

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – INDIVIDUAL SELECTION)**

**SACEP Secretariat based in Sri Lanka**

**Organizational Development Expert (International Consultant) in Project  
Implementation Unit of Plastic Free Rivers and Seas for South Asia (PLEASE) Project**

Grant No.: IDA -D6480

Procurement Plan No : LK-SACEP-480255-CS-INDV

**Assignment Title: Organizational Development Expert (International Consultant)**

**Reference: Organizational Development Expert (International Consultant) in Project  
Implementation Unit of Plastic Free Rivers and Seas for South Asia (PLEASE) Project**

The South Asia Co-operative Environment Programme (SACEP) received US\$ 37 Million as per the Financing Agreement signed on 8 June 2020 from the World Bank toward the cost of the Plastic-free Rivers and Seas for South Asia (PLEASE) - Grant# IDA -D6480, and intends to apply part of the proceeds for consulting services.

SACEP is the responsible implementing agency for this project. SACEP Secretariat has established and housed a Project Implementation Unit (PIU) as a subsidiary organ responsible for all aspects of the day-to-day management of the PLEASE project. These responsibilities include planning, budgeting, technical coordination, implementation supervision, M&E, and ensuring compliance with the World Bank environmental and social (E&S) standards

Under the overall supervision of the Director General of SACEP and the PLEASE Project Director, the Organizational Development (OD) Expert will drive organizational effectiveness and transformation through organization assessment, design, implementation, and evaluation of strategies, processes, and frameworks to facilitate change management within the organization that foster organizational growth, and leadership development initiatives. S/he will design and implement strategies to improve overall effectiveness and performance of the organization by analyzing SACEP's structure, processes, culture, and people-related issues to identify areas of improvement for internal capacity-building, as well as capacitating SACEP to leverage its extensive knowledge resources, networks, and alliances, maximizing its influence and effectiveness to its SACEP member countries, and exploring funding opportunities.

**Specific tasks of the Organizational Development Expert (International Consultant) include;**

1. Monitor the SACEP institutional capacity assessment being conducted by a third-party Consulting Firm with day-to-day operation support (plan, coordinate, schedule, and work on logistics), supervision of the Consulting Firm's work, and review the deliverables assuring high-level technical quality.
2. Support the development of a capacity-building plan based on the institutional capacity assessment, defining key strategies, setting measurable targets, engaging stakeholders, and addressing identified capacity gaps to strengthen institutional capacity and ensure effective implementation of targeted interventions.
3. Review of SACEP's Vision/Mission and Aims/Objectives and Strategic Priorities, SACEP's 2020-2030 Strategy, and identify areas for improvement and recommend strategic interventions to

ensure that SACEP remains a driving force in the region to match the urgency and complexity of environmental issues faced within the Region.

4. Review the Articles of Association and gather perspectives from member countries and other inter-governmental bodies to strengthen/reassert SACEP's leadership.
5. Initiate and facilitate the review of SACEP's 2020 - 2030 Strategy and make recommendations and plan for monitoring the strategy implementation and achievement of results.
6. Review and strengthen SACEP's resourcing strategy and explore opportunities of funding, and suggest a strong positioning of SACEP on 21st-century national, cross-border and regional issues.
7. Design and organize high-level stakeholder consultations with SACEP member countries focal points, and develop comprehensive strategies to drive organizational effectiveness and performance, and ensure responsiveness to member states' needs.
8. Coordinate events and public appearances of SACEP and PLEASE PIU executives and staff, and visiting missions by donors, National focal persons, and external stakeholders.
9. Review the capacity and operations of SACEP Secretariat (Human resources and administrative services), and design and implement performance management programs to ensure that employees are meeting performance standards and goals; coach the team on professional development aimed at enhancing employee skills and competencies, as well as develop a strategy for consistent employment branding effective at attracting top talent to the organization.
10. Establish mechanisms to monitor and assess the impact of organizational development interventions and propose improvements as necessary.
11. Prepare detailed reports on the progress and outcomes of OD interventions for senior management and stakeholders.
12. Any other task necessary for effective and timely implementation of the project as assigned by SACEP

The service is for 5 (five) months. The contract is renewable, subject to satisfactory performance, for the duration of the project. There will be an initial performance review by the Project Director after 2 months. Composite TOR can be accessed by logging into; <http://sacep.org/consultancy-opportunities>

Interested Consultants should provide a CV including information that demonstrates that they have the required qualifications and relevant experience to perform the Services. Eligible candidates should have the following minimum qualifications, experience, and competencies:

The successful candidate shall have an advanced degree in Public Administration/Institutional and Human Resources development, project management field or related disciplines and should have a minimum of 10 years of experience in designing and implementing organizational development-

related interventions, preferably, for the intergovernmental organizations. In addition, the candidate is expected to have the following qualifications:

1. Strong knowledge of organizational development theories, models, and best practices
2. Proven experience in conducting organization change/restructuring exercise, preferably of Environmental organizations
3. Proven research, analytical and writing skills with ability to prepare succinct analytical publications and reports
4. Demonstrated interpersonal and diplomatic skills, as well as experience in managing complex stakeholder dynamics to present ideas clearly and effectively, proven ability to work in a collaborative and multi-stakeholder team environment
5. Experience in dealing with senior and high-ranking members of national and local institutions, government and non-government
6. Facilitation and coaching skills
7. Fluency in oral and written English
8. Competency in computer literacy skills (MS Word, Excel, Power Point and other software) and good knowledge of available tools in information technologies

The attention of interested Consultants is also drawn to Section III, paragraph, 3.17 of the World Bank's 'Procurement Regulations for IPF Borrowers' (Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016 Revised November 2017 and August 2018), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment:

*3.17 Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:*

*d. Consultants (including their experts and other personnel, and sub-consultants), that have a close business or family relationship with a professional staff of the Borrower, or of the project implementing agency, or of a recipient of a part of the Bank's financing, or any other party representing or acting on behalf of the Borrower, that is directly or indirectly involved in any part of:*

*i. the preparation of the TOR for the assignment;*

*ii. the selection process for the contract; or*

*iii. the supervision of the contract, may not be awarded a contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.*

The individual will be selected based on the qualification and experience, in accordance with the procedures set out in the 'The World Bank Procurement Regulations for IPF Borrowers- Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016, Revised November 2017' and August 2018' as per the Financing Agreement of the project.

Applications must be delivered in a written form to the address below (in person, by mail, or by e-mail) by no later than **10.00 hrs., Sri Lanka time on 25 March 2025.**

**Director General**  
**South Asia Co-operative Environment Programme (SACEP)**  
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**12 March 2025**