



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
Ministry of Public Administration, Home Affairs, Provincial Councils and Local
Government (MPAHAPCLG)
General Education Modernization (GEM) Project

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Hiring of Procurement Consultants for the Project Management Unit (PMU)
Contract No : MPAHAPCLG/GEMP/IC/23/1

1. The General Education Modernization (GEM) project will support the GoSL to modernize the primary and secondary education system in line with international developments in middle-income and high-income education systems by providing USD 100 million by the World Bank since 2018. The Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government (MPAHAPCLG) and Ministry of Education (MoE) are bear the responsibilities to carry out all project activities at national and provincial level.
2. **The Procurement Consultant** is responsible for monitoring and assisting the Provincial Councils to establish, maintain and implement procurement systems for the GEM Project. This is a full-time position. The service is initially for a period of one year.
3. The **Procurement Consultant** will be selected based on the qualification and experience, in accordance with the procedures set out in the World Bank's Guidelines: Procurement in investment project financing Goods, Works, Non Consulting and Consultancy Services – July 2016, and subsequent revisions on Approved Selection Methods consultancy services for the selection of Individual Consultants.
4. Individual experts are requested to submit the necessary information that demonstrates their qualifications and experiences to perform the services as per the Terms of Reference (TOR) of the **said** Assignment published in the website of <https://mpclg.gov.lk/> -> Downloads -> Notices & Circulars -> Notices
5. The interested Candidates shall obtain further information and queries on public working days between **0900 hrs and 1530 hrs** from **02.11.2023 to 08.11.2023** from the following address or by mail: procurement@pclg.gov.lk Telephone: **011 245 2432**
6. **Application procedure:** Interested candidates must provide **CVs & Price Schedules** including information that demonstrates their qualifications and experiences to perform the services as per the TOR. Applicants who are in the Government /Public Sector should forward their applications through their respective Heads of Departments.

7. All applications should be submitted via by hand or registered post with the **respective position indicated clearly on the top left corner of the envelope** and send on or before **09.11.2023** at 03.00 pm to the address mentioned below.

Chairman
Ministry Consultants Procurement Committee
Procurement Unit
Finance Division
Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government
No. 330, Union Place
Colombo 02

02.11.2023

Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government Public , Provincial Councils and Local Government (MPAHAPCLG)

General Education Modernization (GEM) Project

TERMS OF REFERENCE

For the Procurement Consultant

Contract No : MPAHAPCLG/GEMP/IC/23/1

BACKGROUND

General education in Sri Lanka encompasses primary (grades 1–5) and secondary education (grades 6–13). General education is mainly provided through the public sector with over 95 per cent of students enrolled in state schools. Currently there about 4.1 million students attending in 10,162 government schools. Around 200,000 students are enrolled in private and international schools and in Pirivenas. At the national level the Ministry of Education (MoE) is responsible for education policy, planning and monitoring, curriculum development and assessment and examinations. The country is divided into nine provinces. General education is a devolved subject where the Provincial Councils (PCs) play an important role in the delivery of education services. The PCs are responsible for formulating and implementing provincial education development plans consistent with national policy. The overwhelming majority of schools (96 per cent) are administered under these PCs. The provinces are divided into about 98 zones for the purposes of education administration. An education zone has an average of around 100 schools. Students in grade 11 (age 16) take the General Certificate of Education Ordinary Level (GCE OL). The GCE OL is an entry requirement for formal sector jobs as well as for vocational training and technical education. At grade 13 (age 18) students take the General Certificate of Education Advanced Level (GCE AL) which is needed to proceed on to higher education.

Sri Lanka has made impressive progress in expanding access to education. Universal access to primary education has been achieved and the net enrollment rate for secondary education, 84 per cent in 2014, is higher than the average of lower-middle income countries (LMICs) (62 per cent) and upper-middle income countries (UMICs) (79 per cent). This high enrollment performance is due to a combination of demand- and supply-side policies. The demand for education is stimulated through a policy of free-education in government schools, and free textbooks and school uniforms for children from grades 1-11. On the supply-side the country has a complete network of public schools covering all towns and villages.

Despite this significant progress achieved in recent decades, the Sri Lanka education system now faces a major set of challenges as the country seeks to reach UMIC status. The country lags in terms of learning outcomes which are critical for the high-level industrial and service sector activities of a UMIC. Learning outcomes in key subjects have been rising in recent years, but from a low base and slowly.

THE PROJECT

The General Education Modernization (GEM) project will support the GoSL to modernize the primary and secondary education system in line with international developments in middle-income and high-income education systems. GEM will be organized into two components, as outlined below. The Bank's engagement will be broadened through support for new and innovative education development initiatives. The Bank's engagement will be deepened through assistance to strengthen and scale up initiatives that have been successful in the past.

