



Sri Lanka CERT (Pvt.) Ltd.

**Procurement of Service of an Individual Procurement Consultant for Sri Lanka CERT
(CERT/GOSL/CON/IC/2026/15)**

Sri Lanka CERT is the national center for cybersecurity in Sri Lanka and it functions under the purview of Ministry of Digital Economy. The organization is responsible for implementing national cybersecurity initiatives and projects funded by the Government of Sri Lanka and other development partners. The organization is currently implementing several strategic projects relating to cybersecurity infrastructure, National Cyber Security Operations Centre (NCSOC), National Certification Authority (NCA), Digital Trust Services, Malware Analysis Laboratory, Security Operations, Security Solutions, ICT Infrastructure and Capacity Building etc.

The existing Procurement Division is processing, managing and handling a significant number of concurrent procurement activities. Considering the statutory procurement timelines stipulated in the Government Procurement Guidelines and the urgency of completing these procurements within the stipulated implementation period, Sri Lanka CERT intends to engage a highly qualified and experienced Individual Procurement Consultant initially for a period of five (05) months and possibility of further extension of the duration depending on the requirement. This activity of selecting and employment of a procurement consultant shall be based on the government guidelines “Selection and employment of Consultants -2007”

The detailed “Terms of Reference (TOR)” is available on the procurement tab of <https://www.cert.gov.lk/> website.

Eligible and interested Individual Consultants may submit their response (as specified in the Terms of Reference) electronically to procurement@cert.gov.lk or by hand delivery or by post to Chief Executive Officer, Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 07, to be received on or before **1500 hrs on 19th August 2026**. The envelope containing response should be marked “Procurement of services of an Individual Procurement Consultant”.

Chief Executive Officer

Sri Lanka CERT (Pvt.) Ltd

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email: procurement@cert.gov.lk, Web site: www.cert.gov.lk

TERMS OF REFERENCE (TOR)

Procurement of Service of an Individual Procurement Consultant

1. Background

Sri Lanka CERT is the national center for cybersecurity in Sri Lanka and functions under the purview of Ministry of Digital Economy. The organization is responsible for implementing national cybersecurity initiatives and projects funded by the Government of Sri Lanka and other development partners. The organization is currently implementing several strategic projects relating to cybersecurity infrastructure, National Cyber Security Operations Centre (NCSOC), National Certification Authority (NCA), Digital Trust Services, Malware Analysis Laboratory, Security Operations, Security Solutions, ICT Infrastructure and Capacity Building etc.

As of August 2026, Sri Lanka CERT has an accumulated procurement workload amounting to approximately LKR 350 million, consisting of Goods, Works, Non-consulting Service, information systems and Consultancy Services, which are scheduled for completion before 31st December 2026. The existing Procurement Division is managing a significant number of concurrent procurement activities. Considering the statutory procurement timelines stipulated in the Government Procurement Guidelines and the urgency of completing these procurements within the stipulated implementation period, Sri Lanka CERT intends to engage a highly qualified and experienced Individual Procurement Consultant initially for a period of five (05) months and possibility of further extension of the duration depending on the requirement. This activity of selecting and employment of a procurement consultant shall be carried out based on the government guidelines “Selection and employment of Consultants -2007”

The Consultant shall provide technical and professional Procurement expertise to expedite procurement activities while ensuring full compliance with Government Procurement Guidelines, Financial Regulations and applicable circulars.

2. Objectives & Scope of Service

The overall objective of this assignment is to strengthen the Procurement Division by providing expertise and procurement support to successfully complete the pending procurement activities within the required timeframe while maintaining transparency, fairness, economy, efficiency and accountability. The Individual Consultant (Procurement Specialist) shall work under the overall supervision of the CEO and in close coordination with senior technical staff of Sri Lanka CERT. The scope of services shall include, but not be limited to, the following duties,

Procurement Planning and Documentation

- Prepare, update, and monitor the Procurement Plan for all procurements in accordance with national procurement requirements and Donor Agency.

- Prepare and process procurement documents, including bidding documents, Requests for Expressions of Interest (EOI), Requests for Proposals (RFP), Terms of Reference (TOR), evaluation criteria, draft contracts, and any other documents in the procurement process.

2.1 Procurement Process Management

- Ensure timely advertisement of procurement notices in national and international publications, SL CERT website, eROC, and national e-GP system, as applicable.
- Participate in and provide leadership for pre-bid meetings, pre-proposal conferences, bid openings, evaluations, negotiations, and consultant interviews.
- Prepare official procurement records including minutes of bid openings, pre-bid meetings, Procurement Committee meetings etc.
- Get Approvals and signatures from Committees for minutes and reports.
- Negotiations, evaluation reports, letters of acceptance, notifications of award, and contract agreements.

2.2 Evaluation and Approvals

- Assist Bid Evaluation Committees (BEC) and Procurement Committees to ensure timely evaluation of bids and proposals.
- Ensure procurement decisions are properly documented and aligned with approved procedures.

2.3 Contract Administration and Claims Management

- Review and scrutinize contractual documents submitted by contractors and consulting firms
- Manage the contract signing process.
- Assist in the Variation Review Committees (VRC) for cost-to-completion assessments.
- Support the handling of procurement-related and contractual claims in coordination with technical and legal officers.

2.4 Monitoring, Reporting, and Coordination

- Attend progress review meetings when required
- Maintain procurement records and databases related to activities.

2.5 General Responsibilities

- Effectively coordinate procurement-related activities at the SL CERT and report directly to the CEO.

