

Consultancy for Preparation of Strategic Plan for the period of five years

Terms Of Reference

Background

M/S Paranthan Chemicals Company Limited (PCCL), under the Ministry of Industry and Entrepreneurship Development, the Company intends to develop a comprehensive **Strategic Plan** to guide its operations over for the next five years from 2025 to 2029.

Objective of the Assignment

The main objective of this consultancy is to support the organization in the development of a participatory and actionable **Strategic Plan** that sets out clear goals objectives, priorities, strategies, and key performance indicators aligned with its vision and mission

Scope of Work

The consultant will be expected to:

1. Conduct a situational analysis, including SWOT or PESTEL analysis.
2. Review existing institutional documents, policies, and past strategic plans.
3. Conduct stakeholder consultations (staff, board members, partners, clients, etc.).
4. Facilitate strategic planning workshops with key stakeholders.
5. Define organizational vision, mission, values, strategic goals, and objectives.
6. Considering Sustainable Development Goals
7. Identify key performance indicators (KPIs) and implementation framework.
8. Draft the Strategic Plan and incorporate stakeholder feedback.
9. Present the final Strategic Plan to senior management and/or the Board of Directors.

Deliverables

The consultant is expected to deliver the following:

1. Inception Report with detailed work plan and methodology.
2. Stakeholder Consultation Report.
3. Strategic Planning Workshop Materials and Reports.
4. Draft Strategic Plan for review.
5. Final Strategic Plan incorporating feedback.

Qualifications and Experience

- Minimum of 7-10 years of experience in strategic planning and organizational development.
- Proven track record in developing strategic plans for [similar organizations/sectors].
- Strong facilitation, analytical, and communication skills.
- Familiarity with [industry/sector] and government/stakeholder processes (if applicable).

Relevant academic qualifications in management, business administration, economics, or related fields

Reporting and Supervision

The consultant or consultancy firm (optional) will report to the General Manager and will work closely with the designated staff.

Contract Duration

The consultancy contract shall cover a total duration of 02 months.

Payment Terms:

1. 20% to be paid = After awarding letter and entering into the contract within 07 days.
2. 20% to be paid = After submission draft documents within 07days.
3. 20% to be paid = After submission of final report within 07 days.
4. 20% to be paid = After approval of the board of directors and amended within 07 days.
5. 20% to be paid = After preparing revised strategic plan.

Proposals will be evaluated based on the following criteria:

A. Technical Proposal (70%):

- Understanding of the TOR and clarity of the proposal (15%)
- Methodology and work plan (25%)
- Relevant experience of the consultant/firm (20%)
- Qualifications and expertise of the proposed team (10%)

B. Financial Proposal (30%):

- Reasonableness and competitiveness of the proposed budget (30%)

APPLICATION PROCESS

Submit your sealed proposals as per the TOR via Registered Post or by hand to:

The Tender Box – 4th Floor Chairman, Department Procurement Committee No. 446, Galle Road, Ratmalana, Sri Lanka.

Deadline: on or before 04th August 2025 at 3.30 p.m.

For any clarifications, please contact:

General Manager : Mr. Jeewananda Wijesundara (gm@pccl.lk) - 0112437556
AGM (Administration) : Ms. K.P.D, Perera (paranthanadm@gmail.com) - 0112324466