PROJECT DEVELOPMENT OBJECTIVE (PDO)

The Project Development Objective (PDO) is to enhance quality and strengthen stewardship of the general education system. In order to achieve the PDO, GEM is organized into two components.

Component One: Enhancing quality and strengthening stewardship of primary and secondary education

Component Two: Programme operations and technical support (POTS)

Under these components several sub-components and specific initiatives have been identified and details are given in the table below.

Component	Sub-component	Specific initiatives
Component 1: Enhancing quality and strengthening stewardship of primary and secondary education	Sub-component 1: Curriculum modernization and diversification	Improving English language learning
		Improving Mathematics learning
		Strengthening career guidance
		Promoting digital learning material
	Sub-component 2: Teacher development	School-based professional teacher development (SBPTD)
		Teacher Centers (TCs)
		Pre-service teacher education
	Sub-component 3: System level quality assessment	Quality assurance
		Modernized assessment of learning outcomes
	Sub-component 4: Enhanced Programme for School Improvement (EPSI)	
	Sub-component 5: Strengthening education leadership and management	
	Sub-component 6: Promoting social equity and inclusion through education	Supporting social cohesion through education
		Strengthening inclusive education
Strengthening school health, counselling and well-being		
Component 2: Programme Operations and Technical Support (POTS)	Programme Operations and Technical Support (POTS)	

MANAGEMENT & IMPLEMENTATION OF GEM PROJECT

In order to achieve the specific initiatives of the project the Ministry of Education (MoE) and Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government Public , Provincial Councils and Local Government (MPAHAPCLG) are bear the responsibilities to carry out all project activities at national and provincial level.

National level: The MoE is responsible for the following functions: establishing of national policies, norms, and standards; system development; publishing and distributing of textbooks and accreditation of any textbooks produced by the private sector; public examinations; administration of national schools; national sectoral planning; monitoring, evaluation, and research; and overall quality assurance. The NIE, which is an agency under the MoE, is responsible for formulating the school curriculum and the preservice teacher education curriculum and administering professional development programs and courses for school principals, section heads, and teachers. The NIE works closely with other education departments in the MoE and with the provinces. The MoE will be responsible for monitoring the implementation of the education activities of the GEM in the Provinces and at the national level. This will include commissioning and reporting on the third-party verification of Performance Based Conditions (PBCs).

Provincial Level: The MPAHAPCLG is the coordinating Ministry for the provinces. Seventy-five percent of GEM funds under the Program Component will be implemented by the Provincial Education Authorities (PEAs). The MoE and MPAHAPCLG will facilitate GEM implementation by the PEAs. The MPAHAPCLG will be responsible for overseeing procurement, financial management, environmental and social safeguards activities related to the GEM in the provinces. The MoE will oversee formulation and implementation of provincial education development plans for the GEM in the light of national education policy. The responsibilities of the MoE and MPAHAPCLG are summarized in Table below.

Responsibilities of MoE	Responsibilities of MPAHAPCLG
National level education planning	Management of fund flows to the PEAs
National level education monitoring	Oversight of procurement activities in the PEAs
Implementation of activities relevant for the GEM at national level	Oversight of financial management activities in the PEAs
Technical support for the PEAs in education related areas	Oversight of environmental safeguards activities in the PEAs
Policy analysis and studies	Oversight of social safeguards activities in the PEAs

As per the Cabinet decision on 27 May 2020 (Cabinet Memorandum No. 20/0833/219/014 dated 17 May 2020), a technical team with limited support staff will be appointed at the MPAHAPCLG to assist the 9 provincial councils in areas of Financial Management review, submitting withdrawal applications, preparing consolidated financial reports,

providing guidance for the procurement activities and monitoring and supervision of environmental and social safeguard activities.

Accordingly, MPAHAPCLG will establish and thereafter maintain, throughout the implementation of the Project following technical team with adequate professional and administrative support staff with qualification and experience and under terms of reference satisfactory to the World Bank:

- i. Technical Consultant in Financial Management
- ii. Technical Consultant in Procurement
- iii. Technical Consultant in Environmental Safeguard and construction activities
- iv. Technical Consultant in Social Safeguard activities
- v. Operational Assistant (Project Officer)
- vi. Operational Assistant (Finance Officer)

Source of Funding

The General Education Modernization (GEM) project will support the GoSL to modernize the primary and secondary education system in line with international developments in middle-income and high-income education systems by providing USD 100 million by the World Bank since 2018. Democratic Socialist Republic of Sri Lanka has received a Credit from the World Bank towards the cost of the Project and intends to apply portions of the proceeds of this credit to eligible payments under this Contract.

