TERMS OF REFERENCE (TOR)

Title of the Consultancy: Panel Lawyers – (consultancy procurement)
Report to: Director General through Enforcement Officer
Application Deadline: ........................................
Basis of Contract: Case-by-case
Duration of Assignment: Two years
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 (SLTDA) has established an enforcement unit and in the process of filing legal actions against violators of the said Tourism Act.

Section ii: Objective
To appoint Panel Lawyers from each judicial district to file and conduct cases in magistrate's courts against individuals and establishments who are violating the Tourism Act No. 38 of 2005.

Section iii: Scope of Works
To file and prosecute cases against Tourist Service Providers and Tourist Enterprises that are not compliant with SLTDA regulations.

Section iv: Methodology
Cases will be assigned to appointed panel lawyers of the relevant judicial district to file and conduct cases in relevant courts.

Section v: Expected output and Deliverables-
1. File actions in relevant Magistrate's Courts (plaints will be provided).
2. Take relevant steps and conduct cases.
3. Obtain certified copies and proceedings.
Section vi: Timeline & Payment Terms-
Fees will be paid upon submission of vouchers on case by case basis.

Section vii: Responsibilities of the Consultants:
To make sure that the specific job requirement given by the SLTDA to be completed as quickly as possible and with a successful outcome for SLTDA.

Section viii: Responsibility of the SLTDA:
1. To award a contract letter with detailed job specification
2. To pay fees
3. To assist litigation process by providing plaints and relevant documents

Section ix: Legal Compliances, Professional Background and Experience, & other requirements considered to Select Panel Lawyers:
(a) Be an Attorney at Law.
(b) Have at least 03 years criminal litigation experience.
   • Should submit two service confirmation letters obtained from two Senior Lawyers who have experience more than 20 years

Section x: Price schedule

<table>
<thead>
<tr>
<th>No</th>
<th>Items</th>
<th>Cost per each (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>File action</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Appearance in courts</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Trials</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Certified copies and proceedings</td>
<td></td>
</tr>
</tbody>
</table>

• In your application Please indicate your current practicing judicial district and the judicial districts that you wish to provide service along with the duly completed above price schedule.
TERMS OF REFERENCE (TOR)

Title of Consultancy : Investigation Officer – Enforcement Unit
Report to: Director General through Investigation Consultant
Application Deadline : 
Type of Assignment : Contract basis
Duration of Assignment : 12 months
Proposed date of Commence: 15/02/2018

Section I : Project Background
As per the section 49 (1) of Tourism Act No. 38 of 2005 no Tourist Enterprise or Service shall carry on business unless they are registered with Sri Lanka Tourism Development Authority.

Any Tourist Enterprise or Service carrying on business without being registered or who have not been issued with a license shall be guilty of an offence under the section 63 of the said Tourism Act.

Therefore, Sri Lanka Tourism Development Authority has established an Enforcement Unit and is in the process of inspecting unregistered Tourist Enterprises.

Section ii: Objectives
To inspect unregistered enterprises based on the details provided by Investigation Consultant.

Section iii: Scope of Work
• Carry out inspections on unregistered tourist enterprises
• Make inquiries and record statements from respondents in their respective languages
• Submit inspection reports
• Give evidence before courts

Section iv: Methodology
• Carry out inspections on unregistered tourist enterprises
• Make inquiries and record statements from respondents in their respective languages
• Submit inspection reports
• Give evidence before courts

Section v: Expected output and Deliverable
• Carry out inspections within the stipulated time period, in accordance with the instruction received from the Investigation Consultant
• Record statements from the respondents in their respective language, which can produce before courts
• Prepare inspection reports and submit complete files with all necessary documents in relation to each and every inspection carried out
• Give evidence before courts
section vii: Timelines and Payment Terms

<table>
<thead>
<tr>
<th>No</th>
<th>Activity</th>
<th>Proposed timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Carry out inspection in Chilaw, Negombo, Colombo, Panadura, Kaluthara,</td>
<td>02 months</td>
</tr>
<tr>
<td></td>
<td>Balapitiya</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Carry out inspection in Galle, Matara, Thangalla, Hambanthota, Embilipitiya</td>
<td>02 months</td>
</tr>
<tr>
<td>03</td>
<td>Carry out inspection in Badulla, Monaragala, Nuwar寮iya, Awissawella</td>
<td>02 months</td>
</tr>
<tr>
<td>04</td>
<td>Carry out inspection in Kandy, Matale, Kegalle, Gampaha,</td>
<td>02 months</td>
</tr>
<tr>
<td>05</td>
<td>Carry out inspection in Kurunegala, Puttalam, Anuradhapura, Polonnaruwa,</td>
<td>02 months</td>
</tr>
<tr>
<td></td>
<td>Ampara, Kalmunai</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Carry out inspection in Batticaloa, Trincomalee, Jaffna, Mannar, Vavunia</td>
<td>02 months</td>
</tr>
<tr>
<td></td>
<td>and Kilinochchi</td>
<td></td>
</tr>
</tbody>
</table>

