

**TERMS OF REFERENCE  
AND TECHNICAL SPECIFICATIONS**

In the framework of the European Union (EU) funded CIRCULAR project, Expertise France is seeking a **technical expert to support and strengthen Green Public Procurement practices among local authorities** in the Colombo and Galle districts, with a specific focus on reducing single-use plastics in the food sector in Sri Lanka.

## I. General information

Assignment name	Strengthening Green Public Procurement Practices of Local Authorities to Reduce Single-Use Plastics (SUP) in the Food Sector in the Colombo and Galle Districts
Beneficiaries	Local authorities in the municipalities of Colombo and Galle districts
Country	Sri Lanka
Total estimated duration of the contract	18 Months
Expected starting date of the contract	13 February 2026

## II. Context and justification of the need

Plastic pollution in Sri Lanka has emerged as a pressing environmental, public health, and economic concern, casting a shadow over the island nation's natural beauty and cultural heritage. The mismanagement of plastic waste poses serious environmental, public health, and economic risks, affecting marine ecosystems, water quality, and key sectors like tourism and fishing that contributes significantly to the economy. The National Action Plan on Plastic Waste Management (2021) identifies packaging (30%), consumer products as one of the primary sources of plastic waste, with food-related SUP items, such as straws and packaging, being a major contributor. Addressing this issue requires raising awareness about SUP's environmental and health impacts, promoting behavioral changes among consumers, and encouraging producers/ businesses to adopt sustainable production practices and alternative or innovative packaging methods.

### a) Expertise France

Expertise France is the French Public Agency For International Technical Cooperation. As a subsidiary of the Agence Française de Développement Group (AFD Group), it designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France's external action.

The agency achieves this goal by implementing national- or regional-scale projects in major areas of public action:

- Democratic, economic and financial governance
- Peace, stability and security
- Climate, agriculture and sustainable development
- Health and human development.

Expertise France promotes international solidarity by facilitating the transfer of skills, fostering peer dialogue, and mobilising experts to support development cooperation aligned with the rule of law, human rights, and France's Official Development Assistance priorities.

For more information: [www.expertisefrance.fr](http://www.expertisefrance.fr)

### b) National Solid Waste Management Support Centre

National Solid Waste Management Support Center (NSWMSC) under the Ministry of Public Administration, Provincial Councils and Local Government is responsible for providing financial and technical support to Local Authorities to strengthen solid waste management and wastewater treatment systems, in line with the National Policy on Waste Management. This includes the provision of essential infrastructure, vehicles, machinery, and equipment required for effective waste collection, transportation, treatment, and disposal. Capacity-building initiatives are also implemented to enhance the knowledge and skills of Local Authority staff, ensuring sustainable, efficient, and policy-compliant waste management practices.

For more information: <https://mpclg.gov.lk>

### c) CIRCULAR Project

“Circular Economy in the Food Sector (CIRCULAR)” project is a threefold umbrella “CIRCULAR” programme funded by the European Union (EUD-Sri Lanka), for 36 months (2024-2027). It is implemented by three Implementing Organisations (IOs): Expertise France (EF), the Food and Agriculture Organization (FAO), and the Gesellschaft für Internationale Zusammenarbeit (GIZ). CIRCULAR takes an integrated approach to “promote a circular economy in the food sector” in Sri Lanka, especially aiming at the reduction of food waste and loss, as well as the reduction of Single-Use-Plastic.

The Specific Objectives (outcomes) of the Action are:

**Specific Objective 1 (SO1):** to increase recovery, processing and supply of edible and safe food surplus and/or waste for the benefit of vulnerable consumers and/or food producers.

**Specific Objective 2 (SO2):** to enhance effectiveness of the sustainable production, distribution and consumption models related to food waste/loss and single-use plastic (SUP) food packaging.

