
**TERMS OF REFERENCE FOR THE OTS DEPUTY DIRECTOR -
PROCUREMENT**

of the Accelerating Higher Education Expansion and Development Operation (AHEAD)

1. BACKGROUND

The development of the higher education sector is of central importance to enable Sri Lanka to make the transition from a Lower-Middle Income Country (LMIC) to an Upper Middle-Income Country (UMIC). Recognizing this, the Government of Sri Lanka (GoSL) and the World Bank have agreed to support the higher education sector through a Bank funded Accelerating Higher Education Expansion and Development (AHEAD) operation.

2. THE OPERATION

The AHEAD operation is organized in two components. The first is a Program Component that supports the national Higher Education Development Program. The second is a systems strengthening, capacity building and technical assistance component that will assist GoSL to strengthen the higher education sector and achieve the objectives of the AHEAD program component. This second will also cover monitoring and evaluation, policy analyses, program coordination and communication.

The implementing agency is the Ministry of Higher Education and Highways (MHEH). The University Grants Commission (UGC) will coordinate the activities of the universities. There will be an Operations Monitoring and Support Team (OMST) which will coordinate and support all AHEAD activities between the MHEH, UGC, and the universities.

AHEAD has three Results Areas:

Results Area 1: Increasing Enrollment in Priority Disciplines for Economic Development

Results Area 2: Improving the Quality of Higher Education

Results Area 3: Promoting Research, Development and Innovation

2. KEY TASKS

Subject to any specific directives given by the Vice Chancellor of the University and the OTS Director, the main duties and responsibilities of the Deputy Director / Procurement will be to:

- Facilitate the work of the OTS and academics and other staff engaged in AHEAD activities
- Hold overall responsibility for the development, adjustment and implementation of procurement plans in coordination with the OTS Director, and Project and Activity Coordinators
- Provide guidance to the OTS Director and staff for procurement of goods, equipment, services, works and consultancy and non-consultancy services in general, particularly preparation and updating of procurement plans, preparation of procurement documents and implementation of procurement process in terms of Government and World Bank guidelines.
- Monitor and supervise the maintenance of records
- Oversee the maintenance of records, conduct procurement reviews and report as required.
- Regular liaison with the Procurement Specialist of the OMST to ensure smooth functioning of the Operation's activities.
- Attend all WB mission meetings and meetings organized by OMST/OTS.

3. REMUNERATION

- An all-inclusive monthly allowance of LKR 20,000 will be paid subject to satisfactory performance.
- Payments will be made upon submission of the monthly progress report and approval by the OTS Director.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A Deputy Bursar / Deputy Registrar or Senior Assistant Bursar /Senior Assistant Registrar of the University shall be appointed as the Deputy Director Procurement
- Experience in implementation of development Operations financed by the World Bank would be an added qualification.

5. METHOD OF APPOINTMENT:

- The Deputy Director/Finance will be appointed on part-time basis by the Vice Chancellor, with the concurrence of the World Bank obtained through the OMST.
- He/she will report to the OTS Director for AHEAD activities.
- The official appointed should be able to spend time, as agreed with the OTS Director, at the OTS office on a weekly basis for AHEAD related work.

6. REQUIRED PROFESSIONAL COMPETENCIES:

- Ability to handle financial activities of the Operation
- Ability to analyze and resolve Operation financial issues effectively
- Ability to interact with senior academic and administrative staff in the University
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members
- High level of IT literacy
- Strong communication, negotiation skills and good interpersonal skills
- High level of proficiency in written and spoken English