



Sri Lanka CERT (Pvt.) Ltd.

Procurement of an Individual Consultant to Provide Consultancy Services for Role Analysis, Job Evaluation, and Succession Planning at Sri Lanka CERT
(CERT/GOSL/CON/IC/2025/16)

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 invites qualified and experienced individual consultants to submit proposals for the provision of consultancy services aimed to evaluate Jobs, roles and preparation of Succession Plan for the organization. The consultant is expected to carry out a comprehensive review as mentioned in the Terms of Reference and recommend appropriate corrective measures in alignment with relevant government guidelines and industry standards and best practices.

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 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 11th August 2025. The envelope containing the response should be marked **"Procurement of an Individual Consultant to Provide Consultancy Services for Role Analysis, Job Evaluation, and Succession Planning at Sri Lanka CERT"**. The detailed "Terms of Reference (TOR)" are available on the procurement tab of the <https://www.cert.gov.lk/> website.

Chief Executive Officer (Actg.)

Sri Lanka CERT (Pvt) Ltd

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Terms of Reference

Procurement of an Individual Consultant to Provide Consultancy Services for Role Analysis, Job Evaluation, and Succession Planning at 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

Carry out a comprehensive review of existing salary structures, identify disparities, and recommend appropriate corrective measures in alignment with relevant government guidelines and best practices.

3. Description of Work

3.1. To engage a qualified individual consultant to assess, analyze, and propose solutions to rectify salary anomalies within Sri Lanka CERT, ensuring internal equity and compliance with government regulations and guidelines.

- a). Analyzing salary structures and comparing pay across different departments, job titles, and employee levels to pinpoint where disparities exist.
- b). Obtain data from the employees of Sri Lanka CERT in consultation with Board Human Resource Committee and Board Audit Committee of Sri Lanka CERT.
- c). Utilizing data on market rates, job evaluations, and employee performance metrics to establish a fair benchmark for salary adjustments.
- d). Benchmark salary levels against similar roles in comparable public institutions involving in ICT/Data protection/information security services.
- e). Grouping similar jobs into pay ranges based on their responsibilities and market value.
- f). Assigning points to job factors like skills, experience, and complexity to determine relative worth.
- g). Statistical method to identify salary disparities based on relevant factors like education and tenure.
- h). Applying necessary salary adjustments and targeted increases for specific employee groups.
- i). Clearly explain the rationale behind the changes to employees to ensure transparency and address concerns.
- j). Prepare a detailed report outlining identified anomalies, causes, and the potential impact.
- k). Propose practical and policy-compliant recommendations to address the anomalies.

- l). Submit a final report and presentation to Sri Lanka CERT Management, Board HR sub-Committee and Board of Directors, including an implementation plan.
- m). Obtain approval for final report and implementation plan from the Board of Directors.
- n). Development of Succession plan based on the updated Scheme of Recruitment (SOR).
- o). Submit a completed succession plan to Sri Lanka CERT Management, Board HR sub-Committee and Board of Directors
- p). Obtain approval for the succession plan from the Board of Directors.

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

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 2 months. Payment shall be made upon the acceptance of the documents by Sri Lanka CERT.

#	Activity and Deliverable	Duration	Payment
1	Inception Report	Awarded date + 1 week	10% of the contract value: Upon the submission of inception report.
2	Salary Anomaly Assessment Report	Awarded date + 2 week	20% of the contract value: Upon the submission of salary anomaly assessment report.
3	Benchmarking Analysis Report	Awarded date + 3 weeks	20% of the contract value: Upon submission of benchmarking analysis report.
4	Final Recommendations Report with Implementation Plan	Awarded date + 4 weeks	20% of the contract value: Upon submission of final report.
5	Presentation to Management, Board HR Sub Committee, and Bord of Directors and Obtained approval from the Board of Directors for the final recommendations and Implementation Plan	Awarded date + 5 weeks	10% of the contract value: Upon presenting to management, HR sub-committee, Board and obtain approval from the Board of Directors
7	Completion of Succession Plan	Awarded date + 7 weeks	10% of the contract value: Upon the submission of the Succession Plan.
8	Presentation to Management, Board HR Sub Committee, and Bord of Directors and Obtain approval from the Board of Directors for the succession Plan.	Awarded date + 8 weeks	10% of the contract value: Upon presenting to management and Board.

5. Qualification and Experience of the Consultant

The consultant shall have following qualifications and experience.

Academic and Professional Qualifications	Experience
a. Bachelor's degree in relevant field b. Master's Degree in relevant field c. Relevant professional certification	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}