**Expertise France works on SO2:** with a focus on reducing SUP in the food sector by raising awareness of actors along the SUP supply chain via Output;

**2.1 Increased awareness (and behavioural changes) among the general public, economic operators, consumers and civil society about public incentives, sustainable products, solutions and services on the market**

In order to achieve output 2.1, Expertise France will implement activity (2.1.7) aimed at **Awareness Raising and capacity building of local authorities on Green Public Procurement practices.**

Green Public Procurement (GPP) is an important policy tool for promoting sustainability through the purchasing decisions of public sector organizations. It involves selecting goods, services, and works that minimize negative environmental impacts by evaluating their environmental consequences throughout their entire life cycle, from production to use, and eventual disposal. At its core, GPP encourages governments to use their purchasing power to stimulate markets for sustainable products and services. By demanding goods produced in an environmentally friendly manner, public bodies can help drive the transition to more sustainable production processes, incentivizing industries to adopt greener designs and practices. Furthermore, GPP supports the reduction of greenhouse gas emissions, the conservation of scarce resources, and the minimization of harmful chemicals in production and consumption processes.

In Sri Lanka, however, current procurement policies do not adequately address environmental and social criteria. This gap presents an opportunity for the government to integrate these considerations into the procurement process. By doing so, it could not only influence the demand for more sustainable goods and services but also guide local industries in adopting better environmental standards. This shift toward sustainable procurement could lead to long-term environmental benefits, cost reductions, and improvements in social and environmental quality.

Capacity building, awareness, and training programs for government officials, play a critical role in ensuring that public procurement decisions are informed by green criteria. Training on topics like Life Cycle Analysis (LCA), Life Cycle Costing (LCC),

## TERMS OF REFERENCE / SPECIFICATIONS

Moreover, Eco-Labelling can empower officials to make decisions that balance the need for economic efficiency with the imperative of environmental sustainability.

### III. Objectives of this assignment

The objective of this assignment is to strengthen the capacity of local authorities in Colombo and Galle to understand, adopt and apply Green Public Procurement (GPP) in their operations, with particular emphasis on reducing single-use plastics in the food sector. This will be achieved through targeted capacity-building, structured public-private dialogue, and the development of practical, locally applicable GPP by-laws to support sustainable and effective public procurement practices.

Key activities:

1. Assessing the current awareness and training needs of local authorities in Colombo and Galle by conducting an inception meeting with key stakeholders.
2. Delivering capacity-building and awareness workshops on GPP for local authorities in both districts.
3. Facilitating Public-Private Dialogues (PPD) in Colombo and Galle districts to strengthen collaboration and shared understanding on Green Public Procurement.
4. Supporting the development of by-laws that establish and enforce GPP standards in Colombo and Galle districts.

Together, these activities will advance GPP as a tool for more efficient resource use, stimulate innovation in environmentally friendly products, and promote circular economy principles, renewable energy solutions, and improved waste management. By integrating GPP, local authorities can meet procurement needs responsibly while contributing to a cleaner, more sustainable future for both local and global communities.

### IV. Description of the assignment

The Consultant will design and implement a comprehensive GPP capacity-building programme for municipal authorities in Colombo and Galle, including stakeholder consultations, tailored training programmes, facilitation of Public-Private Dialogue (PPD) events, and technical support for the drafting, validation and voluntary adoption of district-level GPP by-laws. The Consultant is expected to provide both technical expertise and facilitation skills to ensure that local authorities and market actors are equipped to apply GPP principles in practice, particularly to reduce single-use plastics in public procurement.

#### Activity description:

##### 1. Inception Meeting

###### **Activity:**

A consultative meeting with key stakeholders to assess the current level of awareness, understanding, and capacity on Green Public Procurement (GPP) among local authority procurement officers. The meeting will help gather insights on existing practices, challenges, and capacity gaps that need to be addressed.

###### **Objective:**

To jointly identify, agree on, and prioritize the GPP training and capacity building needs of local authority procurement officers, and use these findings to design a tailored training programme for the municipalities of Colombo and Galle districts.

**Estimated participation:** 15 – 20 persons

**Duration:** Half day discussion

**Place of activity:** Colombo

## TERMS OF REFERENCE / SPECIFICATIONS

### 2. Capacity Building/ Awareness Raising Workshops on GPP in Colombo District

**Activity:**

Green Public Procurement (GPP) training on selected topics will be conducted to procurement officers from the Colombo district. These workshops will provide participants with practical knowledge, tools, and examples to help them apply GPP principles in their day-to-day procurement work.

**Objective:**

To build the practical skills and knowledge of local authority procurement officers in Colombo District so they can effectively implement Green Public Procurement (with a specific focus on SUP reduction) in their municipalities.

