

TERMS OF REFERENCE
for
Individual Consultant- Project Officer (District Coordinator)
Social Protection Project (SPP)
Welfare Benefits Board (WBB)
Ministry of Finance, Economic Stabilization & National Policies (MoF)

1. BACKGROUND

1.1 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.

1.2 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.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide technical support to the Project Management Team (PMT) and Welfare Benefits Board (WBB) in carrying out District Level and divisional level activities related to implement Aswesuma Programme

3. SCOPE OF WORK

- Provide field-level coordination support with mobilizing beneficiaries in coordination with divisional and district secretariats.
- Assist PMT 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 (ex.
- 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 project related duties as agreed with the Deputy Project Director and Project Director.

4. REPORTING OBLIGATION

The Project Officer (District Coordinator) will report directly to the Project Director and Deputy Project Director of the PMT and will work closely with other PMT staff.

5. DURATION OF THE ASSIGNMENT

This is a full-time work assignment at PMT of WBB. The services of the Project Officer (District Coordinator) are required for a period of 1 year with a possible extension for up to 4 years of the Project duration. The Project Officer (District Coordinator) 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.

6. 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.

7. CONFIDENTIALITY AND CONFLICT OF INTEREST

The Project officer (District Coordinator) 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 (District Coordinator) 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 (District Coordinator) 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.

8. 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.

- 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.

9. METHOD OF PROCUREMENT

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

10. Project Officer – District Coordination Duties and Responsibilities:

- Assist District Secretary and officers who are responsible for implementation of Aswesuma and project activities of the Social Protection project within the District as planned.
- Coordinate with PD/DPD, Project Subject Specialists of SPP, District and Divisional Officers for smooth day to day operation of their function for an effective and efficient implementation of the SPP project activities
- Maintain files related to meetings at District and Divisional level and follow up meeting minutes and report to District Secretary and PD .
- Assist to organize District and Divisional Meetings and Field visit by all Project Specialist and submit monthly progress reports to District Secretary and PD.
- Maintain Correspondence files related to each Divisional Secretaries, Welfare Benefits Board and SPP and keep records and follow up agreed actions.
- Maintain all Circulars issued by WBB and ensure implementation of circulars among relevant District and Divisional Secretaries
- Coordinate with Welfare Benefits Information Unit (WBIU) at each Divisional Secretaries and assist them to resolve any matters referred to the Dist. Secretary and Chairman WBB by Divisional Secretaries
- Coordinate all Training Program organized by WBB/SPP within the District
- Maintain appropriate statistics and Data relevant to all the DSS in relation to the Social Registry and beneficiaries of Aswesuma program
- Submit details and reports requested by Monitoring and Evaluation Specialist of SPP within the time schedule
- Assist to the Communication Specialist of SPP for all communication activities to be implemented within the District
- Any other duties assigned by District Secretary related to the Welfare Benefits Board and SPP

Sample responsibilities for this position include :

- Keep the hard copy in a good order all project correspondences
- Maintain separate Meeting minutes files 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