TERMS OF REFERENCE (TOR)

1. Background

The Ministry of Fisheries, Aquatic and Ocean Resources is initiating the implementation of the Myliddy Fishery Harbour Phase III Project and related conservation and development activities for coastal lagoons. Given the scope and procurement needs of these initiatives, the Ministry requires the services of a dedicated Procurement Specialist to manage all procurement processes effectively in line with national procurement guidelines.

2. Objectives of the Assignment

The main objective of the Procurement Specialist is to manage and oversee all procurement activities of the Development Division of the Ministry in compliance with procurement guidelines and relevant regulations.

3. Scope of Services

I. Execute the procurement plan aligned with the Ministry's approved budget and development programs.

II. Manage procurement processes including

    a. Preparing bid documents
    b. Advertising tenders
    c. Conducting bid openings
    d. Facilitating for evaluating proposals
    e. Drafting and finalizing contracts

III. Ensure procurement is conducted in compliance with national procurement guidelines and Ministry of Finance regulations.

IV. Support the Technical Evaluation Committee (TEC) by preparing reports and necessary documentation.

V. Assist the Procurement Committee (PC) by providing supporting documents, justifications, and technical advice.

VI. Monitor all procurement activities and maintain records in accordance with audit requirements.

VII. Prepare and submit weekly procurement status reports to the Additional Secretary (Development).

VIII. Take timely action on deviations, delays, or procurement-related issues and escalate as necessary.

IX. Coordinate payments and settlements related to procurement.

X. Collaborate with other project and Ministry officials to ensure smooth procurement execution.

XI. Support other Ministry projects as directed by the Additional Secretary (Development).

4. Deliverables

  I. Updated and approved Procurement Plans

 II. Bid and contract documents

III. TEC and PC reports

IV. Weekly procurement status reports

 V. Monthly progress reports for payments

5. Duration

The assignment is for 12 months full-time, with possible extension subject to performance and project requirements.

6. Qualifications and Experience

  I. A Bachelor's Degree from a recognized university.

 II. Minimum 3 years of experience in public sector procurement.

III. Strong knowledge of Government Procurement Guidelines and Ministry of Finance regulations.

IV. Experience with procurement of works, goods, and consultancy services.

 V. Proficiency in MS Office, document preparation, and digital tracking tools.

7. Reporting and Supervision

  I. The Procurement Specialist will report directly to the Additional Secretary (Development).

 II. Daily supervision will be provided by the Director (Development).

III. Daily activity updates must be submitted via a designated digital form.

IV. The officer must inform the supervisor of any absences from the office.

 V. Monthly reports must be submitted for payment processing.

8. Work Location and Facilities Provided

Work will be based at the Ministry of Fisheries, Aquatic and Ocean Resources, Colombo. Office space, computer, internet access, and stationery will be provided.

9. Remuneration and Payment Terms

Payment will be made on a monthly basis. The working hours per week shall be minimum 40. Monthly payments will be released upon submission and approval of a progress report giving the details of work carried out by him/her during the relevant month.

10. Selection Method

Selection will be conducted in accordance with the procedures in the Guidelines for Selection and Employment of Consultants – August 2007 using the Selection of Individual Consultant method.