**Estimated Participants:** 20 procurement officers from Colombo District, including one senior and one junior officer per municipality.

**Duration:** 3 days training

**Place of activity:** Colombo district.

### 3. Capacity Building/ Awareness Raising Workshops on GPP in Galle District

**Activity:**

Green Public Procurement (GPP) training on selected topics will be conducted to procurement officers from the Galle district. These workshops will provide participants with practical knowledge, tools, and examples to help them apply GPP principles in their day-to-day procurement work.

**Objective:**

To build the practical skills and knowledge of local authority procurement officers in Galle District so they can effectively implement Green Public Procurement (with a specific focus on SUP reduction) in their municipalities.

**Estimated Participants:** 20 procurement officers from Galle District, including one senior and one junior officer per municipality.

**Duration:** 3-days training

**Place of activity:** Galle district.

### 4. Public-Private Dialogue (PPD) on Green Public Procurement in Colombo District

**Activity:**

A series of Public-Private Dialogue (PPD) events will be organized in Colombo district, bringing together trained procurement officers and at least one business representative from each municipality. These events will provide a platform to discuss GPP implementation, identify common challenges, and explore innovative market-based solutions for waste management within municipalities (with a specific focus on SUP reduction).

**Objective:**

To strengthen collaboration between local authorities and the private sector and enable constructive engagement to implement Green Public Procurement and sustainable practices within municipalities.

**Expected Participants:** 30 participants per PPD event (2 trained procurement officers per municipality and at least one business representative from each municipality).

**Duration:** 1-day event

**Place of Activity:** Colombo district.

### 5. Public-Private Dialogue (PPD) on Green Public Procurement in **Galle** District

**Activity:**

A series of Public-Private Dialogue (PPD) events will be organized in Galle district, bringing together trained procurement officers and at least one business representative from each municipality. These events will provide a platform to discuss GPP implementation, identify common challenges, and explore innovative market-based solutions for waste management within municipalities (with a specific focus on SUP reduction).

**Objective:**

To strengthen collaboration between local authorities and the private sector and enable constructive engagement to implement Green Public Procurement and sustainable practices within municipalities.

**Expected Participants:** 30 participants per PPD event (2 trained procurement officers per municipality and at least one business representative from each municipality).

**Duration:** 1-day event

**Place of Activity:** Galle district.

### 6. By-laws on Green Public Procurement in **Colombo** District

**Activity:**

Facilitate development and voluntary adoption of two sets of GPP by-laws in the Colombo district. This activity will be built on the findings and recommendations emerging from the Public-Private Dialogues (PPDs) and focus group discussions with the Provincial Councils, Municipal Councils, and other relevant public authorities.

Expertise France will facilitate a technical expertise to guide the full by-law development process including reviewing existing regulations, drafting the proposed by-law provisions, incorporating feedback from stakeholders, and ensuring alignment with national GPP frameworks.

**Objective:**

To support Provincial and Municipal authorities in Colombo district to establish clear, practical, and enforceable Green Public Procurement by-laws that strengthen institutional commitment to sustainable procurement and reduce single use plastic waste at the local government level.

**Expected Participants to the working group:** 1 Representative from each relevant stakeholder institutions.

**Duration:** Implementation timeline to be confirmed.

**Place of Activity:** Colombo district.

### 7. By-laws on Green Public Procurement in **Galle** District

**Activity:**

Facilitate development and voluntary adoption of two sets of GPP by-laws in the Galle district. This activity will be built on the findings and recommendations emerging from the Public-Private Dialogues (PPDs) and focus group discussions with the Provincial Councils, Municipal Councils, and other relevant public authorities.

Expertise France will facilitate a technical expertise to guide the full by-law development process including reviewing existing regulations, drafting the proposed by-law provisions, incorporating feedback from stakeholders, and ensuring alignment with national GPP frameworks.

**Objective:**

To support Provincial and Municipal authorities in Galle district to establish clear, practical, and enforceable Green Public Procurement by-laws that strengthen institutional commitment to sustainable procurement and reduce single use plastic waste at the local government level.

