

## REQUEST FOR PROPOASAL

### GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA MINISTRY OF FISHERIES, AQUATIC AND OCEAN RESOURCES

#### SELECTION OF CONSULTANCY SERVICES OF PROCUREMENT SPECIALIST (INDIVIDUAL CONSULTANT))

Ministry of Fisheries, Aquatic and Ocean Resources invites proposal from well qualified personal to perform as Individual Consultant for Procurement Specialist as follows. Interested eligible Individual Consultants must provide following information indicating that they are qualified to perform the services.

- Signed Curriculum Vitae (CV) indicating two non-related referees.
- List out the most relevant experience to the proposed Consultancy Service mentioned in the TOR.
- General Experience.
- Particular Experience
- Certified Copies of all related certificates.
- Financial Proposal (Total Consultancy Fee for 12 months period and monthly remuneration)

Consultancy Service	Contract No.	Duration of Assignment
Procurement Specialist (Individual Consultant)	MF/SD/PROC/11/2025/02	12 Months (Full Time)

A consultant shall be selected in accordance with the procedures set out in the Guideline for Selection and Employment of Consultants August 2007. Selection of Individual Consultant procedure will be used. The Executing Agency reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this shall be entertained.

Prospective Individual Consultants are invited to submit proposals and the more details of the Consultancy Service are indicated in the Terms of References and form of agreement could be obtained from the office of **Director (Development), Development Division**, Ministry of Fisheries, Aquatic and Ocean Resources, 7<sup>th</sup> Floor, New Secretariat, Maligawatta, Colombo 10 during office hours from **02<sup>nd</sup> June 2025 up to 23<sup>rd</sup> June 2025 from 9.00hrs to 15.00hrs** upon cash payment of non-refundable fee of Rs. 1,000/= per document.

Through this tender, Ministry of Fisheries, Aquatic and Ocean Resources is interested in short listing and selecting the qualified Individual Consultant for providing Consultancy Services who are having required skills and experience in performing duties as Procurement Specialist (Individual Consultant). The selected Individual Consultant shall be responsible for providing Consultancy Services as Procurement Specialist (Individual Consultant) to the Secretary Ministry of Fisheries, Aquatic and Ocean Resources.

Additional information can be obtained from: Director (Development), 7<sup>th</sup> Floor, Ministry of Fisheries, Aquatic and Ocean Resources, New Secretariat, Maligawatta, Colombo 10, [mfarddevelo@gmail.com](mailto:mfarddevelo@gmail.com) Telephone No: 0112441537/ 0112440578 Fax:01123224016.

The proposals shall be submitted by registered post or hand delivery to the address given below on or before **1400 hrs on 30<sup>th</sup> June 2025**. "Proposals for Procurement Specialist (Individual Consultant)" should be written on the top left-hand corner of the envelop.

Chairman  
Ministry Consultant Procurement Committee,  
Ministry of Fisheries, Aquatic and Ocean Resources  
New Secretariat Maligawatta,  
Colombo 10

## **TERMS OF REFERENCE (TOR)**

**CONSULTANCY SERVICES OF PROCUREMENT SPECIALIST (INDIVIDUAL  
CONSULTANT) FOR  
MYLIDDY FISHERY HARBOUR PHASE III PROJECT AND DEVELOPMENT &  
CONSERVATION OF LAGOONS  
OF  
MINISTRY OF FISHERIES, AQUATIC AND OCEAN RESOURCES**

**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.