

## **Terms of Reference (TOR)**

### **Senior Mechanical Engineer**

#### **1. Introduction & Background**

Overview -The Mechanical Division of Road Development Authority intends to procure machinery and equipment for road construction and maintenance during the year of 2026. Budgetary allocation for the procurement is more than SLR. 900 MN. In addition, the Mechanical Division oversees the some of the mechanical maintenance of the ferries operating in the Northern Province.

Purpose - To ensure technical suitability, cost-effectiveness, transparency, and compliance with Government of Sri Lanka Procurement Guidelines, the RDA seeks to engage a qualified Senior Mechanical Engineer.

The Senior Mechanical Engineer will,

- Support the full machinery procurement cycle
- Ensure compliance with procurement regulations
- Oversee all the mechanical maintenance of ferries

#### **2. Objectives of the Assignment**

The primary objectives are to,

##### **A. Machinery Procurement**

Ensure timely completion of procurement activities in accordance with the 2026 Procurement Plan by,

- Developing comprehensive technical specifications, ensuring procurement of fit-for-purpose, high-quality machinery.
- Preparing cost estimates
- Preparing bidding documents.
- Assisting for evaluating technical and financial bids.
- Overseeing the delivery, commissioning of the machinery.
- Ensuring transparent and compliant procurement processes
- Preparing procurement plans and cost estimates for future machinery procurements
- Preparing procurement related correspondences

##### **B. Ferry Mechanical Maintenance**

Assist DDG (Mechanical) to

- Ensure efficient and reliable operation of ferry vessels
- Minimize downtime through preventive maintenance
- Ensure compliance with safety and environmental standards

### **3. Scope of Work**

The Senior Mechanical Engineer will be responsible for the followings.

#### **3.1 Machinery procurement**

##### **3.1.1 Pre-Procurement & Specification**

- Conduct a Needs Assessment to determine the exact capacity and technology required.
- Prepare detailed technical specifications for machinery, including, Capacity, performance, and output requirements, Fuel efficiency and environmental standards, Safety requirements and compliance (ISO, etc.), Spare parts and after-sales service requirements and etc.
- Ensure specifications are non-restrictive and competitive
- Incorporate Green Procurement requirements (energy efficiency, emissions) where applicable.
- Prepare Cost Estimates.

##### **3.1.2 Bidding Documents & Bidding**

- Prepare the Bidding Document for Machinery including technical specification, warranty requirements, maintenance/service agreements, delivery and installation conditions, etc.
- Define qualification/evaluation Criteria (e.g. manufacturer authorization, past experience in Sri Lanka, financial capacity requirement, etc.).
- Assist in bid advertisement and clarifications
- Assist to conduct pre-bid meetings, site visits and prepare pre-bid meeting minutes
- Respond to bidder queries and prepare amendments if necessary.

##### **3.1.3 Technical Evaluation**

- Evaluate bids for technical compliance, performance specifications, brand/model suitability, etc.
- Conduct comparative analysis of machinery options
- Support demonstration/testing where required
- Prepare bid evaluation reports

##### **3.1.4 Contract Award, Inspection and Delivery**

- If necessary, assist in final negotiations (pricing, delivery schedule, warranty and service terms)
- Preparation of contract agreements
- Coordinate and supervise pre-shipment inspection (if necessary) and delivery
- Assist to verify machinery against specifications for acceptance
- Oversee testing and Commissioning of machinery
- Ensure training of operators and maintenance staff
- Verify operational readiness of machinery

### **3.1.5 Contract Management & After-Sales Support**

- Ensure compliance with warranty obligations
- Support maintenance planning and spare parts availability

### **3.2 Ferry service**

- Assisting in the mechanical maintenance of ferries operating by RDA

### **3.3 Documentation & Compliance**

- Assist relevant RDA officials in maintaining procurement records.
- Ensure compliance with government procurement guidelines

## **4 Deliverables**

- Machinery specifications & cost estimates
- Bidding documents
- Technical evaluation reports
- Inspection & commissioning reports
- Final completion report
- Machinery procurement plan for next five years
- Machinery need assessment

## **5 Duration**

- 12 months from the date of commencement

## **6 Reporting Arrangements**

- The senior mechanical engineer will report to Deputy Director General (Mechanical)/RDA
- Monthly progress updates will be reported to the Director General/RDA through Deputy Director General (Mechanical)

## **7 Institutional Arrangements**

The RDA will provide

- Office space
- Transport facilities (Home-to-Office, Inspection and field visit)

## 8 Qualifications

- **Academic**  
B.Sc. Engineering (Mechanical) Degree which is recognized by the U.G.C. and any other relevant qualification in procurement / Supply Chain (added advantage)
- **Professional**  
Membership of the Institution of Engineers Sri Lanka (IESL) and registration of Engineering Council, Sri Lanka (ECSL) as a Chartered Engineer.
- **Experience**  
Minimum 25 years in machinery procurement, with familiarization of Sri Lanka Public Procurement Guidelines.
- **Skills & Competencies**
  - Strong technical knowledge of machinery and equipment
  - Experience in drafting technical specifications and bidding documents
  - Procurement and contract management skills
  - Analytical and reporting skills
- **Age Limits**  
Should not be less than 50 years and not more than 65 years.

## 9 Remuneration & Payment

- **Salary**  
Negotiable
- **Payment Schedule**  
Monthly
- **Minimum Attendance Requirement**
- A minimum of 20 days per month or the total working days of the RDA for that month, whichever is lower.
- **Salary deduction**  
a pro-rata deduction of 1/20th of the monthly fee for each day of absence below the minimum requirement.

## 10 Special Considerations

The Senior Mechanical Engineer must,

- Comply with,
  - Government Procurement Guidelines
  - National environmental and safety regulations
- Promote
  - Energy-efficient and environmentally friendly machinery
- Consider
  - Local availability of service and technical support
  - Spare parts supply chain within Sri Lanka

- Regulatory Awareness
  - Stay updated on,
    - Central Bank regulations on Letters of Credit (LCs)
    - Import duties and taxes applicable to machinery import
    - Machinery import procedures

## **11 Selection Criteria**

Selection will be done based on qualifications and experience of applicants and cost of the assignment. For the evaluation of qualifications and experience, structured interview will be conducted by a panel appointed by RDA.