**Expected Participants to the working group:** 1 Representative from each relevant stakeholder institutions.

**Duration:** Implementation timeline to be confirmed.

**Place of Activity:** Galle district.

### V. Scope of work:

#### Task 1: Inception meeting

##### 1.1 Review project documentation

Review all project related materials such as Description of Action (DoA) including national policies (e.g., National Action Plan on Plastic Waste Management, National Policy on Green Public Procurement), and any other documents provided by Expertise France (EF) and National Solid Waste Management Support Center (NSWMSC). Hold a brainstorming session with the EF and NSWMSC technical team to clarify the assignment scope and expectations.

##### 1.2 Conduct stakeholder consultations

Meet with key stakeholders (e.g., National Solid Waste Management Center, Colombo and Galle Municipal Councils) to discuss and finalize the inception meeting agenda and prepare the participant list.

##### 1.3 Design the inception meeting

In coordination with EF and NSWMSC, identify key participants and finalize the meeting plan and agenda.

##### 1.4 Facilitate the inception meeting

Coordinate with relevant authorities to ensure participation of required personnel; coordinate with EF team to manage venue arrangements and required logistics; prepare agendas; and facilitate and moderate discussions. Produce meeting minutes and participant attendance sheet.

##### 1.5 Prepare the inception report

Provide a comprehensive inception report based on the discussions with the stakeholders including a tailored training plan on GPP for Colombo district and Galle district.

#### Task 2. Capacity Building and Awareness-Raising Workshops on Green Public Procurement (GPP) – Colombo District

##### 2.1 Design training programmes and develop a training schedule

Design detailed GPP training programmes tailored to the needs of local authorities. This includes developing module outlines, learning objectives, session plans, and a comprehensive schedule covering all workshops to be delivered. The proposed training plan must be validated by with EF and NSWMSC before finalization.

##### 2.2 Identify capacity needs

Assess capacity needs and identify if necessary any additional expertise required to deliver the GPP sessions. Coordinate with the EF team and NSWMSC to organize all training sessions, ensuring alignment with district-level requirements.

##### 2.3 Prepare training manuals

Develop user-friendly training manuals and supporting materials. These may include slides, handouts, case studies, exercises, and reference documents to ensure consistent and effective delivery of GPP content. The training material must be validated by EF and NSWMSC team prior to finalization.

### 2.4 Moderate and lead workshops

Facilitate the training workshops by moderating discussions, leading sessions where required, guiding group activities, and ensuring participant engagement. Provide on-site support to trainers and ensure smooth execution of all workshop activities.

#### **Task 3. Capacity Building and Awareness-Raising Workshops on Green Public Procurement (GPP) – Galle District**

##### **3.1 Design training programmes and develop a training schedule**

Design detailed GPP training programmes tailored to the needs of local authorities. This includes developing module outlines, learning objectives, session plans, and a comprehensive schedule covering all workshops to be delivered. The training program shall be developed in close consultation with the EF/NSWMSC team and must be reviewed and validated prior to finalization.

##### **3.2 Identify capacity needs**

Assess capacity needs and identify if necessary, any additional expertise required to deliver the GPP sessions. Coordinate with the Expertise France team and NSWMSC to organize all training sessions, ensuring alignment with district-level requirements.

##### **3.3 Prepare training manuals**

Develop user-friendly training manuals and supporting materials. These may include slides, handouts, case studies, exercises, and reference documents to ensure consistent and effective delivery of GPP content. The training material must be validated by EF and NSWMSC team prior to finalization.

##### **3.4 Moderate and lead workshops**

Facilitate the training workshops by moderating discussions, leading sessions where required, guiding group activities, and ensuring participant engagement. Provide on-site support to trainers and ensure smooth execution of all workshop activities.

#### **Task 4: Organize/facilitate a Public-Private Dialogue (PPD) on Green Public Procurement in Colombo District**

##### **4.1 Planning and design of the PPD framework**

Develop a clear concept note that outlines the objectives of the PPD. Prepare a well-structured agenda and key discussion themes to guide meaningful and productive dialogue among participants. The program shall be developed in close consultation with the EF/NSWMSC team and must be reviewed and validated prior to finalization.

##### **4.2 Stakeholder identification and engagement**

With the support of NSWMSC and CMC, Identify and confirm the participation of trained procurement officers (two from each municipality) in the Colombo District. Engage relevant private-sector stakeholders, including suppliers and service providers offering sustainable products and solutions. Organize logistics, Coordinate invitations and confirm attendance to ensure balanced representation from both the public and private sectors.

