

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL SELECTION)
SACEP SECRETARIAT BASED IN SRI LANKA
PLASTIC-FREE RIVERS AND SEAS FOR SOUTH ASIA (PLEASE) PROJECT

Grant No.: IDA -D6480

Assignment Title: IT Consultant – Digitization of SACEP Operations

Reference: Procurement of a IT Consultant – Digitization of SACEP Operations

The South Asia Co-operative Environment Programme (SACEP) is an intergovernmental organization established in 1982 by the governments of South Asia to promote and support the protection, management, and enhancement of the environment in the region. With its headquarters in Colombo, Sri Lanka, SACEP serves as a platform for regional cooperation, policy dialogue, and the development of programmes and projects that address key environmental challenges. It works closely with member states, development partners, and other stakeholders to strengthen institutional capacity, facilitate knowledge exchange, and promote environmentally sustainable development across South Asia.

SACEP intends to transition from predominantly manual processes to digitalized, user-friendly, secure systems across core functions: Human Resources, Finance, Procurement, and Stakeholder Management. The Consultant will lead this transition end-to-end—from assessments and solution design to pilot build-out, vendor coordination, staff training, and initial go-live.

Composite TOR can be accessed by logging into: <http://sacep.org/consultancy-opportunities>

The South Asia Co-operative Environment Programme (SACEP) now invites eligible Sri Lanka nationals to indicate their interest in providing the Services. 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:

- Bachelor's degree in IT/Computer Science/Information Systems (Master's preferred).
- 8+ years' experience leading Digitalization /ERP or line-of-business system rollouts in public/IGO/NGO contexts.
- Hands-on experience with at least one major platform (e.g., Odoo/Dynamics/Oracle/SAP or best-of-breed stacks) and integrations.
- Proven delivery of MVP within short timelines; strong business process design and change management skills.
- Knowledge of information security fundamentals and data governance.
- Excellent facilitation, documentation, and training capability; strong stakeholder management.

The attention of interested Consultants is 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) with the subject line: **"Procurement of IT Consultant – Digitization of SACEP Operations"** by no later than **14.00 hrs., Sri Lanka time on October 30, 2025.**

**Director General
South Asia Co-operative Environment Programme (SACEP)
#146/24A, Havelock Road, Colombo 05
00500, Sri Lanka**

Tel: +94-11 2596443 / +94-11 2504708

Fax: +94-11-2589369

E-mail: secretariat@sacep.org copy to: pleaseproject@sacep.org

October 16, 2025