

Terms of Reference (TOR)
Engagement of External Legal Counsels
2026 Pilot Programme
Sri Lanka Bureau of Foreign Employment (SLBFE)

1. Objective

The objective of this engagement is to appoint qualified external Attorneys-at-Law on a pilot basis for the year 2026 to provide litigation services to the Sri Lanka Bureau of Foreign Employment (SLBFE), in order to ensure effective, timely, and cost-efficient court representation in selected regions outside the direct geographical coverage of the SLBFE Legal Division.

2. Background

The SLBFE is statutorily mandated under the Sri Lanka Bureau of Foreign Employment Act, No. 21 of 1985 as amended by Act No. 4 of 1994 and 56 of 2009, to conduct criminal prosecutions, enforcement actions, and civil litigation before courts of law.

Due to an increasing litigation workload and limited in-house legal staff, the SLBFE has identified the need to engage external legal counsels to handle court matters arising in distant jurisdictions, while reducing travel-related expenditure and improving operational efficiency.

This engagement is implemented in compliance with the Board decision taken on 14 January 2026 and approved as a pilot programme for 2026.

3. Scope of Services

External Legal Counsels appointed under this TOR shall:

- Represent the SLBFE in Magistrates' Courts for criminal and related matters;
- Attend substantive hearings (trials) and non-substantive hearings (mentions/callings);
- Act strictly on instructions issued by the SLBFE Legal Division;
- Maintain proper records of cases handled and court outcomes;
- Report the progress of cases and the court decisions to the SLBFE Legal Division within three working days following each court hearing.

4. Geographical Coverage

The engagement shall only apply to court matters arising outside the following areas,

- Western Province (excluding Negombo); and
- Kandy District.

Accordingly, external legal counsel will be engaged for other provinces and districts Island- wide in addition to Magistrates court Negombo.

The list of the remaining provinces is attached herewith for your reference.

5. Duration of Engagement

The engagement shall be valid for a one year period, subject to availability of funds and satisfactory performance.

6. Eligibility Criteria

Applicants must:

- Be Attorneys-at-Law duly enrolled with the Supreme Court of Sri Lanka;
- Be in active legal practice with 03 years' experience in court litigation;
- Have no pending disciplinary inquiries or adverse findings before the Supreme Court or Bar Association.

7. Selection Process

- Applications shall be called through newspaper advertisements and official SLBFE Web site;
- Applicant credentials shall be verified using records maintained by the Supreme Court of Sri Lanka;
- Eligible Attorneys-at-Law shall be listed court-wise and region-wise, based on seniority and experience;
- Case allocation shall be carried out in a transparent, equitable, and non-discriminatory manner.

8. Fee Structure

Payments shall be made strictly in accordance with the Board-approved fee structure:

- Rs. 5,000 per trial (substantive hearing) in Magistrates' Courts;
- Rs. 2,500 per calling/mention (non-substantive hearing);

No additional payments for travel, accommodation, or subsistence shall be payable.

9. Performance Monitoring and Reporting

External Legal Counsels shall:

- Confirm attendance for each court date;
- Report the progress of cases and the court decisions to the SLBFE Legal Division within three working days following each court hearing.
- Comply with monitoring and evaluation mechanisms implemented by the SLBFE Legal Division;
- Maintain confidentiality and adhere to professional ethical standards.

Unsatisfactory performance may result in removal from the approved panel.

- Report the progress of cases and the court decisions to the SLBFE Legal Division within three working days following each court hearing.
- Comply with monitoring and evaluation mechanisms implemented by the SLBFE Legal Division;
- Maintain confidentiality and adhere to professional ethical standards.

Unsatisfactory performance may result in removal from the approved panel.

10. Administration and Authority

- The SLBFE Legal Division shall have authority to allocate cases, monitor performance, and certify fee payments;
- All payments shall be processed in compliance with approved procurement and financial procedures;
- A comprehensive performance evaluation report shall be submitted to the Board by end-January 2027.

11. Termination

The SLBFE reserves the right to terminate the engagement of any external legal counsel at any time due to non-performance, misconduct, or breach of these Terms of Reference, without prejudice to any other legal remedies.

SLBFE COURT NAMES LIST

No.	Court Name
01	Hatton
02	Nawalapitiya
03	Gampola
04	Kurunegala
05	Kegalle
06	Dambulla
07	Bandarawela
08	Hambantota
09	Anuradhapura
10	Kekirawa
11	Ampara
12	Marawila
13	Kalmunai
14	Thambuththegama
15	Kuliyapitiya
16	Wariyapola
17	Chilaw
18	Mawanella
19	Wellawaya
20	Balapitiya
21	Mahiyanganaya
22	Tissamaharama
23	Badulla
24	Batticaloa
25	Galle
26	Bibila
27	Pilassa
28	Matarā
29	Matale
30	Ruwanwella
31	Welisara
32	Agunukolapelessa
33	Polgahawela
34	Ratnapura
35	Embilipitiya
36	Elpitiya
37	Negombo