

Social Protection Project- Welfare Benefits Board
 MINISTRY OF FINANCE, ECONOMIC STABILIZATION
 AND NATIONAL POLICIES

**Hiring of Individual Consultant(Project Officers) for District
 Coordination (For 25 Districts), and Procurement, Finance, Social
 Safeguards, Grievances Management, Project Monitoring, Project
 Management, Information Technology, Software Programming and
 Communication**

The Social Protection Project now invites eligible individual consultants to indicate their interest in providing the Services. Interested Consultants should provide a CV including information that demonstrates that they have the required qualifications and relevant experience to perform the Services. Additional information regarding the Services to be conducted (**Terms of Reference and CV Template**) by the consultants can be found in the Terms of Reference available on this website. The shortlisting criteria are outlined below;

No:	Assignment	Shortlisting Criteria
01	District Coordination – 25 Individual Consultant for 25 Districts	1. 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. <p style="text-align: center;">OR</p> 2. An Associate membership / A similar professional qualification obtained from a recognized professional institution in the relevant field <p style="text-align: center;">With</p> 3. Minimum of three years’ experience in the relevant field to the post, (A past similar assignment of same level and nature in a government or International Financial Institution project is highly desirable) 4. Certificate in computer studies not less than three-month duration from a recognized institute. 5. Knowledge of and experience with Divisional and District level is preferred 6. High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word and Power Point) and Internet is preferred 7. Excellent report writing and good command of both spoken and written English and local languages are preferred

02	Procurement-01 Consultant	<p>1. Bachelor's degree in Finance/Economics/ Business Administration/ Management /Human Resources Development which is recognized by the University Grant Commission of Sri Lanka.</p> <p style="text-align: center;">OR</p> <p>2. An Associate membership / A similar professional qualification obtained from a recognized professional institution in the relevant field</p> <p style="text-align: center;">With</p> <p>3. A minimum of three-year experience in the relevant field to the post</p> <p>4. Preference will be given to the Diploma/Certificate holders in public procurement and contract administration.</p> <p>5. A past similar assignment of same level and nature in a government or International Financial Institution project is highly desirable;</p> <p>6. Knowledge of and experience with application of WB procurement procedures is preferred;</p> <p>7. 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;</p> <p>8. Excellent report writing and good command of both spoken and written English and local languages are required</p>
03	Financial Management-01 Consultant	<p>1. Bachelor's degree in Accounting/Finance/Commerce/Business Administration or equivalent qualification.</p> <p>2. Part qualification of CA Sri Lanka will be an added qualification.</p> <p>3. Knowledge and experience of WB financial management procedures is a strong advantage.</p> <p>4. 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 Client Connection (WB Projects) or similar software is a strong advantage.</p> <p>5. Experience in working with Quick Books Accounting system is a strong advantage</p> <p>6. Experience in payment methods and bank transfer reconciliation is an advantage.</p> <p>7. Excellent report writing and good command of both spoken and written English and local languages are required.</p>

04	Environmental and Social Safeguards-01 Consultant	<ol style="list-style-type: none"> 1. Honors Bachelor's degree in Economics/ Sociology/ Social Studies/ Social Development/ Management which is recognized by the University Grant Commission of Sri Lanka. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. An Associate membership / A similar professional qualification obtained from a recognized professional institution in the relevant field <p style="text-align: center;">With</p> <ol style="list-style-type: none"> 3. A minimum of three year experience in the relevant field to the post, 4. Certificate in computer studies not less than three-month duration from a recognized institute. 5. A past similar assignment of same level and nature in a government or International Financial Institution project is highly desirable; 6. Knowledge of and experience with application of WB Environment and Social Safeguard procedures is required; 7. 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 similar software is a strong advantage; 8. Excellent report writing and good command of both spoken and written English and local languages are required.
05	Grievances Management-01 Consultant	<ol style="list-style-type: none"> 1. Honors Bachelor's degree in Economics/ Sociology/ Social Studies/ Social Development/ Management which is recognized by the University Grant Commission of Sri Lanka. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. An Associate membership / A similar professional qualification obtained from a recognized professional institution in the relevant field <p style="text-align: center;">WITH</p> <ol style="list-style-type: none"> 3. A minimum of three-year experience in the relevant field to the post 4. Certificate in computer studies not less than three-month duration from a recognized institute. 5. Knowledge and experience of WB procedures is a strong advantage; 6. High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word and Power Point) and Internet; 7. Excellent report writing and good command of both spoken and written English and local languages are required.

