

TERMS OF REFERENCE (TOR)

Name of Borrower: Democratic Socialist Republic of Sri Lanka

Name of Project: Science and Technology Human Resource Development Project

Credit/ Loan No: L3699

Procurement Plan No. STHRD/PMU CS 44,45,46 and 47

Name of Consultancy Service:

- 1. Recruitment of Procurement Assistant for Competitive Research Grant attached to University of Kelaniya / Project Implementation Unit (STHRD/PMU CS 44)**
- 2. Recruitment of Procurement Assistant for Competitive Research Grant attached to Sabaragamuwa University of Sri Lanka / Project Implementation Unit (STHRD/PMU CS 45)**
- 3. Recruitment of Procurement Assistant for Competitive Research Grant attached to Rajarata University of Sri Lanka / Project Implementation Unit (STHRD/PMU CS 46)**
- 4. Recruitment of Procurement Assistant for Competitive Research Grant attached to University of Sri Jayewardenepura / Project Implementation Unit (STHRD/PMU CS 47)**

Full time/Part time: Full Time – Minimum 05 working days per week at PIU/PMU office.

Background

1. Sri Lanka has recorded a steady economic growth of 5% per annum for the past decade and has a population of over 20 million. The country's long history of state sponsored welfare policies and programs has led to an impressive performance in social development, particularly in comparison to the rest of South Asia. In 2019, Sri Lanka attained an upper middle-income country status with a per capita income of \$4,020. Two of the key factors that contributed to a high literacy rate (92.6%) are mandatory primary education and free education by state provided up to tertiary level. Sri Lanka's university system is state-owned and state-funded. The higher education system has three types of institutes: (i) Universities and Higher Education Institutions under the Ministry of Education; (ii) Universities and Higher Education Institutes under other Ministries; and (iii) Higher Education Institutions managed by the private sector.

2. One of the biggest challenges faced by the higher education system of Sri Lanka is to cater to the increasing demand for higher education from the increasing ranks of those qualified for university education. The Government of Sri Lanka introduced new bachelor's degree programs in technology in several state universities as one of strategies to face the demands of higher education.

Brief Description of the Project

3. The Asian Development Bank (ADB), as requested by the Government of Sri Lanka, has agreed to fund a higher education project to support the government efforts in increasing human resource capacity for Sri Lanka's transformation into a knowledge- and innovation-based economy. Considering Sri Lanka's economic structure, such transformation would require a greater proportion of the workforce that are trained in science and technology disciplines, who can add higher value to Sri Lanka's resource base, manufacturing, and service sectors.

Considering the above, ADB agreed to support newly established three Technology Faculties and one Engineering Faculty in line with following outputs:

- a) Innovative technology learning and research environment established
- b) Quality and industry-relevant higher technology education programs implemented
- c) Industry linkages and international collaborations strengthened.
- d) Faculty management capacity strengthened
- e) New higher education project preparation supported

4. The executing agency, Ministry of Education; (MOE) and implementing agencies — University of Kelaniya, Rajarata University of Sri Lanka, Sabaragamuwa University of Sri Lanka, and University of Sri Jayewardenepura are responsible for implementing the project, following the policies and procedures of the Government of Sri Lanka and ADB as agreed jointly between the borrower and ADB.

Brief Description of the Assignment

5. Competitive Research Grant is a main component of the project under Output 3. Currently 43 research grants are being implemented in the four universities. The assignment is for assisting Senior Procurement Officers attached to the Project Implementation Units to carry out the procurement and finance activities in the implementation and disbursement of the Competitive Research Grants and to improve the project performance and achieve the project targets as planned.

Source of Funding:

6. The Democratic Socialist Republic of Sri Lanka received a credit from the Asian Development Bank (ADB) equivalent to US\$ 145.0 Million towards the cost of the Science and Technology Human Resource Development Project. The Ministry of Education intends to apply a portion of the proceeds of this credit to eligible payments under this contract.

Objectives of the Assignment:

7. The main objective of the assignment is to assist the Senior Procurement Officers attached to the Project Implementation Units in the implementation and disbursement of the Competitive Research Grants and to improve project performance.

Scope of the Assignment:

8. The procurement assistant is expected to carry out all the activities necessary to achieve the objectives stated above by assisting the procurement and finance activities of the Competitive Research Grants in consultation with Senior Procurement Officers, Senior Finance Officers attached to the Project Implementation Units.

Duties and Responsibilities:

9. The duties and responsibilities of the procurement assistants are as follows:

- a. Assist preparation of bidding documents (RFQ & OCB), bid evaluation reports, contract awarding, contract agreements, purchase orders and other relevant documents related to the procurement of goods and services in consultation with the Senior Procurement Officer.
- b. Prepare documents for obtaining necessary approvals for each procurement activity considering the budgetary provisions available.
- c. Prepare the disbursement sheets, payment vouchers and other documents relating to payments in consultation with Senior Finance Officers.

Deliverables and Reporting requirement

10. The Procurement assistant is expected to submit a monthly Work done report recommended by the Deputy Project Director at the end of each month.

Qualification & Experience:

11. The Procurement assistant is required to hold Bachelor's Degree in STEM education field. Having a similar working experiences in a higher education or in a foreign funded projects will be added advantage.

Payment Schedule

12. All-inclusive monthly stipend will be LKR 60,000.00

Facilities Provided by the Client

13. Client will provide the following facilities in addition to the monthly stipend mentioned in the above:

- a. Office spaces to deliver the assignment during office hours

Duration

14. This consultancy is time-based consultancy for a period of 154 days within 7 months commencing from June 2023.

The selected person is expected to work for 20 days (minimum) in a month during the consultancy assignment to ensure the availability of procurement related facilities at the Project Implementation Units to assist/monitor/coordinate the fulfillment of work related to competitive research grant.

The selected person is expected to work at the PMU/PIU office.

Method of selection

15. Method of selection of the consultant is Selection of Individual Consultants following ADB Procurement Policy (2017, as amended from time to time), Procurement Regulations for ADB Borrowers – Goods, Works, Non consulting and Consulting Services (2017, as amended from time to time).

Review Committee

16. The deliverables of the assignment will be reviewed and approved by the Deputy Project Directors', STHRD project.