

Ministry of Finance
Social Safety Net Project Management Unit - Social Safety Net Project 2017 - 2021

Terms of Reference
Deputy Project Director

(a) Overall Project Scope and Description

Government of Sri Lanka is in the process of improving efficiency and effectiveness of the social safety net expenditure for the meaningful benefits of poor and vulnerable as well as the fiscal sustainability. Towards this end, arrangements have been made to operationalize Welfare Benefits Board established under the Welfare Benefits Act No. 24 of 2002.

With the view to address the existing and future challenges posed on the social protection system of the country in line with the objectives of the Welfare Benefits Board, Social Safety Net Project (SSNP) has been designed with financial assistance from the World Bank. SSNP is a project under results-based Investment Project Financing (IPF) of USD 75 million with an implementation period of five years (2017 – 2021). SSNP has been designed to achieve set of results in the agreed result framework of SSNP. Accordingly, the Government will be able to withdraw funds from the World Bank based on the achievement of results measured by 6 Disbursement Linked Indicators (DLIs) over the five year period.

(b) Objective and Expected Results of the Project

The objective of the project is to improve the equity, efficiency and transparency of Sri Lanka's social safety net programs for the benefit of the poor and vulnerable.

Results Indicators used to measure progress are as follows:

- Percentage of beneficiaries in the poorest 20 percent under the Welfare Benefit Schemes operated under the Welfare Benefits Act (WBS) (*equity*)
- Coverage of the poorest 20 percent by the WBS (*equity*)
- Average application processing time for WBS programs (*efficiency*)
- WBS beneficiary lists published at Divisional Secretariat (DS) offices (*transparency*)

The Ministry of Finance has established Social Safety Net Project Management Unit (SSN- PMU). This Unit is responsible for implementation and coordination the project activities carried out to achieve targets/ outcomes of SSNP, in collaboration with Ministry of Finance, Welfare Benefits Board, Ministry of Telecommunication and Digital Infrastructure, ICTA, Ministry of Social Empowerment and Welfare, Ministry of National Policies and Economic Affairs, Ministry of Home Affairs and other partnering agencies according to the guidance of Project Steering Committee. Further, SSN- PMU is responsible for monitoring and evaluation of the overall Project.

(c) Objective of the Assignment

The overall objective of this assignment is to assist Project Director to manage the SSNP as per project objectives and other requirements of the project to improve efficiency, effectiveness and transparency of the delivery of welfare benefits enabling the relevant institutions to obtain required information accurately on time, to make selection objectively and verifiably and make payments efficiently and transparently.

(d) Key Tasks

The Deputy Director will be responsible to;

1. Carry out directions of Director made to perform his/ her functions;
2. Coordinate and supervise officers in the Level below PS 2 (subordinate officers) of the project;
3. Ensure the performance expected from subordinate officers are in line with the assigned duties and responsibilities and factored in to achieve objectives and result indicators of the project in line with the provisions of the loan agreement and connected documents and government procedures and guidelines as appropriately;
4. Prepare Operational Manual and other documents required in the loan agreement and connected documents;
5. Make sure implementation of project activities is in line with the Operational Manual, loan agreements and connected documents;
6. Make arrangements to submit withdrawal applications on time with evidence and receipt of funds in time;
7. Coordinate day-to-day implementation of tasks of the SSNP in the implementation of the Program as described such as in the Project Operations Manual. More specifically, in collaboration with the SSNP staff, the Deputy Director will (i) ensure the timely availability of accurate information on the financial and procurement status of the SSNP; (ii) facilitate/mobilize assistance to the various implementing agencies and teams to address and resolve issues that may arise during implementation of the Project (iii) facilitate planning and logistical support for consultants working under the Project; ; and (iv) as required, take actions to expedite the implementation of project activities, including, but not restricted to, decision-making and document processing by the relevant governmental agencies.
8. In collaboration with the Accountant and other staff, prepare annual and three year project implementation/work plans indicating clearly defined responsibilities for project activities with budgets and cost estimates for approval;
9. In collaboration with the Procurement Specialist, establish an initial detailed Procurement Plan and schedule for Component 3 of the Project and assist in the updating of the plan and schedule annually and/or as conditions (progress) require;
10. Prepare and distribute progress reports to the development partner, Ministry of Finance and other authorities as required by the loan agreement and connected documents;
11. Make arrangements required for missions of development partner;
12. Coordinate office communications with project stakeholders, beneficiaries, and development partners;
13. Organize period (quarterly and semi-annual) meetings of Project Steering Committee and other meeting with the various implementing agencies. Record minutes of these meetings and submit to the Project Director;
14. Work with members of the project consultancy Team, technical and other committees and the local counterparts to assist in all aspects of project implementation, monitoring, and reporting;
15. Ensure timely implementation of approved work plans, Disbursement plans with cost estimates;
16. Ensure Implementation of the project activities with due diligence to achieve the agreed development objectives and in conformity with the Loan Agreement and other connected documents;
17. Establishment and operate a Project Performance Monitoring System;

18. Effectively organize, co-ordinate and monitor the implementation of project activities as planned on schedule;
19. Ensure preparation of required papers, reports and other relevant documents;
20. Ensure preparation of annual budget estimates, submit to the relevant authorities and obtain approval in time;
21. Identify problems promptly as they arise during implementation and take timely remedial actions;
22. Carefully manage the records and official documents of project;
23. Hold the responsibility of administrative functions of the project subject to the direction of Director;
24. Perform the duties in line with the provisions of the loan agreement and connected documents and government procedures and guidelines as appropriately;
25. Closely work with the implementing agencies, government officials, and other stakeholders;
26. Regularly monitor, document (such as manuals) and report the relevant project activities;
27. Organize meeting/ workshops/ seminar as and when necessary;
28. Organize national level consultations with major stakeholders and academia;
29. Ensure achievement of targets set out in the SSNP and DLIs related to the functions assigned to and facilitate other staff to achieve such targets and DLIs;
30. Maintain database and files related to the functions assigned;
31. Any other duty assigned by Secretary to the Treasury/ Deputy Secretary to the Treasury/ Director.

(e) Duration of the Assignment

This is a full-time position. The service is initially for a period of 01 year. The contract is renewable, subject to satisfactory performance. There will be an initial performance review by the Project Director after six months. Thereafter, there will be an annual performance evaluation by the Project Director.

(f) Institutional Arrangements and Reporting

- Deputy Director should report to Director.
- In carrying out the assignment, the Deputy Director is expected to work closely with relevant staff responsible for implementing the activities of the Project.

(g) Remuneration:

As per the Management Services Circular No.01/ 2016, and subsequent amendments and specific instructions of Department of Management Services on SSNP.