



Sri Lanka CERT (Pvt.) Ltd.

Procurement of an Individual Consultant to Develop Operational Manuals for Sri Lanka CERT
(CERT/GOSL/CONS/IC/2024/02)

Founded in 2006, the Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT) is the National Centre for Cyber Security, with the national responsibility of protecting the nation's cyberspace from cyber threats. It is a State-Owned Enterprise (SOE) and is registered as a private limited company, under the Companies Act. Sri Lanka CERT is currently in the process of improving the operational capabilities of the organization and aims to obtain ISO 9001 certification.

In line with operational improvements, Sri Lanka CERT aims to develop necessary Operational Manuals such as Human Resource Manual, Finance Manual and other essential manuals to comply with Government Rules and Regulations, particularly following the Public Enterprise Department guidelines. Therefore, Sri Lanka CERT aims to hire a qualified and experienced individual consultant to develop manuals. The duration of the assignment is 3 months.

Eligible Individual Consultants may submit their responses (CV, proposal and other proof documents) as specified in the Terms of Reference. The response should be submitted electronically to procurement@cert.gov.lk or by hand delivery or post to the Chief Executive Officer (Actg.), Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 7, to be received on or before 1500 Hrs on 10th April 2024. The envelope containing the response should be marked "Procurement of an Individual Consultant to develop operational manuals for Sri Lanka CERT". The detailed "Terms of Reference (TOR)" are available on the procurement tab of the <https://www.cert.gov.lk/> website.

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Terms of Reference

Procurement of an Individual Consultant to Develop Operational Manuals for Sri Lanka CERT

1. Introduction

Founded in 2006, the Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT) is the National Centre for Cyber Security, which has the national responsibility of protecting the nation's cyberspace from cyber threats. It is a State Owned Enterprise (SOE) and listed in Annex 'A' of the Operational Manual issued by Department of Public Enterprises. Sri Lanka CERT is registered as a private limited company as "Sri Lanka CERT (Pvt) Ltd" under companies' act. Sri Lanka CERT is currently in the process of improving the operational capabilities of the organizations, and also aims to obtain ISO 9001 certification.

2. Objectives

Develop operational, human resource and financial manuals for Sri Lanka CERT to comply with the Government Rules and Regulations, particularly to comply PED guidelines.

3. Description of Work

3.1. Consultant shall develop the following manuals in consultation with the Board of Directors, Ministry of Technology, Public Enterprise Department, and Staff of Sri Lanka CERT.

a. The consultant shall develop the following documents: HR Manual

- Recruitment Policy
- Training and Development Policy
- Occupational Health and Safety Policy
- Leave Procedures
- Performance Management Procedure
- Disciplinary Procedures
- HR plan and succession plan
- Grievance complaints procedures
- Conflict of Interest
- Code of Conduct Policy
- Dress Code Policy
- Incentive Scheme etc.

b. Scheme of Recruitment (SOR)

Area of coverage shall not be limited to the following:

- Cadre, Employee Categories, posts and career path
- Broad definition of the nature of functions assigned to the employees of the category
- Job Description, Duties, and Functions of the Post

- Nature of Appointment
 - Salary Slab, Fixed Allowances and Non-Financial Benefits
 - Structure of Grades and the initial Salary step applicable to each Grade
 - Recruitment Procedure
 - Annual Increment and Promotions etc.
- c. Financial Manual
- Payment procedures
 - Receipts procedures
 - Invoices procedures
 - Petty Cash recoup procedures
 - Pay roll procedures
 - Budgeting procedures
 - Cash Forecast procedures etc.
- d. Operational Manuals for internal operations (including procedures for providing Cyber Security services to clients), development of documents to comply with ISO 9001.
- e. Tariff Plan and Cost Model for the services offered by Sri Lanka CERT.

3.2. Wherever applicable, the consultant shall develop forms and formats necessary for the implementation of the manuals.

3.3. Before signing off the documents, the consultant shall present the prepared documents to the board of directors of Sri Lanka CERT, staff of Sri Lanka CERT and obtain feedback.

3.4. Consultant shall ensure the confidentiality of the documents.

4. Deliverables and Payment Schedule

The total duration of the assignment is 3 months. Payment shall be made upon the acceptance of the documents by Sri Lanka CERT.

#	Activity and Deliverable	Duration	Payment
1	Development of HR Manual	Awarded date + 1 month	20% of the contract value: Upon the obtaining the approval for HR Manual
2	Development of Scheme of Recruitment	Awarded date + 1 months	20% of the contract value: Upon the obtaining the approval for Scheme of recruitment
3	Development of Financial Manual	Awarded date + 1 1/2 months	20% of the contract value: Upon the obtaining the approval for Financial manual
4	Development of Operational Manuals for internal operations	Awarded date + 1 1/2 months	10% of the contract value: Upon the obtaining the approval for Financial manual
5	Development of Tariff Plan and Cost Model for CERT services	Awarded date + 2 months	10% of the contract value: Upon the obtaining the approval for Tariff Plan and Cost Model for CERT services

6	Development of Hardcopies of manuals (color) and submission of soft copies	Awarded date + 3 months	10% of the contract price.
7	Conduct awareness session for Sri Lanka CERT staff	Awarded date + 3 months	10% of the contract price.

5. Qualification and Experience of the Consultant

The consultant shall have following qualifications and experience.

Academic and Professional Qualifications	Experience
<ul style="list-style-type: none"> a. Bachelor's degree in relevant field b. Master's Degree in relevant field c. Relevant professional certification 	<ul style="list-style-type: none"> a. At least 20+ years of experience in government and private sector b. Minimum of 3 years demonstrated experience in teaching and training in the aforementioned curriculum and c. Demonstrated experience developing documents mentioned above. d. Experience in ISO 9001 is an added qualification.

6. Proposal Submission

Interested consultants are requested to submit the following documents:

- A cover letter expressing his/her interest in the assignment.
- Detailed curriculum vitae (CV) highlighting relevant experience and qualifications as mentioned in section 7 (Annex).
- Proposal covering the scope of service as specified in the Terms of Reference.
- Financial proposal (including the consultant's daily rate and total consultancy fee) for the deliverables presented in section 4.

7. Annex

CURRICULUM VITAE (CV) FORMAT

{Notes shown in brackets { } in italic should not appear on the final document to be submitted}

Position /Title	
Name of Consultant:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Country of Citizenship/Residence	<i>[only Srilankan citizen can apply, No foreign citizens can apply]</i>

Education: *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

Certifications: *{List professional institutes, giving names of certification name, dates acquired}*

Employment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
<i>{e.g., May 2012-present}</i>	<i>{e.g., Ministry of, Advisor/Consultant to... For references: Tel...../e-mail.....; Mr....., Director General}</i>		
<i>{e.g., From Jan 2010 to May 2012}</i>			

Memberships in Professional Associations and Publications:

1. _____
2. _____
3. _____

Language Skills:

Language	Excellent	Good	Basic	None
Sinhala				
English				
Tamil				

Note: Please tick in relevant box

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant:	Reference to Prior Work/Assignments that Best Illustrate Capability to Handle the Assigned Tasks
Experience as a consultant	
Experience as a consultant in assignments of similar nature	

Consultant's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

Name of Consultant

Signature

Date:
{day/month/year}