



Ministry of Education

Accelerating Higher Education Expansion and Development (AHEAD) Operation
Ministry of Education
No. 79/1, 5th Lane, Colombo 3.
Phone: 011 2329662 FAX: 011 2329660 email: omst.ahead@gmail.com

Democratic Socialist Republic of Sri Lanka

Ministry of Education

Accelerating Higher Education Expansion and Development (AHEAD) Operation

FINANCED BY A LOAN/CREDIT FROM THE INTERNATIONAL BANK FOR
RECONSTRUCTION AND DEVELOPMENT (IBRD)/INTERNATIONAL
DEVELOPMENT ASSOCIATION (IDA)

CREDIT/GRANT NO: 6026-LK/8743-LK

PROJECT ID NO: P159995

REQUEST FOR QUATATIONS (RFQ)

TECHNICAL ASSISTANT (FINANCE)

OPERATIONS TECHNICAL SECRETARIAT (OTS)

UNIVERSITY OF RUHUNA (RHU)

Procurement Plan No: LK-MOHCA-286766-NC-RFQ

The Democratic Socialist Republic of Sri Lanka has received a loan from the International Bank for Reconstruction and Development (IBRD) equivalent to US\$ 67 million and a credit from the International Development Association (IDA) equivalent to US\$ 33 million (total US\$ 100 million) toward the cost of Accelerating Higher Education Expansion and Development (AHEAD) Operation functioning under the Ministry of Education.

Under the AHEAD Operation, the University of Ruhuna implements the project activities at the cost of Rs. 1403 million.

The AHEAD Operation intends to apply a portion of the proceeds of this loan and credit to eligible payments under the contract for which RFQs are called. The contract period of the TA (Finance) is 15 months. Refer to Terms of Reference (TOR) available at: <https://ahead.lk/> & the University website: <https://www.ruh.ac.lk/index.php/en/>

1. Purpose and Objective of the Assignment

- a) Dealing with all receipts and payments.
- b) Maintenance of records related to all financial transactions.
- c) Preparation and submission of financial reports.

2. Qualifications and experience

- i) Should process a degree in the field of Accountancy/ Finance/ Commerce/ Business Administration/ Management from any higher education institution approved by the Ministry of Education. OR

Intermediate Level qualification or similar stages in ICASL Sri Lanka, CIMA UK, or equivalent qualification or membership of AAT Sri Lanka.

ii) Age limit between 20-35 years of age.

Preference will be given to those who have,

- working experience in Accounting /Auditing/Procurement in a reputed company/ Government institution.
- Exposure to foreign-funded projects of the government.
- IT literacy.

3. Selection Criteria

- Educational/ Professional qualification above the minimum requirement.
- Experience – No. of years.
- Exposure to foreign-funded projects of the government – No. of years.
- IT literacy – Diploma or certificate issued by a recognized institution.
- Performance at the interview.

4. Conflict of Interest

Prospective service providers shall refer and adhere to Section 1.6 of the Guidelines on Procurement of Goods, Works, and Non-Consultant Services issued in 2011 and revised in July 2014.

5. Invitation to submit Quotations

The Chairman, Project Procurement Committee (Minor) Operations Technical Secretariat (OTS) of the University of Ruhuna invites qualified eligible applicants to submit quotations for providing the service.

Prospective service providers may obtain further information from Deputy Director Procurement, OTS of the RHU by emailing: abs@admin.ruh.ac.lk or mobile: 0703342507.

6. Method of Selection

The Technical Assistant (Finance) will be selected in accordance with the procedure set out in the Guidelines on Procurement of Goods, Works, and Non-Consultant Services referred to in section 04 above.

Method: Shopping – RFQ – Single Stage One envelope

7. Submission Details

The prospective service provider shall submit **sealed quotations** which include educational and/ or professional qualifications and experience in a detailed CV with the copies of relevant certificates to the Chairman, Project Procurement Committee (Minor), Operations Technical Secretariat, AHEAD Operation, University of Ruhuna, Wellamadama, Matara or email to director.ots.ruh@gmail.com **on or before April 07, 2022.**

Chairman

Project Procurement Committee (Minor)

Operations Technical Secretariat

AHEAD Operation

University of Ruhuna

Wellamadama

Matara

25.03.2022