financial support from the consolidated fund of the GOSL. A Government e-GP system called the 'The Procurement Management Information System (PROMISe)' is currently under development by a vendor and a high-level project plan for phased roll out of various modules/ functionalities across various procuring entities has been approved by the Project Steering Committee.

In the year 2023, the Democratic Socialist Republic of Sri Lanka received a grant from for a Public Financial Management Strengthening Project funded by the European Union and AFD and administered by the International Bank for Reconstruction and Development (IBRD) and part of the proceeds of the grant will be applied for improving the operational efficiency and transparency in public expenditure through the development and roll out of the PROMISe system. The project is currently, scheduled to close in November 2026.

### **02. Objective and Purpose of the Assignment**

The existing e-procurement system which covers only the shopping procurement, is planned to be implemented National and International Open Competitive Bidding Procedure in January next year and other competitive bidding procedures to be implemented before end of the same year. In that back ground, an experienced professional to be appointed as a Consultant (Information and Technology Management) to provide necessary expertise and guidance to the e-GP Secretariat.

Accordingly, the Senior Consultant (Information and Technology Management Specialist) expected to possess following experience and skills;

- Sound knowledge and experience in Project Management related to the IT Sector.
- Excellent analytical and communication skills: A good command of English, both written and spoken, is essential.
- Excellent teamwork skills including self-motivated and result oriented.
- Knowledge of public procurement, as an addition criteria, will be preferred.

### **03. Scope of Work**

The Senior Consultant (Information and Technology Management Specialist) shall work under the supervision of the Director General/ Addl. Director General (Procurement)/ Director of the Department of Public Finance (DPF), while establishing a sound Project Management Process

for the e-GP secretariat, he/she should have to provide necessary guidance to the system developer to develop the fully automated e-procurement system. Further, close working relationship to be maintained with the staff and consultants of the e-GP Secretariat, staff of the different contractors involved in the e GP implementation activities National Procurement Commission (NPC), foreign funding agencies and other stake holders as appropriately.

- Develop a detailed project plan, including timelines, milestones, and resource allocation.
- Lead the project team and ensure effective communication among team members.
- Monitor and control project activities to ensure they are on schedule and within budget.
- Identify and manage project risks, providing timely mitigation strategies.
- Regularly report project progress to Director General (Public Finance), Additional Director General (Public Finance) and Stakeholders.
- Ensure adherence to quality standards and project specifications.
- Manage project finances and resources efficiently.
- Identify decision areas required for implementation of the e-Government Procurement system, present it to the decision makers in a simple business language understood by them
- Understand well the various design options associated with implementation of e-Procurement and provide advice to the Government in deciding on the option which would suit it the best
- Advise the Government regarding the phasing approach to be followed for implementation of e-Procurement
- Define the service levels and take efforts to implement the e-GP system in compliance with laid down service levels.
- Work with the Government as required to subject the e-GP system to a detailed 3rd party security audit. Understand well the non-compliances identified by the 3rd party audit agency and work with the implementation partner to ensure that the non-compliances are duly addressed
- Evaluate new requirements and advise the Government regarding prioritizing and reprioritizing implementation of the same
- Ensure timely implementation of the software as per set out project timelines
- Play an active role in user acceptance of the software
- Prepare project status reports and present the same to the Government at regular intervals
- Have the expertise to develop Request for Proposals (RFP) for procurement of 3rd party audit services, recruitment of consultants, procurement of IT infrastructure etc.
- Prepare various policies associated with implementation of e-GP such as System malfunction policy and data back-up policy
- Learn about various international best practices and take efforts to implement these practices in the e-Procurement system of the country
- Identify and propose e-GP related process reforms
- Develop operational procedures to manage day to day e-GP operations
- Play an active role in management of the project management team and delegation of tasks
- Attend to grievances raised by end users regarding use of e-GP

- Develop a thorough intuitive understanding of the e-Procurement system, based on which provide solutions to issues reported regarding the e-GP system
- Liaison with the software development firm as required to ensure trouble free implementation of the e-GP system
- Advise the government regarding payments to be made to the e-GP software development firm
- Overall response for management of e-GP project implementation unit
- Actively work towards implementing the envisaged e-GP system functionality and expedite its adoption among end users in the government
- Identify 3rd party integration requirements and get these integrations operationalized
- Develop publicity and awareness creation strategy
- Ensure the project operates within the allocated budget
- Do project financial status reporting
- Define the formats for call reporting by the help desk
- Define issue resolution procedures
- Any other project related tasks assigned by the Manager concerned