2.6 Training Requirements

- Arrange training for SL CERT staff as and when required

3. Qualification and Experience

3.1 Hold a bachelor's degree in business administration/management/ Procurement, or a related discipline recognized by the University Grants Commission of Sri Lanka.

and

Hold a Postgraduate qualification in Procurement, Project Management, Contract Management, or a related field will be an added advantage.

Or

Hold Associate Membership of a recognized professional body in the relevant field.

3.2 Minimum 10 years working experience in the field of government procurement or have had responsibilities with a substantial content of his/her position in the procurement

3.3 Having experience in any donor funded projects in the procurement-related field will be an added advantage.

3.4 Knowledge and understanding of technical, commercial and legal aspects of procurement of the GOSL and Donor financed projects.

3.5 Self-guided, strong organizational and planning skills with the ability to work independently as a team member and under pressure.

3.6 Ability to organize and impart training to the project implementing personnel on procurement.

3.7 Basic Knowledge of e-procurement (e-Gp).

3.8 Fully conversant and possessing skills in MS word, Excel and other software applications on procurement monitoring system.

3.9 Fluency in written and spoken English.

3.10 The individual consultant shall be qualified and eligible to practice in Sri Lanka.

3.11 Eligibility to work in Sri Lanka and physical fitness to undertake field visits as required.

4. Duration of the Assignment

The total duration of this assignment initially is Five (05) months, and the duration of services can be extended, depending on the needs of SL CERT. The assignment is expected to commence immediately after contract signing.

5. Payment of consultancy fee to the consultant.

Payments will be made on a monthly basis at the end of each month upon providing the services satisfactorily. This assignment may not be subject to any kind of fees adjustment during the initial period of five (05) months.

The Consultant shall be paid a fixed monthly professional fee, subject to:

- Submission of the monthly progress report.
- Certification by the CEO that the assigned duties have been satisfactorily performed.

6. Facilities provided by SL CERT

SL CERT will provide the Consultant with suitably equipped office facilities and utilities, complete with internet connection and supplies (stationery, etc) in the office. However, the Consultant shall bring their own computer/laptop for the assignment.

7. Reporting Arrangement

The Consultant shall report directly to the Chief Executive Officer.
Weekly progress meetings shall be conducted.

8. Confidentiality

The Consultant shall maintain strict confidentiality regarding all procurement documents, bid information, evaluation reports, contracts, and organizational information. No information shall be disclosed to any third party without prior written approval from Sri Lanka CERT.

9. Conflict of Interest

The Consultant shall disclose any actual, potential, or perceived conflict of interest before commencement of the assignment and throughout the consultancy period. The Consultant shall not participate in any procurement activity where such conflict exists.

10. Ownership of Documents

All reports, procurement documents, evaluation reports, contracts, databases, working papers, and other outputs prepared under this assignment shall become the exclusive property of Sri Lanka and consultant may keep copies of such documents.

11. Code of Conduct

The Consultant shall:

- Perform duties with honesty and impartiality.
- Comply with applicable procurement laws and regulations.
- Avoid accepting gifts or benefits from bidders.
- Maintain professional independence.
- Observe the highest standards of ethics and integrity.

12. Selection Method

The Consultant shall be selected using the Individual Consultant (IC) Selection Method in accordance with the Government Procurement Guidelines 2007. Evaluation will be based on the consultant's qualifications, relevant experience, competence for the assignment, and financial proposal, where applicable.

Score Distribution of Consultant's Qualifications and Competence Sub-criteria the maximum score of 100 shall be divided into the following categories:

No	Sub Criteria	Score Distribution
01	Academic Qualification - Bachelor's degree Postgraduate qualification (Procurement, Project Management, etc.) or Associate Membership in a professional body	20
02	Experience including Specific experience in public procurement, contract administration, and consultancy services under government projects (in years)	25
03	Experience in other internationally funded projects, including compliance with donor procurement regulations	20
04	Knowledge of technical, commercial, and legal aspects of GOSL and Donor-financed projects.	25
05	Knowledge of e-procurement (e-GP) and other procurement monitoring software, Proficiency in MS Word, Excel, Fluency in written and spoken English	10
	Total Score	100

13. Proposal Submission

The Consultant is responsible for submitting a proposal that includes the following key aspects.

- I. Cover Letter along with Curriculum Vitae (CV)
Clearly summarizing your experience and competency as it pertains to this Assignment.
- II. Technical proposal
Expressing an understanding and interpretation of the TOR, the proposed methodology, relevant experience, and time & activity

CURRICULUM VITAE (CV)

{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	N/A

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

Professional Qualification: *{List professional body, certification, certification no, date of certification obtained}*

Professional Membership: *{List professional institutes, type of membership, membership no}*

Experience: *{List years of experience in content development, mass communication and media domain, contribution to IT or cyber security domain at National and International level, experience implementing communication, awareness related Strategies/Frameworks, Policies, Curriculum Development, Guidelines across multiple verticals, and, experience in teaching, training, and conducting workshops in the aforementioned modules, etc...}*

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/ Consultancy Services 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>			

Publications: (if any)

1. _____

2. _____

3. _____

Skills:

Language	Excellent	Good	Basic	None
Sinhala				
Tamil				
English				

Other	Excellent	Good	Basic	None
Knowledge of e-procurement (e-GP) and other procurement monitoring software,				
Proficiency in MS Word, Excel,				

Note: Please tick in relevant box

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant:	Reference to Prior Work/Assignments that Best Illustrates 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}