

**Ecosystem Conservation and Management Project (ESCAMP)
Ministry of Mahaweli Development and Environment**

**FOREST DEPARTMENT
Terms of Reference and Scope of Services – Procurement Officer Consultant**

Title – Procurement Officer Consultant

Report to – Conservator General of Forests (CGF)

Duty Station – Forest Department (Colombo)

01. Purpose

These terms of references have been developed to obtain services from an experienced and reputed consultant to work as a full time procurement officer to the Forest Department (FD) and to cover all the procurement activities in the ESCAMP development programmed. The Procurement officer (PO) will support the procurement activities being undertaken for the projects administered by FD assigned, with the responsibility for ensuring compliance with the World Bank guidelines on procurement and selection of consultants and the requirements of the project.

02. Background

The World Bank has extended a credit to the Government of Sri Lanka for the Ecosystem Conservation and Management Project (ESCAMP) with the aim of improving the management of sensitive ecosystems in selected locations for conservation and community benefits. The Ministry of Mahaweli Development and Environment (MoMDE) in collaboration with the Ministry of Tourism Development, Wildlife and Christian Religious Affairs (MoTDWCA) execute the project through a Project Management Unit (PMU). The Forest Department (FD) and the Department of Wildlife Conservation (DWC) implement project activities for achieving the above goal. The project is designed along three key technical components that are described in detail below.

■ Component 1: Pilot Landscape Planning and Management

Component 1 will provide technical assistance, training and capacity building to develop the guiding framework for landscape-level management planning and support the piloting of landscape planning and management in two selected landscapes comprising contiguous areas of unique ecological, cultural and socio-economic characteristics. Component 1 will also support the capacity building of the newly formed Sustainable Development Department.

■ Component 2. Sustainable Use of Natural Resources and Human-Elephant Co-Existence

Component 2 will support communities living adjacent to PAs and other ecologically sensitive areas to plan for natural resource use and to develop biodiversity compatible, productive and climate resilient livelihood activities and to scale-up successful models that address the human-elephant conflict.

■ Component 3: Protected Area Management and Institutional Capacity

Component 3 will support interventions in PAs in compliance with the Fauna and Flora Protection Ordinance (FFPO) and the Forest Conservation Ordinance (FCO); support nature based tourism development, and strengthens the institutional capacity and investment capability for conservation and management.

■ **Component 4: Project Management**

This component will finance the PMU and implementing agencies in project management, project monitoring and evaluation

03. Objectives of the Consultancy

Providing Procurement services, assisting and guiding FD Procurement Plans and related needs

04. Expected Key deliverables:

The main responsibilities will include but not limited to the following:

- The Procurement Officer will, among other things, provide details to the Conservator of Forests (Ecotourism) on all procurement matters, progress and constraints with the implementation of the procurement packages;
- Work in coordination with the Engineers, Technical Officers and staff in the FD team and guide them on procurement issues;
- To assist FD to preparation/ revisions of Procurement Plans for FD in consultation with the relevant field staff;
- Draft bidding documents and draft contracts for goods, works and non-consultant service contracts following ICB, NCB and shopping procedures;
- Draft requests for EOI, bidding documents/ request for proposals and draft contracts for goods, works, consultants and non-consultant service contracts in accordance with the schedule in the procurement plan;
- Initiate all procurements on time in order to complete them as planned;
- Coordinate with the relevant service providers to obtain to their services on time in quality manner in line with the contract agreements;
- Support undertaking general reviews of procurement performance and submission of reports; and liaise with the World Bank for obtaining clearances and 'no objection' on procurement activities;
- Administer the Automated Procurement System – STEP of World Bank on behalf of the Conservator of Forests (Ecotourism);
- Any other duties assigned by the CGF

5. Position

This is a full-time position. The service is initially for a period of **one year** and the contract is renewable, subject to satisfactory performance. There will be an initial performance review by the CGF after six months and thereafter, there will be a six-monthly performance evaluation by the CGF.

6. Output and Deliverables

Total contract value for one year will be 1.2 million Sri Lankan rupees and 1/12 of the contract amount will be paid monthly under the submission bellow mention reports to the CGF.

- a. Monthly advance program – compatible to the detail activity plan.
- b. Participation of relevant meetings and discussions.
- c. Participate to the field visits when and where it needed.
- d. Coordination with contractors for the smooth run of the project galls.
- e. Submission of monthly progress report to CGF for his approval and it should intimate with the detail activity plan.

Detail activity plan will be submitted to you by the CGF.

7. Required Qualifications and Experience:

A successfully completed Bachelor's Degree in relevant field, which is recognized by the University Grant Commission (UCG) or a qualification recognized by the UCG as an equivalent qualification to the degree in the relevant field or An associated membership or a professional qualification successfully completed from recognized professional institute in the relevant field or having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 7 , issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission for a post related to Technical field and at least 01 year experience in the relevant area of specialization.

Or

Having obtain a certificate of proficiency not below than the NVQ Level 6, issued by a Technical or Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field with at least 06 years of experience in the relevant area of specialization.

Or

Having Obtained a certificate of proficiency not below than the NVQ Level 5, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field with at least 11 years of experience in the relevant area of specialization.

For the Procurement officer post, candidate should possess at least 01 year experience in handling and preparation of relevant documents for all types of Procurement in line with the National Procurement Guidelines.

8. Professional Competencies:

- Ability to work in English and should be able to do presentations to government, development partners and the funding agency (World Bank).
- Strong communication skills and good interpersonal relations.
- Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from the industry.
- Monitoring with participatory approaches.
- Effectiveness in analyzing and resolving issues.
- High level of computer literacy, including Word, Excel, email and the internet. Experience in program management is preferable.

9. Method of Hiring

A consultant will be hired on an individual contract basis and placed at the Forest Department.