



Ministry of Finance, Planning and Economic Development

Trade and Investment Policy Department

Assignment Title: Selection of a Consultancy Firm for Change Management, Communications & Capacity Building of the Trade National Single Window System Project (TNSWSP)

Request for Expressions of Interest (EOI)

In alignment with the Government of Sri Lanka's (GOSL) obligations under the World Trade Organization's Trade Facilitation Agreement (WTO-TFA) and in accordance with UN/CEFACT recommendations, the GOSL is implementing the Trade National Single Window System (TNSWS). This national digital platform will allow traders to submit all export, import and transshipment documentation through a single online gateway.

The Project Implementation Unit (PIU), established under the Department of Trade and Investment Policy (DTIP) of the Ministry of Finance, Planning and Economic Development, intends to engage an experienced national consultancy firm to design and implement a series of comprehensive context-specific Change Management, Communication and Capacity Building programs

The Objective of the Assignment

The objective of this consultancy is to facilitate a seamless transition and ensure the successful adoption and long term sustainability of the TNSWS across government border agencies and private sector stakeholders. Through structured change management, strategic communication, and targeted capacity-building initiatives, the assignment will ensure that people, processes, and institutions are fully equipped and prepared for the sustainable operation of Sri Lanka's Trade National Single Window System.

The Ministry Consultants Procurement Committee (CPCM) on behalf of the Trade National Single Window System Project invites eligible consultancy firms to extend their Expression of Interest (EOI) for the above assignment.

Shortlisting Criteria

The consultancy firms must provide documentary evidence of their core business, years of operations, financial standing and administrative capacity. Submissions must demonstrate a proven track record in delivering Change Management, Communications and Capacity Building programs, alongside the availability of skilled professionals, experienced in implementing projects of a similar nature. Priority will be given to firms with demonstrated experience in having delivered in trilingual service delivery environments.

Selection Method: Quality and Cost Based Selection (QCBS) method, as per the Selection and Employment of Consultants -2007 Government Procurement Guidelines.

EOI Submission Details

- For the specified detailed requirements please refer the Terms of Reference (TOR)
- To download the Terms of Reference (TOR) and the EOI submission format visit One Trade Website **www.onetrade.lk** or obtain further information from the Procurement Specialist via email at **nsw@tipd.treasury.gov.lk**.
- Interested consultancy firms must submit their EOIs using the prescribed formats including the **“EOI Information Form”** along with the documents mentioned below:
 - Valid business registration and legal status of the firm.
 - General experience (minimum ten (10) years) and qualifications of the consulting firm.
 - Documentary evidence for minimum of three (03) references of having undertaken projects and assignments of a similar nature and complexity in the recent five (05) years with a cumulative value of Sri Lankan Rupees 30 million.
 - Qualifications, experience and competence of key professional staff proposed for the assignment.
 - Financial Strength of the firm to have an Annual Turnover of Sri Lankan Rupees 100 million, during the recent / last consecutive 3 years.
 - Bids submitted as Joint Venture (JV): Power of Attorney (either notarized or attested by an appropriate authority; It shall include an undertaking Signed by all parties (i) Stating that all parties shall be jointly and severally liable and (ii) Nominating a representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and in the event the JV is awarded the Contract, during Contract, execution. Clearly indicate Program Deliverables and Level of Effort carried by each party as per the TOR.
- The completed EOI shall be submitted as follows:
 - One (01) Original (clearly marked “ORIGINAL”)
 - Two (02) Duplicates (clearly marked “COPY”)
 - One (01) Soft Copy (a password-protected PDF on a USB drive)
- Submission Method:** By registered post or hand delivery, in a sealed envelope to reach the address given below
- Submission Deadline:** On or before 10th August 2026 at 4.30 p.m.
- On the top left-hand corner of the Envelope containing the EoI to be marked as “Expression of Interest to Hire a Consultancy Firm to Undertake the Change Management, Communications and Capacity Building for TNSWSP”
- Submission Address:**

Chairman

Ministry Consultants Procurement Committee
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