

## TERMS OF REFERENCE (TOR)

**Project** : Reduction of Landslide Vulnerability by Mitigation Measures Project (RLVMMP)

**Position** : Project Director (01 No's)

**Funds** : Loan No – L0124A, Asian Infrastructure Investment Bank (AIIB)

### **Objective and Purpose of the Assignment:**

The Reduction of Landslide Vulnerability by Mitigation Measures Project (RLVMMP) aims to reduce the risk and damage caused by landslides through the implementation of targeted mitigation measures and the enhancement of policies and regulations related to landslide management. The project comprises four components: implementing landslide mitigation measures, enhancing policy frameworks for landslide management, providing essential facilities and laboratory equipment, and offering technical support and project management. The project seeks to protect communities from landslide hazards, reopen or protect critical infrastructure such as roads and railways, develop climate-resilient standards for landslide prevention and mitigation, and enhance land-use guidelines for landslide-prone areas. Key activities include field investigations, detailed designs, construction supervision, and technical support to ensure high-quality implementation. Initiated in 2019 and scheduled for completion in June 2027, the RLVMMP targets 128 + 35 landslide-prone locations with a total cost of USD 101.3 million, funded by the Asian Infrastructure Investment Bank (AIIB) and the Sri Lankan government.

Given the critical importance of Project Management, Monitoring, and Evaluation, the Ministry of Defence, as the Procurement Entity, seeks a highly competent Project Director (PD) to lead the Project Management Unit (PMU). The PD will play a pivotal role in ensuring the successful delivery of the project in accordance with the Financing Agreement and amendments between the Government of Sri Lanka and the AIIB.

## TERMS OF REFERENCE (TOR)

The Project Director will be responsible for providing leadership and coordination to oversee the planning, facilitation, and management of project activities across all participating implementing agencies to achieve project objectives and key targets. They will ensure compliance with AIIB's rules and regulations, working in collaboration with the Ministry of Finance, the line Ministry, the AIIB, and other implementing agencies. The PD will also provide technical oversight by reviewing and approving designs, drawings, and technical specifications for civil works, monitoring the construction of landslide mitigation measures to ensure compliance with international and national technical standards, and addressing technical challenges during the design and implementation phases by proposing solutions to mitigate risks and delays.

In addition to technical and managerial responsibilities, the Project Director will ensure that project deliverables are completed on time, within budget, and to the required quality standards. Their technical and managerial expertise will be instrumental in achieving the RLVMMMP's overarching goal of reducing landslide vulnerability. By guiding the project's strategic direction, driving progress in technical and construction-related activities, and fostering collaboration among stakeholders, the PD will play a crucial role in ensuring the project's overall success.

### **Scope of Work:**

- Manage the project in accordance with the agreement between the Government of Sri Lanka and the Asian Infrastructure Investment Bank (AIIB), adhering to connected documents, government procedures, circulars, and guidelines.
- Lead the PMU and oversee its staff, ensuring effective management and implementation of project activities, including technical oversight, project monitoring and evaluation, procurement, contract administration, construction management, financial management, social and environmental safeguards, and reporting.
- Provide technical guidance for the preparation, review, and approval of designs, drawings, and technical specifications for civil works related to landslide mitigation and slope stabilization to ensure compliance with international and national standards.

## TERMS OF REFERENCE (TOR)

- Identify implementation arrangements and resources needed for successful project delivery.
- Oversee construction supervision of civil works related to landslide mitigation and slope stabilization addressing technical challenges, and providing solutions to mitigate risks and delays during the design and implementation phases.
- Ensure proper management of funds, including accounting, financial control, and audit procedures in line with AIIB and government standards, as well as the procurement of goods, works, and services.
- Oversee the preparation and submission of progress reports, annual reports, project completion reports, and other required documentation to the Government of Sri Lanka and AIIB.
- Ensure optimal performance of project staff by aligning duties with protocols and ensuring progress toward project objectives and key performance indicators.
- Organize and lead progress review meetings with the Ministry of Defence, AIIB, and the Project Steering Committee, chaired by the Secretary, in accordance with relevant circulars.
- Coordinate with implementing agencies and stakeholders, managing financial and procurement processes as required.
- Ensure all policies, procedures, and technical standards are followed and that all systems are effective.
- Oversee the proper recording, maintenance, and storage of project documentation, ensuring that, upon completion, documents are transferred as directed by the Government of Sri Lanka and AIIB.
- Provide technical input to enhance climate resilience and landslide mitigation standards, as well as land use guidelines for landslide-prone areas.
- Undertake any additional tasks assigned by the Secretary to the Ministry of Defence.

### **Reporting Obligations**

The Project Director shall report to the Secretary, Ministry of Defence (or successor thereto the Project) of the Government of Sri Lanka and the Asian Infrastructure Investment Bank (AIIB) (Task Team Leader, Reduction of Landslide Vulnerability by Mitigation Project) on the status of the assignment on a regular basis in consultation with the National Building Research Organisation which is the Implementation Agency of the project and the Engineer to the Civil work contracts.

## TERMS OF REFERENCE (TOR)

### **Qualifications and Work Experience**

- As mentioned in the Paper notice published.

### **Skills, Knowledge, and Competencies:**

- Proven Project Management skills and competencies.
- Familiarity with the relevant Government procedures and regulations.
- Strong communication skills and good interpersonal relations.
- Have the relevant knowledge and skills to monitor progress, oversee finance, Procurement management, Contract management and Contract administration, Construction Management, and ensure project quality
- Relevant technical knowledge and skills to monitor designs, technical specifications, and construction progress of landslide mitigation and slope stabilization works for compliance with international and national standards, and to oversee finance, procurement management, contract administration, construction management, and project quality.
- Ability to plan, implement, and resolve implementation issues, including providing technical solutions for challenges during design and construction phases.
- Ability to make strategic decisions and provide leadership and direction to project staff to implement those decisions
- Have the communication skills to maintain transparent and effective communication mechanisms with the Ministry, National Building Research organisation, relevant District and Divisional Secretaries, and other relevant Stakeholders.
- Competency in computer skills in Word, Excel, PowerPoint presentation, internet use, and email communications management.
- Ability to interact with staff in the relevant agencies.

## TERMS OF REFERENCE (TOR)

- Ability to read, write, and communicate in one of the local languages
- Ability to read and write excellent English, type project reports, and make presentations in English to the Government of Sri Lanka, stakeholders, and the Asian Infrastructure Investment Bank (AIIB) staff
- Prior experience in the Asian Infrastructure Investment Bank (AIIB) funded or any other foreign-funded projects

### **Duration of the Contract:**

This is a full-time position. The initial Contract will be for 01 year subject to annual review and renewal based on satisfactory performance where the project is supposed to end on June 30, 2027.

The recruitment's first three months will be considered a probationary period. At the end of the probationary period, his/her performance will be reviewed by the Secretary and then confirmed in the post as Project Director.

*(The recruitment period will be at the discretion of the Secretary, Ministry of Defence)*

### **Confidentiality, Ethics, and Conflict of Interest**

The Project Director shall undertake to comply with the Asian Infrastructure Investment Bank (AIIB)'s rules with regard to corrupt and fraudulent practices, conflict of interest, and confidentiality.

The Project Director shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the Ministry. Any draft reports and other documents produced by the Project Director will be discussed and cleared with the Ministry before their final issue.

### **Current location of the Project Management Unit of RLVMMMP**

No. 99/1, 02<sup>nd</sup> Floor, New Building, National Building Research Organisation (NBRO), Jawatta Road, Colombo – 05.