



GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF TOURISM AND LANDS

SRILANKA TOURISM DEVELOPMENT AUTHORITY

**HIRING AN INDIVIDUAL CONSULTANT FOR DESIGN AND CONDUCT THE
PRESTIGIOUS TOURISM AWARDS 2024**

Contract No: SLTDA/R&IR/S/NS/ProjectManager-Tourism Award/2024/43

Sri Lanka Tourism Development Authority
No.80, Galle Road, Colombo 03
April 2024

**HIRING AN INDIVIDUAL CONSULTANT FOR DESIGN AND CONDUCT THE
PRESTIGIOUS TOURISM AWARDS 2024**

Contract No: SLTDA/R & IR/S/NS/ProjectManager-Tourism Award/2024/43

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 **Design and Conduct the Prestigious Tourism Awards 2024**
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 **08th April 2024** to **08th April 2024** 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: sagarikaw@srilanka.travel

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 08th April 2024** & mark as “**INDIVIDUAL CONSULTANT FOR DESIGN AND CONDUCT THE PRESTIGIOUS TOURISM AWARDS 2024**” at the left-hand corner of the Envelop.

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.

HIRING AN INDIVIDUAL CONSULTANT FOR DESIGN AND CONDUCT THE PRESTIGIOUS TOURISM AWARDS 2024

CONTRACT NO: SLTDA/IRU/S/NS/PROJECTMANAGER-TOURISM AWARD/2024/43

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 Design and Conduct the Prestigious Tourism Awards 2024**

Report to : **Director General / Chairman**

Application Deadline : **30th April 2024**

Basis of Contract : **Assignment Basis**

Duration of Assignment : **Six (6) Months**

Terms of Reference (TOR) for Tourism Awards Consultant - Sri Lanka Tourism Development Authority

1. Background:

Sri Lanka Tourism is seeking the expertise of a qualified consultant to design and conduct the prestigious Tourism Awards to recognize and honor outstanding achievements in the tourism industry. The awards aim to showcase and promote excellence, innovation, and sustainability within the tourism sector of Sri Lanka.

2. Objectives:

The primary objectives of the Tourism Awards Consultant are:

- Develop a comprehensive framework for the Tourism Awards program.
- Design a fair and transparent evaluation process for nominations.
- Facilitate the organization and execution of the award ceremony

3. Scope of Work:

3.1. Program Development:

- Propose a timeline for the entire awards process.
- Review existing award categories and propose any necessary adjustments.
- Develop criteria for each award category, ensuring alignment with industry standards and best practices.
- Design a scoring system for the evaluation of applications.
- Obtain SLTDA's approval for the criteria and the scoring system.
- Make arrangements to call for applications

3.2. Application Management Process:

- Create a user-friendly application process for industry stakeholders with the company who will handle the evaluation process
- Develop clear guidelines for submission requirements.
- Ensure a confidential and secure handling of applications.
- Obtain SLTDA's approval for the above.

3.3. Evaluation Process:

- Assist to establish an independent panel of industry experts for the evaluation of nominations.
- Develop a robust and transparent scoring mechanism.
- Obtain SLTDA's approval for the above.
- Conduct a thorough assessment of each nomination to determine winners.

3.4. Award Ceremony:

Plan and organize the award ceremony, including venue selection and logistics.

- Coordinate with stakeholders, sponsors, and partners for the successful execution of the event.
- A separate audit company will be working with the selected consultant to select and filter the award winners. An evaluation platform will be created to streamline the process.
- Develop a script and program flow for the ceremony.
- Conduct the above with the approval of SLTDA.

3.5. Post-Event Evaluation:

- Collect feedback from participants, stakeholders, and the evaluation panel.
- Prepare a comprehensive report on the Tourism Awards program.
- Provide recommendations for future improvements based on the event

4. Qualifications & Experience

The consultant should possess:

Qualifications:

- A basic degree or equivalent from a recognized institute from a relevant field
- Qualifications in Event Management
- Age range should be between 40 and above.
- Profound understanding of the Sri Lankan tourism industry
- Demonstrated strong organizational and project management abilities

Experience:

- Proven track record in conceptualizing and implementing awards programs, ideally within the tourism domain
- Previous involvement in comparable events especially within the past five years including awards ceremonies, supported by references

5. Deliverables:

The consultant is expected to deliver:

- A detailed framework for the Tourism Awards program.
- Nomination and evaluation process documentation.
- Successful execution of the award ceremony.
- Post-event evaluation report.

6. Timeline:

No	Activity	01 st Month	02 nd Month	03 rd Month	04 th Month	05 th Month	06 th Month
01	Propose a timeline for the entire awards process.						
	Review existing award categories and propose any necessary adjustments						
	Develop criteria for each award category, ensuring alignment with industry standards and best practices						
	Design a scoring system for the evaluation of applications.						
	Obtain SLTDA’s approval for the above						
	Make arrangements to call for applications						
02	Create a user-friendly application process for industry stakeholders with the company						
	Develop clear guidelines for submission requirements						
	Obtain SLTDA’s approval for the above						
03	Establishing an independent panel of industry experts for the evaluation of nominations.						
	Develop a robust and transparent scoring mechanism						
	Obtain SLTDA’s approval for the above						
	Conduct a thorough assessment of each application to determine winners						

05	Plan and organize the award ceremony, including venue selection and logistics						
	Coordinate with stakeholders, sponsors, and partners for the successful execution of the event						
	Develop a script and program flow for the ceremony						
06	Collect feedback from participants, stakeholders, and the evaluation panel						
	Prepare and submit a comprehensive report on Tourism Awards based on the programme for future use						

7. Remuneration

The total amount allocated for the consultancy service is LKR.1.5 Mn. **The monthly fee will be strictly based on the completion of each task assigned for the specific month.**

8. Proposal Submission:

Interested consultants are invited to submit their proposals by [submission deadline]. Proposals should include a detailed profile, relevant experience and proposed approach.

9. Selection

An interview will be conducted as a part of evaluation.

10. Contact Information:

All inquiries and submissions should be directed to Ms. Sagarika Wijerathne at sagarikaw@srilanka.travel or 011 2426800 Ext . 305/277/303

Sri Lanka Tourism Development Authority reserves the right to reject any or all proposals.