##### **4.3 Preparation of technical content and discussion materials**

Prepare briefing notes and guiding questions to support focused discussions on GPP implementation, market readiness, procurement challenges, and innovative waste management solutions. The materials will include practical examples of sustainable alternatives to single-use plastics and best practices relevant to municipal procurement. Technical content and discussion materials must be validated by EF and NSWMSC team prior to finalization.

##### **4.4 Facilitation of the PPD event**

Organize and facilitate a one-day interactive PPD event that encourages open exchange between municipal procurement officers and private-sector representatives. Discussions will focus on real-world challenges, opportunities for collaboration, and practical, market-based solutions.

##### **4.5 Documentation of discussions and key outcomes**

Produce Post PPD event report, documenting key discussion points, identified challenges, proposed solutions, and actionable recommendations emerging from the PPD at the municipal level. These outcomes will inform future capacity-building efforts and support the development or refinement of municipal by-laws and GPP guidelines.

### Task 5: Organize/facilitate a Public-Private Dialogue (PPD) on Green Public Procurement in **Galle** District

#### 5.1 Planning and design of the PPD framework

Develop a clear concept note that outlines the objectives of the PPD. Prepare a well-structured agenda and key discussion themes to guide meaningful and productive dialogue among participants. The program shall be developed in close consultation with the EF/NSWMS team and must be reviewed and validated prior to finalization.

#### 5.2 Stakeholder identification and engagement

With the support of NSWMC and GMC, Identify and confirm the participation of trained procurement officers (two from each municipality) in the Colombo District. Engage relevant private-sector stakeholders, including suppliers and service providers offering sustainable products and solutions. Organize logistics, Coordinate invitations and confirm attendance to ensure balanced representation from both the public and private sectors.

#### 5.3 Preparation of technical content and discussion materials

Prepare briefing notes and guiding questions to support focused discussions on GPP implementation, market readiness, procurement challenges, and innovative waste management solutions. The materials will include practical examples of sustainable alternatives to single-use plastics and best practices relevant to municipal procurement. Technical content and discussion materials must be validated by EF and NSWMS team prior to finalization.

#### 5.4 Facilitation of the PPD event

Organize and facilitate a one-day interactive PPD event that encourages open exchange between municipal procurement officers and private-sector representatives. Discussions will focus on real-world challenges, opportunities for collaboration, and practical, market-based solutions.

#### 5.5 Documentation of discussions and key outcomes

Produce Post PPD event report, documenting key discussion points, identified challenges, proposed solutions, and actionable recommendations emerging from the PPD at the municipal level. These outcomes will inform future capacity-building efforts and support the development or refinement of municipal by-laws and GPP guidelines.

### Task 6: Facilitate development of By-laws on Green Public Procurement in **Colombo** District

#### 6.1 Review of Policy, Regulatory, and Institutional Frameworks

The Consultant shall review relevant project outputs (including Public-Private Dialogue findings and focus group discussion reports), national GPP policies, and existing provincial and municipal procurement regulations and institutional arrangements, in order to identify key priorities and opportunities for the development of district-level GPP by-laws in Colombo. The Consultant shall prepare a preliminary situational analysis report and present the findings to EF and NSWMS, proposing the development of one to two district-level Green Public Procurement by-laws that are feasible and practical for voluntary adoption in the Colombo District.

#### 6.2 Design of GPP By-law Framework and Scope

Based on the Preliminary situational analysis report, the Consultant should organize and facilitate inception workshop with relevant stakeholders of each district to define the objectives, scope, structure, and priority procurement categories to be addressed in the GPP by-laws and to agree on a plan of action.

#### 6.3 Drafting of GPP By-laws

The Consultant shall prepare draft GPP by-law texts for the district, incorporating green procurement principles, eligibility criteria, compliance mechanisms, and institutional responsibilities, and ensuring alignment with national GPP frameworks.

#### 6.4 Validation and Finalization of GPP By-laws

The Consultant shall organize and facilitate stakeholder consultation and validation workshops with relevant Provincial Councils, Municipal Councils, and other public authorities to review the draft GPP by-laws, gather feedback, and ensure institutional ownership and practical feasibility. Based on the outcomes, the Consultant shall revise and finalize the by-laws to produce technically robust and legally consistent versions suitable for voluntary adoption.