Section viii: Responsibilities of the investigation officers

- To make sure that the specific job requirements given by the investigation consultant to be completed within the specified time duration.

Section ix: Responsibility of the SLTDA

1. To award a contract letter with detailed job specification
2. To allocate suitable office space
3. To pay monthly payments
4. Transport for inspections negotiable
5. Pay subsistence of Rs. 2000 per day (8 – 24 hours) for lunch, dinner and telephones
6. Provide accommodation on BB basis and bills should submit to SLTDA for settlement (accommodation rate should be parallel to one-star category or equivalent).

Section ix: Legal compliances, Professional Background and Experience, & other recruitment considered to select an investigation officers

Qualifications and Experience

- Retired police officers who hold the rank above Sub Inspector.
- Having investigatory experience more than 5 years as sub inspector or above rank in special activities relating to the CID, Narcotics and Fraud.
- More than 20 years unblemished service record before the retirement.
- Proficiency in Sinhala and English is a must as the recording statements from respondents mostly will be in Sinhala or English and final investigation reports should always submit in English language.
- Proficiency in Tamil Language and exposure in Tourism Industry would be added advantages
- Preference will be given to applicants who possessed diplomas in Criminal Investigation or Law.
TERMS OF REFERENCE (TOR)

Title of the Consultancy: Consultant – Product Development and Management
Report to: Director General
Application Deadline: [Date]
Type of Contract: Consultancy
Duration of Assignment: One year
Proposed date of Commence: Immediate availability

Section i: Project Background
The Tourism Strategic Plan (TSP) envisions doubling the 2016 tourism level by 2020. That is, an increase of the sector revenue from USD 3.5 billion to USD 7.0 billion, and sector employment from 300,000 to 600,000. This is a very aggressive target to deliver in the next 39 months. Successful delivery requires a rapid capability expansion in Sri Lanka Tourism Development Authority (SLTDA) on the critical functions. This includes product development and management for selected tourism verticals to increase tourist numbers. Given the short time scales for delivery, the SLTDA proposes to recruit an experienced Consultant – Product Development and Management on a one-year consultancy as the optimal solution to deliver quick results.

Section ii: Objectives
The overall objective of SLTDA is to deliver on the TSP. The Consultant – Product Development and Management (CPDM) will report to the Director General and also work with the One Stop Unit at SLTDA. The CPDM should take direction from the SLTDA senior leadership team to identify and prioritize the areas that s/he should focus on and mutually agree on key performance indicators (KPI) and timeframes for such achievement. These objectives will need to be refined and modified based on the actual learning and results-on-the-ground as time progresses.

Section iii: Scope of Works
The CPDM is expected to:
(a) Prioritize vertical tourism sectors TDA should focus on. Such verticals may include, but not limited to, (a) wildlife, (b) culture and world heritage sites, (c) coastal and beach, (d) food and tea (gastronomy), (e) health, and (f) adventure.
(b) Such verticals need to identified, potential market size and yield (profitability) identified in line with current and (projected) future tourist arrivals. Then, in consultation with the SLTDA leadership team and industry stake holders, these selected verticals need to prioritized for stage-wise development and implementation.
(c) The development and implementation plans will include information for potential local and international investors. Hence, spearheading the preparation of the required presentations, investor packs, financial feasibility assessments, covenants developers need to adhere to and other collateral is required.
(d) Work collaboratively with private sector tourist service providers (hotels, guides, attraction site managers etc.) to elevate and better develop the product offerings for the selected tourism verticals. This collaborative work will also needs to include relevant government agencies such as the Board of Investment, UDA, RDA, Coast conservation, Wildlife departments, etc.
Section iv: Methodology
The CPDM is expected to discuss and mutually agree with the SLTDA senior leadership team on the methodologies to be followed in order to deliver on the areas listed in “Scope of Works”.

