

Terms of Reference – Individual Contract for a Contract Management Specialist

Title – Contract Management Specialist

Report to - Project Director, ESCAMP

Duty Station - ESCAMP PMU Office and remote

01. Purpose

These Terms of Reference have been developed to obtain services from an experienced and reputed Contract Management Specialist to provide technical support and guidance to two Implementation Agencies (IAs) and to the PMU overall.

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 Environment and Wildlife Resources executes 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.

03. Objectives of the Consultancy

The overall objectives of this consultancy service are to:

- Strengthen the procurement and contract management capacity of the PMU and two Implementing Agencies (IAs) in the execution of procurement and planned contracts within approved time frames;
- Oversee that all contract correspondences of the PMU and two IAs and actions are made in compliance with the relevant contract agreements, stipulations, documents and international standards, on a timely manner; and
- Ensure procurement and contract management processes are carried out in compliance with the Financing Agreement and World Bank Procurement guidelines.

04. Scope of Work:

The Contract Management Specialist shall be responsible for

- To coordinate with Project Director and Project Manager to develop, monitor and implement need-based Procurement and construction Plans to implement project ensuring timely completion of all procurement activities.
- Lead Systematic Tracking Systems with appropriate technical and subject specific assistance.
- To advise regarding time schedule of ongoing projects and generate alerts for potential delays and suggest remedial measures as and when necessary.

- To advise on the contractual matters regarding mobilization advance, bank guarantee, performance guarantee, extension of time, interim payment certificate, default of contractors and final payment certificate as per contract conditions.
- To advise and or draft correspondence with IAs, consultants and contractors regarding their role under the respective agreements.
- Monitoring of the implementation of scope of work of the consultants as envisaged in the agreement.
- Interpretation and advice on different clauses of contract conditions of all construction contracts.
- Drafting of related technical documents, letters and memos and submit to PMU for PD's signature.
- To advise PMU on public sector contracts and related conflict resolutions.
- To suggest ways & means to make contracts compatible with local laws & legal requirements.
- To advise PMU on managing claims (if any) from the consultants and contractors.
- To advise and guide PMU on how best to resolve contractual dispute(s).

C. Perform any other tasks requested by the PD.

Contract Duration - The contract Management specialist is expected to perform services initially for one (1) year.

Reporting Obligations - The Consultant will report to Project Director through Project Manager. The Contract Management Specialist performance will be reviewed on monthly and quarterly basis.

06. Specifications of the Consultant:

The consultant shall possess the following academic qualifications and experiences. Expression of Interest of the Consultant has to be submitted to the Project Director – ESCAMP including his/her CV.

Academic Qualifications	B.Sc.Civil engineering qualifications and technical qualifications related to contract management.
Experience	Over 5 years of experiences in government, private sector or multinational agencies in the civil works management field

5. Position

This is a full-time position for 03 months with possible extension.

6. Remuneration:

The monthly payment of allowance will be **Rs. 300,000.**

9. Method of Hiring

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

Qualified and interested candidates are hereby requested to apply to:

**Project Director
Ecosystem Conservation and Management Project (ESCAMP)
Sampathpaya
Battaramulla
19.06.2020**