## TERMS OF REFERENCE / SPECIFICATIONS

---

### 6.5 Support for Voluntary Adoption and Implementation Readiness

The Consultant shall provide advisory support to Expertise France/NSWMS and respective local authorities to facilitate voluntary adoption of the GPP by-laws and outline practical steps for initial implementation, by conducting a dissemination meeting.

#### **Task 7: Facilitate development of By-laws on Green Public Procurement in **Galle** District**

##### 7.1 Review of Policy, Regulatory, and Institutional Frameworks

The Consultant shall review relevant project outputs (including Public–Private Dialogue findings and focus group discussion reports), national GPP policies, and existing provincial and municipal procurement regulations and institutional arrangements, in order to identify key priorities and opportunities for the development of district-level GPP by-laws in Galle. The Consultant shall prepare a preliminary situational analysis report and present the findings to EF and NSWMS, proposing the development of one to two district-level Green Public Procurement by-laws that are feasible and practical for voluntary adoption in the Galle District.

##### 7.2 Design of GPP By-law Framework and Scope

Based on the Preliminary situational analysis report, the Consultant should organize and facilitate inception workshop with relevant stakeholders of each district to define the objectives, scope, structure, and priority procurement categories to be addressed in the GPP by-laws and to agree on a plan of action.

##### 7.3 Drafting of GPP By-laws

The Consultant shall prepare draft GPP by-law texts for the district, incorporating green procurement principles, eligibility criteria, compliance mechanisms, and institutional responsibilities, and ensuring alignment with national GPP frameworks.

##### 7.4 Validation and Finalization of GPP By-laws

The Consultant shall organize and facilitate stakeholder consultation and validation workshops with relevant Provincial Councils, Municipal Councils, and other public authorities to review the draft GPP by-laws, gather feedback, and ensure institutional ownership and practical feasibility. Based on the outcomes, the Consultant shall revise and finalize the by-laws to produce technically robust and legally consistent versions suitable for voluntary adoption.

##### 7.5 Support for Voluntary Adoption and Implementation Readiness

The Consultant shall provide advisory support to Expertise France/NSWMS and respective local authorities to facilitate voluntary adoption of the GPP by-laws and outline practical steps for initial implementation, by conducting a dissemination meeting.

## VI. Anticipated deliverables and timeline

Activity	Tasks	Deliverables	Timeline
1. Inception Meeting	1.1 Review project documentation 1.2 Conduct stakeholder consultations 1.3 Design the inception meeting 1.4 Facilitate the inception meeting 1.5 Prepare the inception report	1. Inception meeting plan and agenda 2. List of invitees 3. Inception meeting report 4. Signed attendance sheet.	0+3 weeks
2. Capacity Building/ Awareness Raising Workshops on GPP in Colombo District	2.1 Design training programmes and develop a training schedule 2.2 Identify capacity needs 2.3 Prepare training materials 2.4 Moderate and lead workshops	1. Minutes of consultation meetings. 2. Concept note including detailed GPP training programme and agenda  3. Training materials/Training manual 4. Workshop activity report (EF template)	0+2 months
3. Capacity Building/ Awareness Raising Workshops on GPP in <b>Galle</b> District	3.1 Design training programmes and develop a training schedule 3.2 Identify capacity needs	1. Minutes of consultation meetings.	0+2 months