06	Monitoring and Evaluation-01 Consultant	<ol style="list-style-type: none"> 1. Honors Bachelor's degree in Economics/ Project Management/ Business Administration/ Management which is recognized by the University Grant Commission of Sri Lanka. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. An Associate membership / A similar professional qualification obtained from a recognized professional institution in the relevant field <p style="text-align: center;">With</p> <ol style="list-style-type: none"> 3. A minimum of three-year experience in the relevant field to the post 4. Certificate in computer studies not less than three-month duration from a recognized institute. 5. Knowledge and experience of WB procedures is a strong advantage; 6. High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word, Power Point and Access) and Internet; 7. Experience in monitoring and evaluation of payment methods is an advantage; 8. Experience in analytical work and survey implementation is an advantage; 9. Excellent report writing and good command of both spoken and written English and local languages are required
07	Project Management- 01 Consultant	<ol style="list-style-type: none"> 1. 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. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. An Associate membership / A similar professional qualification obtained from a recognized professional institution in the relevant field <p style="text-align: center;">With</p> <ol style="list-style-type: none"> 3. A minimum of three year experience in the relevant field to the post 4. Certificate in computer studies not less than three-month duration from a recognized institute. 5. A past similar assignment of same level and nature in a government or International Financial Institution project is highly desirable; 6. Knowledge of and experience with Divisional and District level is required; 7. High degree of computer literacy, and intermediate to advanced

		<p>knowledge of Microsoft Office Package (Excel, Word and Power Point) and Internet;</p> <p>8. Excellent report writing and good command of both spoken and written English and local languages are required.</p>
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08	Information Technology-Consultant 01	<ol style="list-style-type: none"> 1. Bachelor's degree in Information and Communication Technology/ Computer Science/ Computer Engineering which is recognized by the University Grant Commission of Sri Lanka. 2. A minimum of three year experience in the relevant field to the post 3. A past similar assignment of same level and nature in a government or International Financial Institution project is highly desirable; 4. Knowledge of and experience with application of WB procurement procedures is required; 5. A recognized degree in Information and Communication Technology or relevant fields, and intermediate to advanced knowledge of PHP, MySQL, MySQL native JSON, Laravel Framework, Linux Server Management, Project Management 6. Excellent report writing and good command of both spoken and written English and local languages are required.
09	Software Programming-01 Consultant	<ol style="list-style-type: none"> 1. Bachelor's degree in Information and Communication Technology/ Computer Science/ Software Engineering or related field which is recognized by the University Grant Commission of Sri Lanka. 2. A minimum of three-year experience in the relevant field to the post 3. Three year working experience in programming in a competitive environment. 4. Proficiency in PHP programming with a deep understanding of object-oriented programming (OOP) concept 5. Good knowledge in using PHP frameworks and libraries. 6. Experience in developing and maintaining complex PHP applications 7. Knowledge of advanced database concepts and experience working with databases like MySQL 8. Proven experience as a frontend developer with a deep understanding of frontend technologies, including HTML, CSS, JavaScript 9. Good knowledge of relational databases, version control tools and of developing web services 10. Familiarity in APIs and integrating third-party services 11. Experience with building restful JSON web services

10	Communication – 01 Consultant	<ol style="list-style-type: none">1. Bachelor’s degree in Communication, Journalism or any other related field.2. A past three year similar assignment experience of same level and nature in a government or International Financial Institution project is highly desirable;3. Specific skills in digital designing, video and content developing4. High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word and Power Point) and Internet;5. Excellent report writing and good command of both spoken and written English and local languages are required.6. Demonstrated experience in working with the community7. Existing relationship with mainstream and social media industry
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