

Terms of Reference (ToR)

Individual Consultant – PHP Developer (Short Term, Assignment Based) for the e-GP Secretariat, Sri Lanka Public Financial Management Strengthening Project (SLPFMSP), Department of Public Finance (DPF)

1. Background:

The Democratic Socialist Republic of Sri Lanka received a Grant from Multi-Donor Trust Fund through the International Bank for Reconstruction and Development (IBRD) for implementation of the Public Financial Management Strengthening Project. Part of the proceeds of the Grant will be applied for improving operational efficiency and transparency in public expenditure through the development and roll out of the e-Government Procurement Management System (PROMISe). The Department of Public Finance of the Ministry of Finance (PFD) is the main implementing agency for PROMISe. PROMISe is currently under development, and the module for shopping has been deployed and rolled out. The project is currently scheduled to close in November 2026.

2. Objective of the Assignment:

To provide expert technical support for the enhancement and stability of the PROMISe Shopping System (Version 2.1), including ensuring the availability of the system, performance optimization, infrastructure upgrades, enhancing and maintaining the system security and disaster recovery readiness. Collaboration with service providers is required to address operational challenges, and ensure effective resolution of system-level issues, contributing to the overall reliability and responsiveness of the platform.

3. Scope of the Assignment:

To address the urgent performance issues currently being experienced in the Promise shopping Version 2.1 and assist in the vCPU upgrade process with the service provider Sri Lanka Telecom (SLT). One of the key tasks is to support in the Disaster Recovery (DR) site implementation from the Software side and make sure that the DR can be successfully deployed in case of a system failure. It is required to troubleshoot runtime and operational issues and assist e-GP call centre team in rectifying customer complaints that require Database level administration action or required changes to software code to enable client to carry out Admin level functions.

4. Tasks to be carried out

- i. Reset Passwords as required and handover the credentials to the client.
- ii. Create additional user Accounts as required.
- iii. Assist in future upgrades to the e-GP version 2.1 system to be carried out by Sri Lanka Telecom (SLT).
- iv. Ensure software installation and deployment for the Disaster Recovery solution is successfully carried out with SLT.
- v. Archival and managing of log files and attachments in the system to release Hard disk space
- vi. Make provision for client to post regular notices for any urgent maintenance or other notices that need to be broadcast via the PROMISe web portal.
- vii. Carry out regular database maintenance tasks such as indexing and archiving of files.
- viii. Develop and maintain the existing Version 2.1 software system hosted at the SLT data center to ensure stable and error-free operation.
- ix. Optimize and manage the MySQL database for performance, reliability, and stability.
- x. Collaborate with the Help Desk staff and end-users to identify, troubleshoot, and resolve software issues.
- xi. Creating Reports/Dashboards for analytics.

- xii. Develop Admin panel front-end interface for identified client administrators to make changes in Master data.
- xiii. Ensure best practices on managing audit logs for all new/enhanced developments.
- xiv. Any other tasks assigned by the Director General Department of Public Finance.

5. Duration of the Assignment:

The contract shall be assignment-based and shall cover the activities specified under Section 4: Tasks to be Carried Out. The assignments may be performed either remotely or on-site, as mutually agreed by both parties, within a period of three (03) months.

6. Institutional Arrangements and facilities to be provided by the project executing agency:

Necessary workspace and laptop will be provided for work to be carried out on-site.

7. Minimum Qualification and Experience Requirements

- i. Bachelor's degree in computer science, Information Technology, or related professional qualifications.
- ii. Minimum 5 years of professional experience in PHP development
- iii. Knowledge of Government digital platforms will be an added advantage
- iv. Expertise in MySQL database design, optimization, and management
- v. Strong analytical and problem-solving skills.
- vi. Effective communication and teamwork abilities

8. Deliverables

I. Maintained Software System

- a. Ensure that the existing application runs smoothly with minimal errors.
- b. Carry out updates and bug fixes
- c. Develop dashboard for analytics
- d. Create report of System Audit log
- e. Develop admin panel front-end for Master data changes to be carried out. E.g. change in Company Directors, Change of BR nos., Company name etc.

II. Resolved Runtime Issues

- a. Identify and fix runtime and operational issues.
- b. Submit issue logs and resolution summaries.

III. Optimized Database

- a. Improve MySQL performance through schema adjustments and query optimization.
- b. Creation of required additional users

Note: The individual consultant is expected to comply with the time targets of above deliverables which will be communicated and discussed if required, with the assigned supervisor.

9. Consultancy fee for the Assignment based Contract:

The cumulative contract fee shall be LKR 500,000.00, and payments shall be made on a task-based basis. The Consultant is required to submit a periodic work done report specifying the tasks completed during the relevant period. Payments shall be processed upon certification and approval by the assigned supervisor as appropriate.