

## TERMS OF REFERENCE

### Welfare Benefits Board (WBB) Ministry of Finance, Economic Stabilization & National Policies (MoF)

#### SOCIAL PROTECTION PROJECT (SPP)

##### Individual Consultant – Project Officer (Project Management)

### 1. BACKGROUND

**1.1 Context.** Sri Lankans have been hit by a significant economic downturn over the past two years. The spread of the coronavirus pandemic, as well as fiscal and monetary indiscipline have shrunk the economy. Sri Lanka's gross domestic product contracted by 7.8% in 2022, while inflation peaked at 69.8% in September 2022, and the Sri Lankan Rupee (LKR) depreciated close to 80 percent against the US dollar in 2022. As a result, the poverty rate doubled from 13.1% to 25% (\$3.65 per capita, 2017 PPP) between 2021 and 2022. Around 75% of households were estimated to have experienced a reduction in their incomes, and 37% of households were facing acute food insecurity in November 2022. Moreover, women-headed households, which were already 60 percent poorer than male headed households, were pushed deeper into poverty.

**1.2 The Project.** The Social Protection Project (P178973), approved by the World Bank (WB) Executive Board, supports the Government of Sri Lanka (GOSL) in implementing key reforms that will increase efficiency and effectiveness of spending and improving the responsiveness of the social protection system. The Project Development Objective of the Project is to support Sri Lanka in providing better targeted income and livelihoods opportunities to the poor and vulnerable.

**1.3 Project Components and Funding.** The total value of the Project is US\$200 million. The first component of the Project is allocated with \$185 million to streamline and finance the new country welfare benefit payment Aswesuma. The second component is allocated with US\$7 million to pilot an economic inclusion program - which will be Sri Lanka's first comprehensive "Economic Inclusion Pilot" - using global experience, and the third component of US\$8 million is to strengthen the government's capacity to deliver the social protection programs.

**1.4 Implementation Arrangements.** The Project has two implementing agencies: Ministry of Finance (MoF) and Ministry of Women, Child Affairs, Social Empowerment (MoWCASE). The Welfare Benefits Board (WBB), under MoF, will manage the day-to-day operations for strengthening of the social registry and payments to beneficiaries for new cash transfer program Aswesuma, while the Department of Samurdhi Development (DSD), under MoWCASE, will manage the day-to-day operations for the economic inclusion pilot and integrated family support.

The Project Management Team (PMT) in WBB is looking for a qualified Project Officer – (Project Management) to help WBB manage all the project management activities related to the above Project.

## **1. OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to provide technical support to the Welfare Benefits Board (WBB) in carrying out their activities related to maintain Social Registry and Aswesuma Programme.

### **SCOPE OF WORK**

- Provide national-level and field-level coordination support with mobilizing beneficiaries in coordination with divisional and district secretariats.
- Assist WBB at all stages of Aewesuma Programme to ensure that the correct procedures are followed
- Monitoring progress of activities of Divisional and District levels with regards to the WBB and coordinate with the PMT
- Reporting on the status of activities implementation, evaluation, and ensuring timely submission of the documentation to confirm achievement of activities;
- Reviewing and monitoring payment status of Aewesuma Programme
- Liaising with other Government Institutions
- Ensuring effective dialogue with Divisional and District level officers on project implementation matters, including preparation of project implementation reports on a regular basis and upon request;
- Identifying problems/impediments promptly as they arise during project implementation and take timely remedial actions
- Other activities as agreed with the Management of the WBB.

## **2. REPORTING OBLIGATION**

The Project Officer (Project Management) will report directly to the Addl. Commissioner (Operation) and will work closely with other WBB/PMT staff.

## **3. DURATION OF THE ASSIGNMENT**

This is a full-time work assignment at PMT of WBB. The services of the Project Officer (Project Management) are required for a period of 1 year with a possible extension of the Project duration. The Project Officer (Project Management) services shall be subject to annual 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.

## **4. PERFORMANCE INDICATORS**

The following performance indicators shall be used for performance assessment:

- Positive progress and good performance of the entrusted project activities, as per the TOR.
- Timely production of accurate project reports and documentation.
- Positive evaluation of performance by PMT, WBB board, and the WB team.
- Timely monitoring, tracking and follow-up on the District and Divisional level.
- Effective management of other staff engaged by PMT.
- Support in implementing the capacity building agenda related to the Project.

## **5. CONFIDENTIALITY AND CONFLICT OF INTEREST**

The Project officer (Project Management) undertakes to comply with WBB's and WB's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Project officer (Project Management) 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 Project officer (Project Management) will be discussed and cleared with the Deputy Project Director/Project Director 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.

## **6. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

- ❖ Honors Bachelor's degree in Economics/ Sociology/ Social Studies/ Social Development/ Management/Finance/Project Management/Human Resources Development which is recognized by the University Grant Commission of Sri Lanka.

**OR**

- ❖ An Associate membership / A similar professional qualification obtained from a recognized professional institution in the relevant field
- ❖ A minimum of three-year experience in the relevant field to the post
- ❖ Certificate in computer studies not less than three-month duration from a recognized institute.
- ❖ A past similar assignment of same level and nature in a government or International Financial Institution project is highly desirable;
- ❖ Knowledge of and experience with Divisional and District level is required;
- ❖ High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word and Power Point) and Internet;
- ❖ Excellent report writing and good command of both spoken and written English and Sinhala is required.

## **7. METHOD OF PROCUREMENT**

The procurement method is (Individual consultant selection method) in line with the World Bank Procurement procedures.

### **Project Officer – Project Management Duties and Responsibilities:**

- ❖ Assist Project Director and Deputy Project Director to effectively implement the WBB as planned. Coordinate with Project Subject Specialist and District and Divisional Project Officers for smooth day to day operation of their function.
- ❖ Maintain files related to meetings at national level and follow up meeting minutes and report to PD and DPD.
- ❖ Assist to organize District and Divisional Meetings and Field visit by all Project Specialist and submit monthly progress reports of them.

- ❖ Maintain Correspondence files related to the World Bank and External Resources Department and keep records and follow up agreed actions between the Project Director and World Bank
- ❖ To write an effective project officer project management job description, begin by listing detailed duties, responsibilities and expectations.

**Sample responsibilities for this position include:**

- ❖ Keep the hard copy in a good order all project correspondences
- ❖ Maintain separate Meeting minutes files for Project Steering Committee Project Technical Committee and District and Divisional Secretariats.
- ❖ Write, proofread, and prepare correspondence and the assigned tasks per Project Manager the Project team requests
- ❖ Maintaining calendars, schedules appointments, screen calls and emails & taking appropriate actions, arranges meetings inclusive of venues
- ❖ Prepares documents such as , reports, correspondence, memos
- ❖ Schedules appointment, meeting
- ❖ Other ad-hoc project, proposal and business unit tasks as necessary
- ❖ Assist the project in the organization and logistical preparation of workshops, seminars, visiting missions, field trips
- ❖ Inputting data and maintaining various computerized databases for correspondence, statistics, calendars, mail Schedules appointments, meetings