TERMS OF REFERENCE

Consultancy to develop a Strategic Plan for the Sri Lanka Institute of Development Administration (SLIDA)

1. Background

The Sri Lanka Institute of Development Administration (SLIDA), a body corporate under the Ministry of Public Administration, Local Government and Democratic Governance was established in May 1982, by Act. No. 9 of 1982. It is the national institute vested with the responsibility for competency and professional development of personnel at all levels in the public sector. In its core value of public interest, SLIDA’s key functional areas are public management training, management consultancy, research and dissemination of public administration and management information to local and foreign clientele. SLIDA continues to be the premier public sector institute for higher learning and acquisition of pertinent skills in public administration and management. The institute undertakes public sector organization development with view to improving productivity and enhancing the efficiency and affectivity of public sector delivery systems.

SLIDA also designs and conducts customized programs for senior public administrators from other countries in the region to expose them to Sri Lanka’s public administration systems, central and decentralized government structures and processes.

In accordance with the order made under Section 25A of the Universities Act. No. 16 of 1978, as amended by Act. No. 07 of 1985, the University Grants Commission (UGC) in the year 2003, recognized SLIDA as a Masters level degree awarding institute. In pursuance of this status, SLIDA established the School of Postgraduate Studies (SPS) to ensure the smooth functioning of all the degree awarding activities of which the Master in Public Management Degree as its flagship programme.
Mandated objectives of SLIDA are stipulated in Section 3(1) of the Act. No. 9 of 1982.

**OUR MISSION**

The mission of the SLIDA reads as follows.

“To facilitate the development of an efficient, effective and forward-looking public service through the provision of training, consultancy and research”.

**OUR VISION**

The vision of the SLIDA reads as follows.

“To be the centre of excellence for Public Sector Learning”.

Subject to the overall direction of the Minister in charge of the subject of Public Administration, the Governing Council of SLIDA is responsible for deciding the policies of the Institute.

The Director General/SLIDA as, its CEO and the Institute’s organizational structure comprises the following operational areas:

(i) Administration and Finance
(ii) Postgraduate Studies
(iii) Learning and Training and
(iv) Organization Development

Each of the above is functioning under an Additional Director General.
Senior Consultants, Consultants (Gr. I to III), Director (Administration), Director (Finance), Registrar, Assistant Director (Examinations), Librarian, Programme Officers, Programme Assistants and other support staff form the academic and non-academic cadres of SLIDA. The total manpower of SLIDA is 140.
2. **Consultancy Objective**

The overall objective of this consultancy is to develop a five year Strategic Plan for the period 2016 – 2020, to ensure that SLIDA fulfils its mandated objectives stipulated as per current and future public sector organizational environment.

3. **Scope of Work**

The scope of work for the Consultant will include but will not be limited to:

a) Familiarization with the history, review the vision and mission based on SLIDA’s mandated objectives;

b) Undertake stakeholder mapping and analysis;

c) Undertake a situational analysis of SLIDA’s operations to date;

d) Through a consultative process and application of appropriate tools of analysis, identify focus areas; the thrust areas, long term goals, strategic objectives, key result areas and KPIs for the institute;

e) Review the institutional capacity, organizational set-up, financial and administrative systems against SLIDA’s mandated objectives and the identified corporate goals, strategic objectives and key result areas, KPIs and make recommendations, if any;

f) Propose a strategy/strategies for achieving the corporate goals, strategic objectives and key results;

g) Develop a Results and Resources Framework for the plan period;

h) Hold stakeholder meeting(s) to validate the draft Strategic Plan;

i) Propose monitoring and evaluating strategies and mechanisms to ensure the effective implementation of the Strategic Plan

j) Finalize Strategic Plan and submit to SLIDA.

k) Prepare Annual Action Plans for the year 2016 to 2020 to include inter alia objectives, activities, resources mobilization, key results areas, KPIs and outcomes.

4. **Deliverables**

- Draft Report
- Final Report incorporating suggestions and recommendations
The following deliverables should be included in the report.

- A five-year strategic plan including a results and resources framework
- Report on the process including stakeholder consultations and workshops

Note: All deliverables shall be submitted in 2 copies; in hardcopy and softcopy in editable form.

5. Time Span

The assignment is to be completed strictly within a time frame of 90 man days from the date of the award of contract.

6. Institutional Arrangements

The Consultant will report directly to the Director General, SLIDA. The institute will provide relevant background documents necessary for the assignment including, the Act, SLIDA’s Road Map and any other related documentation. SLIDA shall be responsible for the coordination of meetings and other activities under the Consultancy. And, the Consultant will have access to both internal and external stakeholders.

7. Expertise

a) Academic Qualifications

At least a Master’s Degree in Business Administration or Public Management/Administration.

b) Experience

- Over five years professional experience in strategic planning and management consultancy
- Prior work experience in the academic organizational and change management is an added advantage
• Demonstrated experience in working with government partners and other stakeholders in public sector development programs, especially in the area of capacity building and organizational development.

c) Skills and Competencies:

• Ability to work with minimal supervision;
• Proven excellent written and oral communications skills in English;
• Must be results-oriented, a team player, exhibiting high level of enthusiasm, tact, diplomacy and integrity;
• Demonstrates excellent interpersonal and professional skills in interacting with government and development partners;
• Skills in facilitation of stakeholder engagements/workshops;
• Evidence of having undertaken similar assignments;
• Experience in research, policy development, management and programming-related work.

Note - The proposals not submitted with documentary evidence in support of the eligibility criteria will be rejected. Further correspondence will not be entertained.

8. Consultancy Fees

Negotiable

Note: please submit your financial proposal in the attached format.

9. Payment Terms

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<th>Payment Terms</th>
<th>Milestones</th>
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<td>50%</td>
<td>On Submission &amp; acceptance of Draft Report</td>
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10. **Application Process**

The application (in English) to be sent only in hard copy by-hand or by registered post to reach Director General/ SLIDA on or before 02.00 pm, July 30, 2015, containing the following elements.

- A cover letter outlining motivation and summarizing relevant experience
- Suggestions for modifying the envisaged approach to the consultancy in order to deliver more effectively (if appropriate)
- Curriculum Vitae with full description of the applicant’s profile and experience
- Contact details from at least two independent referees with in-depth and proven knowledge of the applicant’s expertise and relevant work experience

**Note** - “Consultancy to develop a Strategic Plan for the Sri Lanka Institute of Development Administration (SLIDA)” should be stated on the top left hand corner of the envelop. Emails will not be accepted

11. **Enquiries & submission of proposals should be addressed to:**

Director General  
Sri Lanka Institute of Development Administration (SLIDA)  
28/10, Malalasekara Mawatha  
Colombo - 07  
T.P: +94115980200  
Fax: +94112584406  
E-mail: mail@slida.lk