



Department of Samurdhi Development  
Empowerment Program  
Recruiting Procurement Specialist



In June 2023 The World Bank (WB) Executive Board approved the social protection project and the project's development objective is to support Sri Lanka in Providing better targeted income and livelihoods opportunities to the poor and vulnerable

The Director General of Department of Samurdhi Development now invites CVS in following post for a period of 18 Months

Post	No of Posts	Reference No
Procurement Specialist	01	DSD/HO/02/Ad/02/2025

The detailed Terms of Reference (TOR) can be found at the following website :  
[dsd.samurdhi.gov.lk](http://dsd.samurdhi.gov.lk)

Interested individual should provide CVS with demonstrating his/her qualifications and relevant experience to perform the services to the address given below on or before 10<sup>th</sup> June 2026 registered post, email to [adsamurdhi2014@gmail.com](mailto:adsamurdhi2014@gmail.com) or by hand. Please note to indicate relevant reference number Mentioned above at the left hand corner of the envelop (for inquiries – 011 2873996 during office hours)

The shortlisting criteria are : Educational Qualification Working Experience and previous experience of working for similar type Projects.

Salary :- Entitled to category C of Salary Scale & allowances as per Management Services  
Circular No : 01/2026

Qualifications :- Reffer MSD Circular No 01/2026

EPF &ETF contribution by the Employer will be 12% and 3% respectively.

Age :- below 67 years

Director General  
Department of Samurdhi Development  
4<sup>th</sup> floor, Stage 01,  
Sethsiripaya,  
Battaramulla.

## TERMS OF REFERENCE

### SOCIAL PROTECTION PROJECT (SPP)

#### PROCUREMENT SPECIALIST

For the World Bank-financed Empowerment Program

## 1. BACKGROUND

**The Project:** In June 2023, the World Bank (WB) Executive Board approved the Social Protection Project (P178973), with a value of USD 200 million. The project's development objective is to support Sri Lanka in providing better targeted income and livelihoods opportunities to the poor and vulnerable. The project comes after several years of economic downturn in Sri Lanka, which has increased poverty to an estimated 23% in 2022.

**Project Components:** To achieve the development objective, the project has two components. The first, with \$185 million, finances the country's new welfare benefit payments, Aswesuma. The second component is allocated with US\$7 million to pilot the country's first economic inclusion program, titled by the Government of Sri Lanka (GoSL) the "Empowerment Program." The third component, with US\$8 million, focuses strengthening the government's capacity to deliver the social protection programs, with one subcomponent (3.1) focusing on the welfare benefit payments, while the other (3.2) focusing on the Empowerment Program.

**Implementation Arrangements.** The Project has two implementing agencies: The Ministry of Finance (MoF), and in particular The Welfare Benefits Board (WBB), which will manage component 1 as well as component 3.1, and the Ministry of Rural Development, Social Security and Community Empowerment, and specifically the Department of Samurdhi Development (DSD), which will manage component 2 and 3.2.

The project management team within the DSD is looking for a qualified Procurement Specialist (PS) to help the DSD manage all the procurement activities related to the Project Component 2 and 3.2.

## 2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide technical support to the project management team within DSD in carrying out procurement of goods/non consulting services and consultant services under the Project in line with WB procurement procedures<sup>1</sup>.

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<sup>1</sup> Namely, the World Bank's "Procurement Regulations for IPF Borrowers" (Procurement Regulations) dated November 2020, and the "Guidelines on Preventing and Combating Fraud and Corruption in

