



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

**Ministry of Tourism Development & Christian Religious Affairs
Sri Lanka Tourism Development Authority
Selection of Associate Consultant,
for the Enforcement Unit/Assignment Basis**

The Chairman of the Sri Lanka Tourism Development Authority invites eligible individual consultant to indicate their interest in providing the services described as per the Terms of Reference(TOR) for the period of **One year on Assignment basis**. Interested Individual Consultants must provide information indicating that they are qualified to perform the services given by the Sri Lanka Tourism Development Authority.

Associate Consultant should possess the following qualifications.

1. **Associate Consultant -Enforcement (Junior Manager Capacity):** A recognized University Degree in a related field and one (1) year post qualifying Junior Managerial level experience in a Government Department/State Corporation/Board or in a reputed Mercantile Establishment. Preference will be given to a candidate who has experience in a legal firm.
Preferred Age: below 45 years

The detailed Terms of Reference for these positions is available on SLTDA website(www.sltta.gov.lk) for your reference from 04th October 2017 to 18th October 2017. All are requested to refer the TOR and apply the position of Associate Consultant-Enforcement.

Interested consultants should send their Curriculum Vitae with the copies of the certificates to prove the required qualification to the following address on or before 18th October 2017 to the following address. Interviews will be held for shortlisted individuals.

Please indicate the “Application for the selection of Associate Consultant for the Enforcement unit” in the top left hand corner of the envelop.

The Chairman,
Sri Lanka Tourism Development Authority,
No.80, Galle Road,
Colombo 03.

TERMS OF REFERENCE (TOR)

Position Title	:	Associate Consultant – Enforcement (Junior Manager capacity)
Report to	:	Director General through Legal Officer
Application Deadline	:	18th October 2017
Type of Contract	:	Assignment Basis
Duration of Assignment	:	12 months

Proposed date of Commence:

Section i: Background.

As per the provisions of Tourism Act No. 38 of 2005 no tourist enterprise or tourist services shall carry on business unless they are registered with Sri Lanka Tourism Development Authority.

Any Tourist Enterprise or Tourist Service carrying on business without being registered or who have not been issued with a license, shall be guilty of an offence under the said Tourism Act.

Therefore, Sri Lanka Tourism Development Authority is going to establish an enforcement unit under legal division in order to address the above mentioned requirement.

Section ii: Objectives

To maintain the standards and quality of the services provided by Tourist Enterprises and Tourist Services.

Section iii: Scope of Works

Associate Consultant – Enforcement (Junior Manager capacity)

1. Preparing and updating of data base of cases.
2. Maintaining the diary
3. Obtaining the certified copies and proceedings
4. Filing of Motions and other documents in Courts.
5. Coordination with panel lawyers and Attorney General's Department
6. Handling of payment of fees to the Panel Lawyers
7. Typing and filing of Plaints, Motions, Notices and other relevant documents in the relevant courts.
8. Closely monitor and follow up the cases and execute the orders / judgments given.
9. Any other functions / duties assigned by the management.

Section v: Expected output and Deliverables

1. To appoint an Inquirer by the Minister as per section 136 (b) (2) of Criminal Procedure Code.
2. To appoint Director General and / or other persons to report to the Magistrate Court.
3. To appoint panel of lawyers from each districts to handle the cases.
4. To file action against the individuals and establishments providing tourist services, who / which are not registered with the SLTDA.

Section vi: Timeline & Payment Terms

No	Activity	Proposed Timeline
1	Assist to appoint an Inquirer by the Minister as per section 136 (b) (2) of Criminal Procedure Code.	02 months
2	Assist to appoint Director General and / or other persons to report to the Magistrate Court.	
3	Assist to appoint panel of lawyers from each Judicial zone to handle the cases. And to involve in finalization and gazette of Regulations	
4	Assist to file action against the individuals and establishments providing tourist services, who / which are not registered with the SLTDA in Colombo Judicial Zone.	02 months
5	Assist to file action against the individuals and establishments providing tourist services, who / which are not registered with the SLTDA in Galle & Matara, Tangalle, Hambantota, Panadura, Kalutara, Balapitiya and Embilipitiya Judicial Zones.	02 months
6	Assist to file action against the individuals and establishments providing tourist services, who / which are not registered with the SLTDA in Badulla, Monaragala, Nuwaraeliya, Rathnapura, Avissawella, Kegalle, Kandy and Matale Judicial Zones.	02 months
7	Assist to file action against the individuals and establishments providing tourist services, who / which are not registered with the SLTDA in Gampaha, Negambo, Kurunegala, Chilaw, Puttalam, Anuradhapura and Polonnaruwa judicial zones.	02 months
8	Assist to file action against the individuals and establishments providing tourist services, who / which	

	are not registered with the SLTDA in Ampara, Kalmunei, Batticaloa, Trincomalee, Jaffna, Mannar, Vavuniya and Kilinochchi judicial zones.	02 months
9	<ul style="list-style-type: none"> • Preparing and updating of data base of cases • Maintaining the diary • Obtaining the certified copies and proceedings • Filing of Motions and other documents in courts • Coordination with panel lawyers and Attorney General's Department • Handling of payment of fees to the panel Lawyers • Typing and filing of Plaints, Motions, Notices and other relevant documents in the relevant courts. • Closely monitor and follow up the cases and execute the orders/Judgements given • Any other functions/duties assigned by the management. 	Entire period of 12 months

- A monthly Consultancy Fee will be paid. (Negotiable) Transport for outstations will be provided by SLTDA.

Section vii: Responsibilities of the Consultant

1. To make sure that the specific job requirements given by the SLTDA to be completed as per the time duration given on the activity

Section viii: Responsibilities of the SLTDA

1. To award a contract letter with detailed job specification as per the above given activity schedule
2. To allocate suitable office space
3. To pay monthly consultancy fee and transport facility. (Negotiable)
4. SLTDA facilitate transport for outstations.
5. To monitor the progress as per the given time frame of the activity schedule.

Section ix: Selection of Individual Consultant

Associate Consultant – Enforcement (Junior Manager capacity)

A recognized University Degree in a related field and one (01) year post qualifying Junior Managerial level experience in a Government Department / State Corporation / Board or in a reputed Mercantile Establishment. Preference will be given to a candidate who has experience in a legal firm.

x. Payment: Negotiable

- SLTDA bears Transport, Fuel, Documentation & Implementation Cost