Section v: Expected output and Deliverables
The finalized set of “Objectives” and “Methodology” together with the “Scope of Works” forms a set of project actions to be embarked upon by the CPDM. These actions also have KPIs and timelines deriving from “Objectives”. These need to be determined at the start of the Consultancy in collaboration with the Senior SLTDA team, and will include among others:

1. A prescribed set of regular meetings to be conducted with pre-agreed parties. These will depend and vary by project.
2. The minutes and 3Ws from such meetings, and progress on each project needs to be documented and followed up.
3. Regular updates to the senior SLTDA team on progress of the agreed projects.
4. Recommendations on ‘tweaks’ and changes required on approach and methodology, depending upon actual results to ensure continued progress.

Achieving the above, together with other project-dependent outputs are the expected outputs and deliverables. The measurement methods and sources of these quantitative elements may also need to be agreed upon with the SLTDA leadership team at the commencement of the Consultancy.

Section vi: Timeline & Payment Terms
The CPDM will be paid a mutually agreed consultancy fee based on submission of a monthly invoice and its approval by the Chairman or Director General.

Such approval shall be based on KPIs and their delivery timelines determined by the “Expected output and Deliverables” section above, and regular reviews of the work delivered.

Section vii: Responsibilities of the Consultant
- To regularly report on progress to the Chairman &/or the Director General.
- To highlight risks and challenges on a timely basis.
- To share expertise and knowledge with the One Stop Unit and SLTDA teams.
- To participate fully in essential forums.

Section viii: Responsibility of the SLTDA
- To provide the necessary information, facilities, and communication as required by the Consultant in the performance of their duties.

Section ix: Educational & Professional Background and Experience Considered to Select an Individual Consultant
The CPDM should be willing to travel around the country, and have the following.

- A degree in Business Management, Economics or related field with 5 years of experience in the Hospitality sector,
  OR
TERMS OF REFERENCE (ToR)

Title of the Consultancy: Assistant Consultant – Project Management
Report to: Consultant – Project Management
Application Deadline: <Date>
Type of Contract: Consultancy
Duration of Assignment: One year
Proposed date of Commence: <Date>

Section i: Project Background

The Sri Lanka Tourism Development Authority (SLTDA) is tasked with the goal of doubling tourism revenue and sector employment by 2020. That is, increase tourism revenue from US$ 3.5 billion to 7 billion, and sector employment from 300,000 to 600,000. Implementation of the Tourist Strategic Plan 2017 – 2020 (TSP) is critical in achieving this goal. SLTDA is the apex governmental authority responsible for its implementation. This plan is available at http://www.sltda.lk/sites/default/files/tourism-strategic-plan-2017-to-2020.pdf and constitutes an essential part of these terms of reference (TOR).

Achieving the 144 strategic objectives of the TSP in the next 39 months requires rapid expansion of SLTDA capabilities across many disciplines, one of which is project management. Given the short time scales for delivery, SLTDA proposes to expand the capacity of the Single “Consultant - Project Manager” (CPM) in the SLTDA Project Management Office (PMO) by hiring two additional “Assistant Consultant - Project Managers” (ACPM). These Assistant Consultants will be hired on a one year consultancy basis.

Section ii: Objectives

A major objective of SLTDA is to deliver on the TSP. Towards this end the ACPM should work in collaboration with, and under the instructions of, the CPM to perform the allocated duties and tasks, which typically will be to launch, manage, track and report progress on SLTDA Projects.

Section iii: Scope of Works

The ACPM is expected to Work with the CPM to understand the tasks they need to take ownership on, and then execute on these tasks. Typically, such tasks would relate to SLTDA projects from the TSP. Once overall project goals are identified, the ACPM needs to liaise and work collaboratively with other project stakeholders to understand the individual tasks that need to be completed to move the project forward. Then these individual tasks need to be captured and tracked to ensure the project moves forward in the shortest time frame possible.
Section ix: Educational & Professional Background and Experience Considered to Select an Assistant Consultant

Educational:

1. The ACPM should have a Bachelor's degree from a recognized university in a field requiring use of quantitative methods (i.e., Science, Technology, Engineering, and Mathematics).

Experience:

1. A minimum of 8 years of experience after the degree working for a commercial or governmental enterprise.

2. A minimum 3 years of this experience should be in managing projects. The projects should ideally have required co-ordination between multiple organizations (either commercial or governmental).

3. Experience in handling all levels of staff, and working with staff having differing backgrounds and disciplines is required.

4. A background demonstrating familiarity with technology usage in business operations such as Microsoft Office, Email and Project management tools.