## TERMS OF REFERENCE / SPECIFICATIONS

	3.3 Prepare training materials 3.4 Moderate and lead workshops	2. Concept note including detailed GPP training programme and agenda 3. Training materials/Training manual 4. Workshop activity report (EF template)	
4. Public-Private Dialogue (PPD) on Green Public Procurement in <b>Colombo</b> District	4.1 Planning and design of the PPD framework 4.2 Stakeholder identification and engagement 4.3 Preparation of technical content and discussion materials 4.4 Facilitation of the PPD event 4.5 Documentation of discussions and key outcomes	1. PPD Concept Note and agenda 2. Confirmed List of participants (Public/Private Sector) 3. Briefing notes and guiding questions on Green Public Procurement (GPP) 4. Final signed attendance sheet 5. Post-event activity report (EF template)	0+4 months
5. Public-Private Dialogue (PPD) on Green Public Procurement in <b>Galle</b> District	5.1 Planning and design of the PPD framework 5.2 Stakeholder identification and engagement 5.3 Preparation of technical content and discussion materials 5.4 Facilitation of the PPD event 5.5 Documentation of discussions and key outcomes	1. PPD Concept Note and agenda 2. Confirmed List of participants (Public/Private Sector) 3. Briefing notes and guiding questions on Green Public Procurement (GPP) 4. Final signed attendance sheet 5. Post-event activity report (EF template)	0+5 months
6. By-laws on Green Public Procurement in <b>Colombo</b> District	6.1 Review of Policy, Regulatory, and Institutional Frameworks 6.2 Design of GPP By-law Framework and Scope 6.3 Drafting of GPP By-laws 6.4 Validation and Finalization of GPP By-laws 6.5 Support for Voluntary Adoption and Implementation Readiness	6.1 Preliminary situational analysis report. 6.2 Concept note and plan of action per district. 6.3 Draft GPP by-laws for Colombo district. 6.4 Consultation and validation report 6.5 Final validated GPP by-laws for Colombo district. 6.6 Organisation of a dissemination meeting to local authorities	0+12 months
7. By-laws on Green Public Procurement in <b>Galle</b> District	7.1 Review of Policy, Regulatory, and Institutional Frameworks 7.2 Design of GPP By-law Framework and Scope 7.3 Drafting of GPP By-laws 7.4 Validation and Finalization of GPP By-laws 7.5 Support for Voluntary Adoption and Implementation Readiness	7.1 Preliminary situational analysis report. 7.2 Concept note and plan of action per district. 7.3 Draft GPP by-laws for Galle district. 7.4 Consultation and validation report 7.5 Final validated GPP by-laws for Galle district. 7.6 Organisation of a dissemination meeting to local authorities	0+18 months

### VII. Experience and skills required from applicants

The Consultant should demonstrate the following core profile:

- Advanced academic qualifications (Master's degree or PhD) in fields of public procurement, public administration, sustainability or related disciplines, with at least 10 years of relevant professional experience.
- Proven experience in implementing similar assignments with government institutions and international development projects, particularly in Sri Lanka, with evidence of past performance.
- Strong experience in designing and delivering training programmes, workshops and facilitation processes for public sector stakeholders.
- Demonstrated capacity to engage and coordinate with multi-stakeholder groups, including government authorities, private sector actors and civil society.
- Experience engaging local government authorities to support development of compliance processes, ensuring alignment with applicable local and national policies.
- Excellent organisational, communication and reporting skills, with the ability to work independently and deliver multiple outputs on time.
- High proficiency in English, Sinhala and Tamil for training delivery, facilitation and development of communication and training materials.
- Demonstrated ability to operate effectively in Sri Lanka, including availability for in-person engagement with local authorities in Colombo and Galle

Interested consultant/expert should submit:

1. A technical proposal outlining methodology and relevant experience;
2. A financial proposal outlining the main 7 activities and expected outputs (in LKR excluding taxes);
3. CV of the consultant/expert.

The applications must be submitted on Expertise France platform through the following link:

[https://expertise-france.gestmax.fr/14647/1/call-for-proposals-consultancy-opportunity-green-public-procurement-expert-sri-lanka-h-f/en\\_US](https://expertise-france.gestmax.fr/14647/1/call-for-proposals-consultancy-opportunity-green-public-procurement-expert-sri-lanka-h-f/en_US)

And sent by e-mail to: [amila.bogahawatta@expertisefrance.fr](mailto:amila.bogahawatta@expertisefrance.fr)

CC: [dishan.jothilingam@expertisefrance.fr](mailto:dishan.jothilingam@expertisefrance.fr)

### VIII. Contacts

- **Mahmoud GABALLAH, CIRCULAR Project Manager**  
(mahmoud.gaballah@expertisefrance.fr)
- **Khema WIJEGOONAWARDANE, CIRCULAR Deputy Project Manager**  
(khema.wijegoonawardane@expertisefrance.fr)
- **Dishan JOTHILINGAM, CIRCULAR Awareness Raising Specialist**  
(dishan.jothilingam@expertisefrance.fr)
- **Amila BOGAHAWATTA, CIRCULAR Procurement & Grants Officer**  
(amila.bogahawatta@expertisefrance.fr)