



**MINISTRY OF TRADE, COMMERCE, FOOD SECURITY AND CO-
OPERATIVE DEVELOPMENT**

TERMS OF REFERENCE (TOR)

For

**Selection of a Consultancy Firm to undertake an Independent Evaluation of
the project on “Construction of a 5,000 MT Temperature Controlled
Warehouse for Agri - Produces/ Products at Dambulla”**

Bid No: MT/FIN/13/PROC./Dambulla Warehosue-2025

April 2026

1. Introduction

The Terms of Reference (ToR) prepared for the purpose of procuring a Consultancy Firm to undertake an independent Evaluation of the project on “Construction of a 5,000 MT Temperature Controlled Warehouse for Agri - Produces/ Products at Dambulla”. This is the first “temperature-controlled warehouse” project implemented in Sri Lanka with the grant assistance of the Government of India. Further additional financial for the completion of the project provided by the Government of Sri Lanka (GOSL).

The Department of the Project Management and Monitoring as a part of their implementation of the National Evaluation Policy Framework to build the evaluation culture in the public sector has selected several projects for evaluation in 2025. Accordingly, the project “Construction of a 5,000 MT Temperature Controlled Warehouse for Agri - Produce/ Products at Dambulla“, implemented by the Food Commissioner’s Department of this Ministry, is one of the 11 projects selected to conduct the evaluation in 2025.

2. Project Description

The proposed evaluation project is located in Dambulla within the Matale District, Central Province of Sri Lanka. The government of Sri Lanka is currently engaged in looking at modernizing the country’s agriculture sector to meet the growing demands through the introduction of new cultivation methods and crops as well as proper storage mechanisms to minimize wastage and assist in the maintaining of prices. The proposed Temperature Controlled Warehouse facility for Agri -Produces/Products is one such move. This project is an initiative to reduce the wastage of excess Agri - Produces brought into the Dambulla Dedicated Economic Centre.

At present, nearly 40 percent of perishable agricultural produce is lost post-harvest, as unsold produce is often discarded due to the absence of adequate storage facilities. This situation contributes significantly to post-harvest losses and unusual price fluctuations in the market. The primary purpose of this project is therefore to reduce post-harvest losses and control abnormal price fluctuations of agricultural produce through the construction of a modern chilling house complex at the Dambulla Dedicated Economic Centre.

The warehouse once completed is expected to store the excess harvest of Agri-produces. Construction of the first temperature-controlled warehouse complex for perishables in the country with a capacity of 5,000 Metric Tons, 06 no of Cold Chambers, approximately 3,875 M² Floor area of main building, Loading and unloading area, sorting, grading, packing area, Office, security system, workers facilities (changing rooms, rest rooms, toilets), vehicle parking & handling, Generator & other necessary facilities with estimated cost around Rs 525 Mn.

The project’s construction work commenced in July 2019 and was planned to be completed in December 2019, within the six-month period. However, construction work was delayed due to

several unforeseen circumstances, including the COVID-19 pandemic, lockdown restrictions and movement, land-related issues, price escalations, shortages of construction materials, and other industry-wide challenges. Further delays resulted from the national economic crisis, social unrest, political instability, balance-of-payments issues, exchange-rate fluctuations, and import restrictions.

Due to the delay in implementation, the Total Estimated Cost was revised with accommodated price adjustment considered the exchange rates and inflation the revised Estimated Cost for the project became as Rs 657 Mn. Activity Plan is annexed as Annexure I.

The evaluation of this project will assess the extent to which the objectives namely reduction of post-harvest losses and stabilization of agricultural prices have been achieved, and will provide recommendations to support informed decision-making and guide future development of similar post-harvest infrastructure projects.

3. The Objective of the Assignment:

The objective of this assignment is to

- i. Evaluate the above project in line with the implementation of the National Evaluation Policy Implementation Framework of Sri Lanka.
- ii. Assess the relevancy, effectiveness, efficiency and sustainability of project and provide the required policy direction.
- iii. To be conducted ongoing Independent Evaluation on Construction of a 5,000 MT Temperature Controlled Warehouse for Agri - Produces/ Products at Dambulla. The Evaluator will undertake the evaluation of ongoing project, lead the evaluation and ensure the effective coordination in collaboration with the Department of Project Management and Monitoring (DPMM) and the Ministry of Trade, Commerce, Food Security and Co-operative Development.

4. Scope and purpose of the Evaluation.

The scope and purpose of this assignment is earmarked to evaluate the entire project cycle, feasibility, preliminary works, procurements, commencement of initial works, ongoing progress, performance and expected outcomes of the implementation process of the said project.

It would be able to utilize the findings of the evaluation for the future decision making and resource allocations in similar projects.

Considering following aspects:

- i. Assess the theory of Change
- ii. Evaluate the relevancy, effectiveness, efficiency and sustainability criteria in relations to this project.

