



GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF TOURISM

SRILANKA TOURISM DEVELOPMENT AUTHORITY

Hiring an Individual Consultant for Development of Administration Regulations (AR)

SLTDA

Contract No: SLTDA/HR&PM/C/IC/AR/2023/7

**Sri Lanka Tourism Development Authority
No.80, Galle Road, Colombo 03
September 2023**

**Hiring an Individual Consultant for Development of Administration Regulations (AR) for
SLTDA**

Contract No: SLTDA/HR&PM/C/IC/AR/2023/7

Invitation for Bids

1. The Chairman, Departmental Consultancy Procurement Committee of Sri Lanka Tourism Development Authority invites eligible and qualified Consultants to indicate their interests to provide the individual consultancy services for Development of Administration Regulations (AR) for SLTDA.
2. Accordingly, Interested Individual Consultants must provide information indicating that are qualified to perform the services described in the given Terms of Reference (TOR)
3. The detailed Terms of References are available on SLTDA website (<http://www.slttda.lk/careers>) for your reference from **20th September 2023, 11th October 2023 and** requested to refer the relevant TOR and apply the respective positions.
4. Interested bidders may obtain further information from Assistant Director (Procurement), Procurement Division (4th floor), Sri Lanka Tourism Development Authority, No.80.Galle Road, Colombo 03 contact No.0112426800 Ext: 305, email: amilam@srilanka.travel, sltdaproc@srilanka.travel
5. Interested Individual Consultants should send their Curriculum Vitae with the copies of the certifications to prove the required relevant qualification and the relevant previous experiences to the following address to reach on or before **14.00 hrs. On 11th October, 2023** & mark as “INDIVIDUAL CONSULTANT FOR DEVELOPMENT OF ADMINISTRATION REGULATIONS (AR) FOR SLTDA” at the left-hand corner of the Envelop.
6. Interviews will be held for shortlisted individuals and Department Consultants Procurement Committee decision will be the final decision of the selection process.

Chairman,
Departmental Consultancy Procurement Committee,
Sri Lanka Tourism Development Authority,
No.80, Galle Road,
Colombo 03.

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To: Chairman,
Departmental Consultancy Procurement Committee
Sri Lanka Tourism Development Authority
No.80, Galle Road, Colombo 03

1. Having examined the Tender Document including TOR for the execution of the above-named consultancy, I undersigned, offer to execute and complete such service therein in conformity with the aforesaid TOR in accordance with the Conditions.
2. I undertake, if my offer is accepted, to commence the service as stipulated in the Tender, and to complete the whole of the scope of work within allocated time.
3. I understand that the Consultancy Procurement Committee decision will be the final decision.

Signature :

Name :

Address :

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TERMS OF REFERENCE (TOR)

Title of Consultancy	: Hiring an Individual Consultant for the Development of Administration Regulations (AR) for SLTDA
Report to	: Director General / Chairman
Application Deadline	: 11th October 2023
Basis of Contract	: Assignment Basis
Duration of Assignment	: Six (6) Months

Section I: Background

Sri Lanka Tourism Development Authority (SLTDA) is the government authority tasked with planning, development, regulation, and policy implementation of tourism and related industries. The SLTDA is inviting proposals from experienced and qualified consultants to develop the Administrative Regulations (AR) Manual for the Sri Lanka Tourism Development Authority. The consultant will be responsible for researching and analyzing best practices, laws, and regulations related to administration and management, and for drafting regulations that will ensure the efficient and effective functioning of the SLTDA.

Section ii: Objectives

1. To develop a set of Administrative Regulations for SLTDA in a manual format in accordance with the Sri Lanka Tourism Act No. 38 of 2005 and other relevant prevailing laws and regulations in Sri Lanka.
2. To ensure that the Administrative Regulations are in line with best practices in the tourism industry and are tailored to the specific needs of SLTDA.

Section iii: Scope of Works

The Consultant is expected to:

1. Conduct research on best practices in administrative regulations and tourism development.
2. Develop administrative regulations for SLTDA, including but not limited to: human resources management, procurement and contract management, IT systems and data management, Asset Management and risk management.
3. Develop an implementation plan and guidelines for the administrative regulations.
4. Provide training and support to SLTDA staff to ensure the effective implementation of the administrative regulations.
5. Assist SLTDA to obtain the required approvals to implement AR as per the Act.