### 3. SCOPE OF WORK

- Assist DSD at all stages of Project procurement to ensure that the correct procedures are followed.
- Report to the Deputy Project Director of the project management team for all activities /work related to procurements under the team.
- Assist the DSD to achieve all procurement activities in a timely manner
- Liaise with other Government Institutions (ex. Ministry of Finance, National Procurement Commission of Sri Lanka, Auditor General's Department) if any.
- Attend Procurement Committee Meetings and other similar meetings and obtain necessary approval for procurements
- Assist in following up and when necessary, updating the procurement plan for the Project and follow up with both DSD and WB review and approvals.
- Assist the DSD in maintaining an effective monitoring and recording system on procurement process, information and recording for document keeping; and use the World Bank's systematic tracking of exchanges in procurement (STEP);
- Support the DSD in developing an action plan to strengthen transparency and accountability in the procurement process (including complaint-handling mechanism, integrity pacts and sanctions procedures as per procurement rules of the Government and WB's Procurement Regulations) and work with relevant divisions, if relevant, to enhance and ensure systematic disclosure of procurement related documents in the WBB website.
- Regularly upload procurement documents into STEP for WB's review and process related documentation on time; solve related problems with WB technical staff; print out procurement documents for the Projects' staff and management.
- Assist in implementing and, when necessary, updating the Project Procurement Strategy for Development (PPSD);
- Draft all procurement documents, such as Request for Expression of Interest (REOI), Special Procurement Notice (SPN), Request for Proposal (RFP), Request for Bid (RFB), Bid/Proposal Evaluation Reports, Contract Agreements, etc. for goods, consultants and non-consultant services in accordance with the schedule in the procurement plan and WB Procurement Regulations.
- Support the DSD in conducting all evaluations and negotiations as required during the procurement process.
- Liaise with the WB to obtain clearance on procurement activities.
- Conduct contract management by performing tasks such as monitoring the progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable.
- Assist the project team to ensure adequate annual budget allocations for project activities.
- Assist the project team to prepare regular implementation status reports as required by the Project Steering Committee, the DSD and WB;
- Provide input in update the project Operations Manual and other project documents as required;

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Projects Financed by IBRD Loans and IDA Credits and Grants", dated October 15, 2006, and revised in January 2011 and as of July 1, 2016, and other provisions stipulated in the Legal Agreement.

- Build up the capacity of the DSD staff on procurement as required, including via hands-on training and formal training as requested; and
- Support other project related activities as may be assigned by DSD/Project Deputy Director.

#### **4. REPORTING OBLIGATION**

The PS will report directly to the DSD Project Director and Deputy Project Director of the project management team and will work closely with other project staff.

#### **5. DURATION OF THE ASSIGNMENT**

This is a full-time work assignment at the project management team of the DSD for a period of 1 year and 6 months. The PS's services shall be subject to bi-monthly performance evaluation based on performance indicators specified below. Performance evaluation shall be the basis for extension or termination of the services. Facilities such as office space, intercom telephone facilities, personal computers, printing facilities, Internet access and stationery will be provided.

#### **6. PERFORMANCE INDICATORS**

The following performance indicators shall be used for performance assessment:

- Positive progress and good performance of the entrusted procurement activities, as per the procurement plan.
- Timely production of accurate procurement reports and procurement documents.
- Positive evaluation of performance by the DSD Deputy Director.
- Timely monitoring, tracking and follow-up of the project procurement plan.
- Regular update and download of documents through STEP, to avoid delays in procurement implementation.
- Efficient teamwork and coordination of procurement activities.
- Support in implementing the capacity building agenda related to Procurement; and
- Accurately and regularly updated procurement filing system, in both hard and soft copies.

#### **7. Confidentiality and Conflict of Interest**

The consultant undertakes to comply with DSD's and WB's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The consultant shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without the prior written consent of the WBB. Any draft reports and other documents produced by the consultant will be discussed and cleared with the WBB before their final issue. A non-disclosure agreement (NDA) will be signed between the WBB and the selected candidate to be attached to the contract.

## 8. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in finance, management, business administration, or a related field; a public procurement degree or specialized professional training will be an advantage.
- A minimum of 3 years of relevant work experience in public procurement profession,
- A past similar assignment of same level and nature in a government or international financial institution project is highly desirable.
- High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word and Power Point) and Internet; knowledge and experience using STEP (WB Projects) or similar software is a strong advantage.
- Excellent report writing and good command of both spoken and written English and Sinhala is required.

## 9. METHOD OF SELECTION

Through interview process according to the Pre reviewed CV