

TOR for Formulating the National Human Resources Development Policy and Implementation Plan

Introduction

The National Human Resources Development Council of Sri Lanka which operates under the purview of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, is an institution established under the provisions of the National Human Resources Development Council Act No. 18 of 1997. As per the said act under section 14(i), the duties and functions of the Council are to advise the Minister on national human resources policy in all its aspects, including the rationalization and coordination of sectoral human resources development concerning, or related to - employment, training and education; the application of science and technology; the enhancement of quality of life; the designing of social protection for disadvantaged groups of persons; and maintaining entitlements with economic reforms.

Accordingly, the NHRDC is planning to review the existing HR policy and formulate the new National Human Resources Development Policy (NHRDP) through lengthy consultations among all stakeholders – government officials, employers’ organizations, professional bodies, academia, private sector representatives, trade unions, community-based organizations and international organizations. The new policy will be guided by the sustainable development goals, NHRDC Act No. 18 of 1997, government mandate, previous national Human Resources and Employment Policy 2012 and current & future economic trends.

Objective

To formulate the new National Human Resources Development Policy (NHRDP) and the implementation plan with the consultations of all stakeholders.

Work to be carried out by the Consultant

1. Work with the advisory committee to finalize the blueprint drafted by NHRDC
2. Select pillar committees for each pillar in the blueprint
3. Conduct discussions with pillar committees to gather required information to prepare the pillar policy documents
4. Draft the pillar wise policy documents
5. Present the pillar wise policy documents to the advisory committee
6. Finalize the pillar wise policy documents with the comments of the advisory committee
7. Draft the National policy and present it to advisory committee for comments
8. Finalize the national policy after the public comments and present it to the advisory committee for the final approval
9. Translate the National Policy into Tri Language before and after the public comments
10. Update the National Policy if there is any comments from the Cabinet of Ministers
11. Prepare the implementation plan of the NHRDP
12. Validate the implementation plan with relevant stakeholders
13. Coordinate the whole process in line with the timeline
14. Any other work mutually agreed by the parties

NHRDC Responsibilities

- Facilitate to coordinate and arrange discussions with stakeholders, advisory and pillar committees

Procurement Method

The Department Consultants Procurement Committee will handle the selection of Consultant under the Quality and Cost Based Selection (QCBS) method.

Payment Schedule

The payment to the consultant will be made on an installment basis throughout the duration of the assignment. When an agreed portion of the assignment is completed, its corresponding payment will be made as mentioned below:

Work to be carried out	Portion of Payment out of total
Submit the draft national policy	35%
Submit the finalized-National policy before the public comments and translate into tri language	40%
Submit the implementation plan and the final national policy after the public comments in Tri-language	20%
Present the National Policy and the implementation plan at the launching ceremony and national workshops organized by NHRDC	5%