KEY TASKS

The Procurement Consultant is responsible for monitoring and assisting the Provincial Councils to establish, maintain and implement procurement systems for the GEM Project. Subject to any specific directives given by the Additional Secretary - Projects Monitoring, MPAHAPCLG, the main duties and responsibilities of the Procurement Consultant, in the context of funds available from the GEM Project, will be to:

- Coordinate the Provincial Councils and ensure that the Provinces prepare procurement plans for these funds punctually and on time, as outlined in the Financing Agreement and the Project Appraisal Document and any other relevant documents.
- Preparation/compilation of a consolidated procurement plan for procurement conduct by MPAHAPCLG and all nine provinces and to update periodically in the online procurement management system-Systematic Tracing of Exchange in Procurement (STEP)
- Updating the procurement plan annually or as and when required.
- Establish and maintain close links with the Provincial Councils involved in the Project and ensure their compliance with all procurement requirements and

adherence to Government and World Bank procedures in implementing their procurement plans.

- Monitor the implementation of the procurement plans in the provinces and provide six monthly and annual reports on the progress of procurement activities; Coordinate the Provincial Councils and ensure that the Provinces implement the relevant and applicable procurement procedures for these funds, as outlined in the Financing Agreement and the Project Appraisal Document and any other relevant documents.
- Advise the provincial staff on procurement in general and on preparation of specifications and Terms of Reference in particular.
- Coordinate the Provincial Councils and ensure that the Provinces maintain all necessary records for the procurement activities for these funds.
- Coordinate the Provincial Councils and ensure that the Provinces channel all requests for no objection for prior review contracts through the MPAHAPCLG to the World Bank. Play a quality assurance role for these requests, so that they are of adequate quality when they are sent to the World Bank.
- Review and obtain clearance from the Bank, where necessary, in timely manner for all the modifications to the contracts, recommended by the Engineer, which includes (a) extension of time; (b) any modification or waiver to the conditions of contract; (c) any variation order; (d) change of scope; (e) substituting the key staff; and make aware the Employer in advance.
- Liaise with the Environment and Social, to ensure all procurement related issues are suitably addressed.
- Procurement services for any funds utilized by the MPAHAPCLG from the GEM. This would include (a) preparing the project procurement plan identifying annual targets; (b) identifying procurement packages of goods/equipment under ICB, NCB and shopping; preparing specific procurement notices, ICB/ NCB bidding documents; attend to bidding process in line with the Donor/Government Guidelines and assisting in the award of contracts; preparing all bidding/contract documents for procurement of goods, administering contracts and ensuring timely delivery; preparing RFPs; assisting in contract negotiations for selection of consultants.
- Establish a procurement complaint mechanism consistent with the requirements of the World Bank Procurement Guidelines and the Government Procurement guidelines; advise provinces on the responses and action to be taken to resolve; and follow-up and report the Bank on each complaint.
- Maintain a register of contracts award for the contracts below the thresholds of prior review in order to facilitate the subsequent ex-post reviews (PPR) carry out by the Bank.
- Identify procurement capacity constraints and the associated formal and on-the-job procurement training needs; provide the latter and identify appropriate formal

training courses/workshops for the participation of the procurement staff of the provinces.

- Engage in the overall monitoring of the Project activities in the Provinces, as agreed with the Additional Secretary – Projects Monitoring/ MPAHAPCLG and the World Bank. Take lead responsibility for monitoring the performance of selected provinces, in discussion with the rest of the Technical Team, in relation to the results framework of the ESDFP and the GEM. This would involve visits to each of these provinces once in two months, at a minimum.
- Any other relevant duties.

SCHEDULE

This is a full-time position. The service is initially for a period of one year. The contract is renewable, subject to satisfactory performance, for the duration of the project. There will be an initial performance review by the MPAHAPCLG and the World Bank after six months. Thereafter, there will be an annual performance evaluation by the MPAHAPCLG and the World Bank. Either party can rescind the Contract at any time during the term of Contract assignment by giving one calendar month's notice in writing to that effect.

REMUNERATION

As agreed with the MPAHAPCLG and with a no objection from the World Bank.