- iii. Review project documentation, agreements, contract documents, procurement documents, including project proposal, reports, and monitoring data.
- iv. Conduct field visits to project sites for data collection and analysis.
- v. To find if any deviations against the scope of the project for sustainability of the project in future.
- vi. Provide recommendations for improvement and future planning on the similar project based on the evaluation findings.
- vii. To determine the effectiveness of the implementation process of the project.
- viii. Assess the sustainability measures in place to ensure long-term viability of the project.
- ix. Assess the relevance of the proposed temperature-controlled warehouse in fulfilling the needs of the beneficiary's demand and technical knowhow.
- x. To identify further required requirements to improve the project to achieve International Standards.

5. Responsibilities:

- i. The Consultancy Firm will be responsible to review the ToR of the evaluation and develop an evaluation design, methodology and evaluation tools agreed with Management Group and Reference Group. Based on that, Inception Report will be submitted.
- ii. Undertaking the evaluation of ongoing project adherence to the National Evaluation Policy Implementation Framework (NEPIF).
- iii. Coordinate with the Ministry of Trade, Commerce, Food Security and Co-operative Development and Department of Project Management and Monitoring (DPMM) of the Ministry of Finance, Planning and Economic Development and other relevant stakeholders in planning and conducting evaluations.
- iv. Deploy appropriate Staff and supervise (including Assistant Evaluator/ Engineers (Electrical and Civil and etc.)
- v. Identify the data collection tools and undertake the data collection, analysis, and reporting processes.
- vi. Prepare action plan, undertake the evaluation and submit evaluation report of the said project within the allocated time frame, as per the relevant guidelines of the National Evaluation Policy Implementation Framework (NEPIF).
- vii. Discuss and obtain input from Management Group and Reference Group appointed by the Ministry of Trade, Commerce, Food Security and Co-operative Development for Desk Review Inception Report and Preliminarily Evaluation Report. Accordingly, undertake the necessary amendments.
- viii. Conduct data validation secession with the stakeholders.
- ix. Submit the final report to the Ministry of Trade, Commerce, Food Security and Co-operative Development.

6. Methodology

- i. The Consultancy Firm will conduct the ongoing evaluation of the said project.
- ii. Desk Review: available reports, documents, records and data review of the relevant institutions. Undertake a desk review of project documents including project appraisal, Agreements, Action Plan, Operational Manual, Indian high commission reports, monitoring reports, progress reports, field supervision reports, Evaluation Policy Implementation Framework and other relevant, notify the evaluation methodology and identify potential challenges and to review and understand the key project activities implemented by implementing agency.
- iii. The field plan will be developed and shared with the Ministry of Trade, Commerce, Food Security and Co-operative Development and the Department of Project Management.
- iv. Appropriate questionnaires will be designed to conduct interviews and record responses for the documentation. Key Informant Interviews (KIIs) and Focus Group Discussions (FGD) need to be conducted with relevant stakeholders. KIIs and FGD guidelines need be prepared to conduct the KIIs and FGD with Stakeholders
- v. Mobilize field team to visit the sites, conduct interviews with the relevant Stakeholders participation and record responses.
- vi. Coordinate with the Ministry of Trade, Commerce, Food Security and Co-operative Development, the DPMM.
- vii. Obtain the Management Group and Reference Group
- viii. Perform ongoing evaluation process, including data analysis, conduct data cleaning.
- ix. Findings of the evaluation to be present to Ministry of Trade, Commerce, Food Security and Co-operative Development
- x. Preparation of evaluation report.
- xi. After validation prepare the final report
- xii. Final Presentation and submission of the Final Evaluation Report to the Ministry of Trade, Commerce, Food Security and Co-operative Development.

7. Assistance provided by the Client

Facilities for desk review.

Appropriate authorization /request letter will be provided for facilitating required data collection.

8. Ownership

Ownership of the all information, data collection and analysis from the evaluation explore should be lie with the Ministry of Trade, Commerce, Food security and Co-operative

Development Prior approval should be obtained from the Ministry for use of evaluation outcome for any other publication or studies.

9. Required Key Staff and Positions

Team Leader/Project Evaluation Specialist

Team Leader/Project Evaluation Specialist is mainly responsible for overseeing the planning and implementation of the evaluation (Data collection, analysis, and reporting processes) which includes ensuring that:

- (a) Research assistants/enumerators are hired and trained adequately.
- (b) Hired Technical know-how person (civil, electrical, postharvest technologies) for the temperature-controlled warehouse operating mechanism.
- (c) Ensure adherence to the National Evaluation Policy Implementation Framework (NEPIF)
- (d) Team Leader/Project Evaluation Specialist is expected to coordinate and work closely with the Ministry of Trade, Commerce, Food Security and Co-operative Development and the Department of Project Management and Monitoring (DPMM) and all the other important stakeholders.

