

Work Packages and payment plan to fulfill the Job Duties of the Post of Senior Legal and Regulatory Affairs Officer of the PIU of the TNSWS Project

SN	Activity/ Duty	Deliverable	Timeline	Payment Percentage
1	Review the Blueprint with the international best practices (including UN/ CEFACT recommendations on establishing legal framework for NSW and other related documents) and report the key findings as requested by the Project Director.	Report with key findings	01 weeks (1 st week of Sep 2025)	01%
2	Review and analyze the relevant national laws, Regulations and polices pertaining to 18 Border Trade Regulatory Agencies and provide a detailed report including gap analysis, amendments and recommendations for each agency, paying attention to the followings; a) Identify key regulations, gaps and areas of non-compliance in relation to establishment and operationalization of Sri Lanka Trade National Single Window system connecting specified government agencies. b) Asses implementation challenges and enforcement mechanisms within the existing legal framework. c) Develop recommendations for legislative amendments, policy updates and capacity building with short-term and long-term implementation plans. d) Analyze Sri Lanka's existing legal infrastructure relevant to a single window for trade against international and other recommended best practices for a NSW as per international trade agreements, treaties, covenants, and rulings applicable.	Detailed report including gap analysis, amendments and recommendations for each agency (18 reports for 18 Agencies)	05 weeks (2 nd week of Sep to 2 nd week of Oct 2025)	05%
3	Review and analyze specific Acts and Regulations related to data security and electronic transactions and the way of applicable with the TNSWS and provide a report with recommendations.	Report with recommendations	01 week (3 rd week of Oct 2025)	01%
4	Prepare specifications/ legal requirements including all the procurement documents to select and deploy a suitably qualified service provider to carry out the legal requirements of the TNSWS.	(a) All documents required to procure a service provider as required.	13 weeks (04 th week of Oct 2025 to 2 nd week of Jan 2026)	04%
		(b) Most suitable service provider in place to establish the expected legal infrastructure		04%

5	Ensure timeliness and quality of the outputs of the service provider by submitting monthly and regular Performance Report as required to the satisfaction of the Project Director.	Monthly and regular Performance Reports	Jan 2026 to June 2027	65%
6	Ensure all required legal infrastructure in 18 Government Agencies (GAs) are in place to fully operationalize the Trade National Single Window System (TNSWS)	TNSWS is fully operationalized with all required legal infrastructure in 18 GAs	July 2027 to Sep 2027	20%

- For work packages No. 01 – 04, payments will be made work packages wise, after submission of the required deliverables.
- For work package No. 05, payments will be made monthly wise based on the submission of monthly report after recommended by the Project Director and approved by the Director General to the Department of Trade and Investment Policy.
- For work package No. 06, a lump sum of 20% will be made, after fully operationalization of Trade National Single Window System with all necessary legal infrastructure.