REQUIRED MINIMUM PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

A successfully completed **Bachelor's Degree** in Engineering, Mathematics, Statistics, Science, Education, Economics, Management, Accounting, IT or a relevant discipline which is recognized by the University Grants Commission with **at least 12 years post qualifying experience at Managerial Level out of which 06 years should be in the Senior Managerial Level**

Or

A successfully completed **Bachelor's Degree** in **Engineering, Mathematics, Statistics, Science, Education, Economics, Management, Accounting, IT** or a relevant discipline which is recognized by the University Grants Commission **and a Postgraduate Degree in the relevant field or full membership of a professional institution in a relevant field with at least 9 years post qualifying experience in Managerial Level out of which 04 years should be in the Senior Managerial Level**

Or

At the level of a Class I officer of a Government All Island Services or a similar status in the field related to procurement **with at least 04 years in the Class I post.**

Professional qualifications in Supply Chain Management, Public Procurement & Contract Administration or Engineering or allied profession and prior experience in a similar post in World Bank funded projects, would be an advantage.

PROFESSIONAL COMPETENCIES

- Ability to read and write excellent English, and produce project reports in English for regular and continuous presentations to World Bank staff.
- Ability to deliver Procurement Services as required by the project.
- Ability to interact with staff in the Provincial Councils.
- Ability to plan and implement a project with complex and diverse activities.
- Ability to promote stakeholders' participation and commitment for effective implementation to ensure long term sustainability of the project
- Effectiveness in analysing and resolving project implementation issues
- Familiarity with the relevant Government procedures and regulations.
- High level of computer literacy, including PowerPoint, MS Project or similar, Word, Excel, email and the internet.
- Strong communication skills and good interpersonal relations.
- Ability and willingness to travel to the Provinces for an adequate number of working days each month to discharge his/her procurement and monitoring responsibilities effectively.
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- Ability and willingness to travel to the Provinces for an adequate number of working days each month to discharge his/her procurement management and monitoring responsibilities effectively.

Reference Documents and Facilities:

The following information is available at the Project Office

- Project Appraisal Document
- Operational Manual of LDSP
- Aide Memos of World Bank Missions.

Reporting Obligations

The position is full time and a Time Base Contract (Normal working days Monday to Friday from 8.00 am to 5.00pm and Saturdays, Sundays and Mercantile Holidays considered as Holidays)

REPORTING AND OTHER DELIVERABLES OF THE PROCUREMENT CONSULTANT

The Procurement Consultant shall provide an Inception Report, Monthly Status Reports and Final Reports. In addition, the Consultant shall provide all the Procurement Documents and related reports required under the provision of the tasks described above.

The Consultant shall make available Electronic copies of above reports to the Additional Secretary – Projects Monitoring/MPAHAPCLG and to the other relevant agencies as requested.

Reporting Requirements	Description	Timelines
Inception Report	Shall provide a detailed work plan at the beginning of the assignment confirming the mobilization and operational status of the Consultant, the Consultant’s contact details, the confirmed real time (dated) work schedule/work plan; and any changes the Consultant wishes to be considered to the TOR due to initial findings. To be submitted in Final Form	4 weeks after commencement of services
Monthly Status Reports	<p>A detailed monthly Work Plan shall be prepared indicating the specific activities to be undertaken during the month and submit the same to the Additional Secretary-Projects Monitoring/MPAHAPCLG.</p> <p>A detailed report on completed tasks of the monthly Work Plan shall be prepared at the end of the relevant month and submit the same to the Additional Secretary - Projects Monitoring/ MPAHAPCLG. A section of the report should also be devoted to the Consulting Services contract, recording the daily presence of named staff and periods of absence (with reasons) and the financial status of the Consultant’s Contract.</p> <p>Further, a Monthly Diary describing the work carried out on a daily basis shall be maintained.</p>	at least 3 working days before the beginning of the month
Training Plan	Identify procurement capacity constraints and procurement training needs of the staff of Provincial Education Authorities and submit a Comprehensive Training Plan (including the	Within 03 months after commencement of service

	Budget) for a minimum period of 2 years	
Final Report	Shall include objectives and tasks as defined under the TOR. The report should also record key issues and recommendations. A section of the report should also be devoted to the Consulting Services contract, recording the daily presence of named staff and periods of absence (with reasons) and the financial status of the Consultant's Contract.	Draft Final – 4 weeks before end of services Final – 2 weeks after receipt of comments

FACILITIES PROVIDED BY THE CLIENT

The Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government Public , Provincial Councils and Local Government (MPAHAPCLG) will provide the Consultant with suitably equipped office facilities inclusive of a computer, and associated services and utilities complete with internet connection and supplies (Stationery etc.), Transport & accommodation (on sharing basis) will be provided with meals during the visits to Provinces subject to approval of MPAHAPCLG and with a no objection from World Bank.

Price Schedule

	Item	Unit	Qty	Rate	Amount
	Remuneration	Month	12		
	Per diem	Days	48		
	Communication charges	Month	12		
	Total				