10. Deliverables:

- i. Agree with the Management Group (Team) and the Reference Group (Team) regarding the evaluation design including methodology. Stakeholder analysis, evaluation matrix, data collection tools, sampling (machinery-technical), questionnaires, timeline and submission of an Inception report as per the guidance of the National Evaluation Policy Implementation Framework.
- ii. After data collection, analysis, completion of evaluation, submission of evaluation report for the review and feedback from the Management Group and the Reference Group.
- iii. Conduct data validation session with key stake holders to present the key findings and obtain feedback.
- iv. Submission of final evaluation report incorporating comments and recommendations of the Management Group (Team) and the Reference Group (Team).
- v. All relevant annexes included in the final evaluation report (list of the samples, data tables prepared for analysis linked with graphs/graphical presentation etc., tools; 1-hard copy along with the soft copy (PDF and editable form) of the final report and all primary tables, annexure, sample and completed questionnaire and database on which the report has been produced).
- vi. Final evaluation report: All supporting documents and reference materials supported with annexes of quantitative/qualitative analysis with raw data; The narrative analysis should be accompanied with data table analysis. A cleaned dataset of quantitative survey in Excel format; Soft copy analysis table for all the variables of the questionnaire and

recommendations including future project follow-up for sub-project sustainability. The draft report prepared to be shared with the Ministry of Trade, Commerce, Food Security and Cooperative Development and DPMM and other stakeholders for comments/feedback. Moreover, the Consultancy Firm needs to make necessary arrangements to incorporate feedback of stakeholders and submit the final report to this Ministry/ PMMD.

11. Time schedule and deliverables

SN	Activity	Time Frame (Weeks)									
		1	2	3	4	5	6	7	8	9	10
1	Desk Review	■									
2	Preparation of Inception Report	■	■								
3	Review and agree with Inception Report with the management and reference Group		■	■							
4	Field work and Data collection	■	■	■	■	■	■				
5	Data Analysis and preparation of preliminary Evaluation report						■				
6	Submission of preliminary Evaluation Report							■			
7	Review and Revision of preliminary Evaluation Report							■	■		
8	Undertake Stakeholder validation									■	
9	Submission of Final Report										■
	Total Timeframe	■	■	■	■	■	■	■	■	■	■

12. Duration and payment method

- Submission of Inception report 25%
- Submission of Preliminary Evaluation Report 25%
- Submission of Final Report 50%

The duration of the assignment will be approximately 10 weeks from the date of signing the Contract. The Time Frames for deliverables and the payment will be made as per the recommendation of Management Group regarding each deliverable.

Note: All payments will be made in Sri Lankan Rupees (LKR).

The Consultancy Firm has to submit all reports written in English language along with the soft copies. Soft copies of all documents should be submitted to the e-mail address of dir_plan@trademin.gov.lk or planningtrade8@gmail.com.

13. Required Knowledge & Experience

- i. Educational Background:
Advanced degree (Master & or higher) in Agronomy, Agricultural Economics, Post Harvesting Technology or a related field.
Professional Experience: Proven experience in conducting evaluations or assessments, particularly in agricultural sector. / Post harvesting technology Specific experience with evaluations related to the post harvesting technology / warehouse technology.
- ii. Research and Evaluation Skills:
Strong research and analytical skills, including the ability to design and implement field surveys and interviews.
- iii. Experience in both quantitative and qualitative data
Ability to engage in interviews with various stakeholders, Adherence to ethical guidelines in research and evaluation, ensuring the well-being and confidentiality of the study participants.
- iv. Required experience in conducting Project Evaluation (at least two) within last ten years.
Experiences in similar nature undertakings will be added advantage.
- v. Budget and Proposal Management:
Ability to develop and manage a realistic budget for the evaluation.
Experience in preparing clear and comprehensive evaluation proposals.

14. Office and Other Services

Consultancy Firm has to use its own Office and use their own resources. In addition, Ministry of Trade, Commerce, Food Security and Co-operative Development will support the Consultancy Firm with the details of the relevant stakeholder as well as support to commence, key activities by providing additional regional support.

- a. Provision of information on the background of the project.
- b. Additional field support when required in Dambulla.
- c. Technical support on a national level and oversight into key activity arrangements.
- d. Coordination support with the stakeholders
- e. Support to data collection

15. Method and Procedure of Selection

The selection and employment of the evaluator will be done following the Government Procurement Guidelines (Consultancy Services) -2007. In this case, the Consultancy Firm will be selected through National Competitive Bidding.

16. Budget

The Consultancy Firm has to submit the detailed budget and certified copy of Tax registration.

16. Proposal Submission

The Consultancy Firm is responsible for submitting a proposal which includes following key aspects.

- i. Cover letter: clearly summarizing your experience and competency as it pertains to this assignment.
- ii. Technical Proposal: maximum 10 pages will be preferred in understanding and interpretation of the TOR, the proposed methodology, relevant experience and time and activity schedule.
- iii. Financial Proposal: Itemizing estimated costs for services rendered
- iv. Detailed CV. Professional references needed to provide two or three references from your previous clients.