



CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY (CIDA)



Calling applications for a Task based assignment

Project Coordination, Progress Review, Management & Performance Monitoring of the project Construction Craftsman Training National Programme “Shrama Sikuru”

1.0 Background

Construction Industry is one of the most important industries owing to its substantial contribution to the Gross Domestic Product (GDP), creating many avenues for employments supporting income generation of all levels. Thus, the development of the industry will be directly effective in increasing the outputs of the industry and thereby the GDP. With the identification of the requirement, the Construction Industry Development Authority has been established under Construction Industry Development Act No 33 of 2014 for regulation, formalizing and standardizing the activities of the construction industry of Sri Lanka.

Serving the obligations to the Act, CIDA is carrying out mainly stakeholder registrations, dispute resolutions and providing technical standards and guidelines to the industry & human resource development in the industry. Under the scope of human capacity building, CIDA currently is conducting a project, construction craftsman training national programme “Shrama Sikuru” targeting the youth in order to sustain the industry by providing skilled work force.

The project is run based on all 25 districts in entire island and expected responsibilities of the Project Coordinator is to provide overall direction, guidance and necessary coordination for the District Coordinating Officers (DCO) and other relevant staff of CIDA, and to review the progress of Programme’s proposed annual work plans, completed activities, and make recommendations and forward to Authorities in order to implement the project in highest successful manner.

2.0 Objective

The Task Based assignment on Project Coordination, Progress Review, Management & Performance Monitoring of the project Construction Craftsman Training National Programme “Shrama Sikuru” is to assist CIDA senior Management and Board of Management by carrying out a systematic coordination, evaluation and a reporting of the Shrama Sikuru programme.

3.0 Scope of the Assignment

The scope of the assignment is for each of the major areas including but not limited to the following Responsibilities:

- 3.1 Development of performance monitoring criteria for the Shrama Programme.
- 3.2 Making visits to District and Divisional secretariats and enhance the trainee enrolment progress specially in underperforming areas.
- 3.3 Conducting personal development and orientation programmes for the newly enrolled trainees in order to reduce the dropout rate at district level.
- 3.4 Coordination with DCOs other partners National Construction Association of Sri Lanka (NCASL) & National Apprenticeship & Industrial Training Authority (NAITA) to ensure trainees are placed at construction sites for their on the job training
- 3.5 Conducting periodic meetings and visits to districts, monitor and report to Director General & board of management on performance of Shrama Sikuru
- 3.6 Prepare periodic reports and provide solution alternatives to Director General and Board of Management to achieve better outputs.
- 3.7 Conducting employment need analysis of passing out trainees and directing them to the industry based on available industry opportunities either local or foreign.
- 3.8 Assist Director (Industrial Training) and Director General to make smooth functioning of the project Shrama Sikuru.

4.0 Deliverables of the Assignments

#	Description	Deliverable	Period
1	Development of performance monitoring criteria for the “Shrama Sikuru” Program	Criteria prepared & submitted	Month 1
2	Making visits to Districts and enhance the trainee enrolment progress specially in underperforming areas.	Making 4 visits per month & progress reported	Month 1 to Month 6
3	Conducting personal development and orientation programs for the newly enrolled trainees in order to reduce the dropout rate at district level.	One program per district & 8 program per month & reported	Month 1 to Month 6
4	Conducting periodic meetings and visits to districts, monitor and report to Director General & board of management on performance of “Shrama Sikuru”.	Conduct 2 meetings per month reports forwarded	Month 1 to Month 12
5	Conducting employment need analysis through DCOs of passing out trainees and directing them to the industry based on available industry opportunities either local or foreign	One survey report for each district submitted Minimum of 60% unemployed trainees be employed	Month 6 to Month 12 Month 6 to Month 12

5.0 Qualifications & Experience

A Bachelor's degree which is recognized by the University Grants Commission and a minimum of 15 years post qualifying managerial level experience in the field of human resources development in a Government Department / Corporation / Board or a reputed Private Sector Organization acceptable to CIDA.

5.1 And the applicant must be,

- I. a citizen of Sri Lanka.
- II. physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- III. should be of excellent moral character.
- IV. a person excellently conversant in reading writing and speaking in English
- V. not less than 35 years and not more than 65 years

6.0 Duration, Commencement and payment terms

6.1 Duration – 12 months on a task assignment basis

6.2 Commencement- Immediately upon selection and delivery of notice to commence by Chairman of board of management.

6.3 Payment for the task is based on the payment in parts for the delivery of periodic outputs.

6.4 Final Payment will be on the successful completion of the assignment.

6.5 Each payment will be after completion of the part by part delivery to the satisfaction of the Director General

7.0 Expected fee for the task based assignment

Interested applicants to **submit the expected fee for the each part payment** of the task based assignment considering the following

7.1 Working place will be CIDA head office at Wijerama Mawatha, Colombo 07. Working facilities including several support staff will be provided.

7.2 Transport facilities will be provided from home to office and back. Applicant is expected to reside within reasonable distance from head office.

7.3 Reimbursement of Telephone bills to a maximum limit of Rs. 4000.00 is allowed.

8.0 Terms and conditions

1. The task assignment period is one year.
2. Selected candidate must report and work at CIDA head office or at other training venues depending on the necessity. The assigned must be carried out by reporting to work on a daily basis and from 8.30 a.m. to 4.15. p.m. each week day.
3. All information that will be revealed during the task based assignment must be kept confidential

4. All work carried out for this task remains a property of CIDA and must not be disclosed to any other person or organization without written permission of the Chairman of the CIDA.

Any other details shall be obtained from the AD (HR & Admin) over the phone 0112-677040

The applications along with the certified copies of Educational, Professional and Experience Certificates should be forwarded by both, Register post and E- mail (**ch@cida.gov.lk**) to reach to the Chairman of CIDA prior to or before 2 weeks from the date of advertisement. The task applied should be indicated on the top left corner of the envelope.

Details about CIDA are in the website www.cida.gov.lk

Incomplete or late applications will be rejected. Only short-listed eligible candidates will be called for the Interview.

Chairman,
Construction Industry Development Authority
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Colombo 07
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