6. Prepare a detailed final report on the consultant's work, including recommendations for the implementation and long-term sustainability of the Administrative Regulations.

Section iv: Expected Deliverables

1. Research report on best practices in administrative regulation which can be related to a National Tourism Organization.
2. Draft administrative regulations manual in Sinhala and English Medium for SLTDA.
3. Document for Implementation Plan and guidelines for the administrative regulations.
4. Training manual and provide awareness to SLTDA staff.
5. Detailed final report on the consultant's work (How approached to work, Procedures followed, documents used, followed methodology, etc.)

Section v: Responsibilities of the Consultant

The Consultant should intimately understand the assignment work conscientiously to deliver on the enumerated objectives and KPIs of the “Objectives” and “Scope of Works” sections.

The Consultant should work closely with SLTDA management and the Team appointed to coordinate the assignment.

The Consultant should regularly brief the SLTDA leadership team on progress. S/he should escalate and seek assistance from the SLTDA leadership team to resolve issues “blocking” assignment delivery.

Section vi: Responsibility of the SLTDA

Consultant’s effectiveness is very much the result of close team work between SLTDA and Consultant. The SLTDA shall facilitate the flow of information, knowledge, provide the required office space, communication channel and required resources to enable the Consultant to be effective.

Section vii: Timeline & Payment Terms

The project is expected to begin and be completed within six [06] months from the date of awarding. The agreed contract period can be extended with agreement of both parties’ maximum up to 12 months. The payment will be based on submission of expected deliverables to the Management of SLTDA and the Consultant will be paid a the quoted consultancy fee as per the following payment milestones.

Stage	Description	Payment Percentage
1	Advance Payment	10%
2	Submission of Draft AR Manual to the SLTDA Management	40%

3	Submission of Final AR Manual and Report for Implementation	20%
4	Implementation of AR for SLTDA	30%

Section viii: Required Qualifications of Consultant:

- ✓ Special degree in the field of Business Management, Public Administration, law, or a related field.
- ✓ Preference will be given to an officer in the Sri Lanka Administrative Service.
- ✓ Experience in developing administrative regulations for public or semi government institution will be added advantage.
- ✓ Strong knowledge of relevant laws and regulations in Sri Lanka, particularly the Sri Lanka Tourism Act No. 38 of 2005.
- ✓ Prior experience with a focus on the tourism industry will be an added advantage.
- ✓ Experience in providing training and support to staff in the implementation of regulations and policies.
- ✓ Strong research and analytical skills.
- ✓ Excellent written and verbal communication skills

Section ix: Criteria for Evaluation

- a) The weights given to the Capability Information (Qualifications, Work Experience, Performance of the Interview) and Financial Proposal are: C = 70% and F = 30%

The candidate who achieves the highest combined score will be selected for this assignment.

[Combined Score = Sf x 30% + Sc x 70%].

*Score for Capability Information shall be more than 60% marks.

- b) The formula for determining the financial scores is the following:

$$Sf = 100 \times Fm / F,$$

in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.

Section x: Reporting

The consultant will report to the Director (HR&PM) and will be expected to attend regular meetings with SLTDA Management to discuss progress and any issues that may arise. The reporting language shall be both English and Sinhala.

Section xi: Compliance with Laws and Regulations:

The consultant will be required to review and comply with all relevant laws and regulations in Sri Lanka, including Labor Laws, Tax Laws, Environmental Laws, Company Act, Shop and office Act, etc.

The consultant will be required to provide written confirmation of compliance with all relevant laws and regulations prior to the start of work.

Section xii: Confidentiality and Intellectual Property

- The consultant will be required to protect the intellectual property rights of SLTDA and their own work.
- The consultant will not disclose any confidential information shared during the course of the work without the written consent of SLTDA.
- The consultant will be required to sign a Non-Disclosure Agreement (NDA) with SLTDA if required.

Section xiii: Execution of contract:

- The consultant will be required to review and execute a contract between SLTDA and the consultant, which will include additional terms and conditions