#### **04. Key Tasks**

- **Project Planning**
  - Develop a comprehensive project plan that includes scope, objectives, timelines, resources, and deliverables.
  - Define roles and responsibilities for the project team members.
  - Create a risk management plan to identify and address potential issues.
- **Team Leadership**
  - Build and lead a project team by assigning tasks, providing guidance, and fostering collaboration.
  - Motivate team members and maintain a positive working environment.
  - Communicate clearly and ensure effective information flow within the team.
- **Scope Management**
  - Clearly define and document the project scope.
  - Manage changes to the project scope and assess their impact on timelines and budget.
  - Ensure that the project stays aligned with its objectives.
- **Time Management**
  - Develop and maintain a project schedule with clear milestones and deadlines.
  - Monitor project timelines and take corrective actions if necessary.
  - Identify critical paths and potential bottlenecks.
- **Resource Management**
  - Allocate resources effectively to ensure tasks are completed on time.
  - Monitor resource utilization and adjust allocations as needed.
  - Manage and resolve conflicts within the team.
- **Budget Management**
  - Develop a budget for the project and monitor expenses.
  - Control costs and ensure that the project stays within budget.

- Seek approvals for budget adjustments when necessary.
- **Risk Management**
  - Identify potential risks and uncertainties associated with the project.
  - Develop strategies to mitigate and manage risks.
  - Regularly review and update the risk management plan.
- **Communication**
  - Establish clear communication channels and protocols.
  - Provide regular updates to stakeholders on project progress.
  - Address concerns and resolve conflicts through effective communication.
- **Quality Management**
  - Define quality standards and ensure they are met throughout the project.
  - Implement quality assurance and quality control processes.
  - Conduct regular reviews and inspections to maintain quality.
- **Monitoring and Reporting**
  - Monitor project performance against the established KPIs.
  - Generate and distribute regular status reports to stakeholders.
  - Implement corrective actions based on performance metrics.
- **Change Management**
  - Evaluate and manage changes to project scope, schedule, and resources.
  - Communicate changes to relevant stakeholders and obtain necessary approvals.
  - Ensure changes are documented and integrated into the project plan.
- **Closure and Evaluation**
  - Develop and execute a project closure plan.
  - Conduct a post-project evaluation to analyze successes and areas for improvement.
  - Document lessons learned for future projects.
- **Other activities**
  - Participate in and contribute to selected networking and knowledge development activities, within the Secretariat for the benefit of the co-staff and the staff of the system developer.
  - Participate in meetings, seminars, and forums on behalf of e-GP Secretariat as required.

#### **05. Deliverables/List of Reports:**

The Senior Consultant (Information and Technology Management Specialist) shall submit a detailed monthly report including the overall financial and physical progress of the project comparing the respective monthly output targets with the achievements.

#### **06. Period of Services**

The period of services is 12 months and renewable depending on the performance of the former period and project requirements.

**07. Institutional Arrangements and facilities to be provided by e-GP Secretariat**

Necessary workspace, equipment, software, & mobile internet facilities will be facilitated to fulfil the duties of this position.

**08. Minimum Qualification and Experience Requirements**

- **Qualification:**

- Bachelor's Degree in Information Technology, Computer Science, Project Management or any related field
- Diploma/ Post Graduate Diploma in Management/ project Management and related qualification will be an added advantage.

- **Experience:**

- The candidate should have minimum of 05 years of working experience at managerial level in implementation of large-scale IT projects either in the public and/or private sector
- Must possess hands-on expertise and good understanding of software development life cycle within complex IT projects
- Proven experiences in leading and managing IT project management teams effectively
- Demonstrate proficiency in writing and preparing comprehensive reports.
- Strong knowledge and experience in Agile project management methodologies.
- Sound knowledge in Government of Sri Lanka (GOSL) or any other international organization procurement procedures would be an added advantage

**09. Remuneration/ Consultancy fee:** The individual consultant will be compensated on monthly basis within a range of LKR. 500,000.00 to LKR.700,000.00 and the final amount would be based on the qualification and experience.

**10. Nature of the Appointment:** Report to duty in person is necessary.