

# Mongolia Employment Support Project (P 159215)

## TERMS OF REFERENCE

National consultant to provide operational support to the GOLWS in implementing of the Labor Market Promotion Piloting Program (LMPPP)

### Background

With the World Bank (WB) financing, the Ministry of Labor and Social Protection (MLSP) of Mongolia implements Mongolia Employment Support Project (P1592150), 2017-2021. The project consists of four components. Component 1 supports a comprehensive realignment of the current public employment service system to serve greater numbers of employers and jobseekers in a more client-driven service with greater collaboration with private intermediation services. Component 2 strengthens the design, relevance and demand-orientation of select active labor market programs. Component 3 improves the quality of and access to labor market reporting and analysis to help institutional and non-institutional clients make more informed decisions and provides support for strengthening M&E and project management. Component 4 provides temporary relief to eligible workers enrolled under the voluntary social insurance scheme in response to COVID-19.

Component 2 has the following 2 subcomponents: i) Support for micro-entrepreneurs and; ii) Employment promotion piloting program and these activities were packaged and approved by the National Employment Council as a distinct ALMP under the name “Labor Market Promotion Piloting Program” (LMPPP) by its resolution #02 on 20 May 2020. The Implementation Guidelines for the LMPPP were then approved by the Minister for Labor and Social Protection in the form of Decree No.A/155 and No.A/156 in June 2020.

Upon the government request to reallocate project proceeds in support to the Government economic stimulus package, the 2<sup>nd</sup> phase of the project under the name Mongolia Emergency Relief and Employment Support Project (MERESP, 2020-2023) has been commenced which will continue the support for micro-entrepreneurs and a new subcomponent “Skills innovation program” has been added to provide opportunity to the MLSP to flexibly pilot innovative active labor market programs designed to impact skills valued by the labor market. In relation to the new subcomponent the LMPPP is expected to be redeveloped and renewed by Nov 2020. Regarding to implementation of the LMPPP, workshops are envisioned to be organized among the staff of MLSP, General Office of Labor and Welfare Services (GOLWS) and aimags’ and districts’ employment offices.

GOLWS is responsible for the implementation of the LMPPP and the activities, except skills innovation program, are implemented as the EPF financed (Employment Promotion Fund) activities. However, the GOLWS has a limited capacity and human resources to adequately handle the workload and requirements for implementing and monitoring the LMPPP. In GOLWS, only two officials are responsible for coordinating and monitoring of employment promotion measures, projects and programs, and only one officer is responsible for coordinating and monitoring the implementation of job mediation services. They are usually over-occupied with implementation of existing projects and programs financed by the EPF.

Therefore, in-order to provide operational assistance to the GOLWS in implementation of the LMPPP, the MLSP is planning to hire a national consultant who will be stationed at the office of the GOLWS in most times.

<p><b>Scope of Activities</b></p>	<p>The purpose of this consulting service is to provide necessary operational support to the GOLWS in implementation of the LMPPP through its network of local Labor and Welfare Service Offices (LWSO) and facilitate the relevant communication and coordination among the key implementing parties.</p> <p>The consultant is expected to undertake the assigned tasks under the close guidance and coordination by the PIU working closely with relevant officials at the GOLWS.</p> <p>The national consultant will undertake the following tasks:</p> <ol style="list-style-type: none"> <li>1) Facilitate the relevant communication and coordination among the key parties, including local LWSOs, GOLWS, MLSP, PIU etc, in implementation of the LMPPP ;</li> <li>2) Provide support in coordination and facilitation of organizing capacity building training, regular online training/information sessions on select topics/implementation issues for LWSOs;</li> <li>3) Support in development and dissemination of outreach and promotional materials to promote the activities and good practices identified during the implementation of the LMPPP;</li> <li>4) Provide guidance and support to LWSOs in implementation and reporting of activities within the scope of the LMPPP serving as a focal point for the local offices;</li> <li>5) Compile and analyze the detailed data of beneficiaries of the support to micro-entrepreneurs to be received from the LWSOs;</li> <li>6) Facilitate the GOLSW in developing and revising of relevant forms, templates and other documents when necessary;</li> <li>7) Produce short reports summarizing the main issues and challenges faced in implementation of the LMPPP and highlighting lessons learnt and achievements;</li> <li>8) Given the evolving nature of the support needed to the GOLWS, perform any other tasks to be assigned through monthly activity plans that to be reviewed and agreed with the PIU coordinator.</li> </ol>
<p><b>Required expertise, qualifications and competencies.</b></p>	<p>The consultant shall have:</p> <ul style="list-style-type: none"> <li>• At least a bachelor’s degree in labor studies, social protection or other relevant fields;</li> <li>• At least 5 years of relevant work experience in employment and labor sector;</li> <li>• Knowledge of government employment policies and procedures;</li> <li>• High proficiency in MS Office (Word, Excel, PowerPoint etc.);</li> <li>• Excellent communication and interpersonal skills;</li> <li>• Ability to work both independently and collaboratively in a team;</li> <li>• Organizational skills and the ability to concurrently handle multiple assignments.</li> </ul>

<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>Performing the above-mentioned activities, the national consultant will work under the supervision and guidance of the PIU coordinator. The performance of the consultant will be evaluated based on following indicators:</p> <ul style="list-style-type: none"> <li>- Completion of tasks specified in ToR;</li> <li>- Compliance with the deadlines for submission of deliverables;</li> <li>- Quality of work.</li> </ul>
<b>Inputs / services to be provided by MESP PIU</b>	<ul style="list-style-type: none"> <li>• The consultant will use GOLWS office space and equipment.</li> <li>• The consultant can also use PIU office.</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>• The consultancy will cover <b><u>12 months</u></b> during the period of from <b>1 Oct 2020 to 30 Sep 2021 on a full time basis.</b></li> </ul>
<b>Deliverables</b>	<p>The consultant will deliver the following outputs:</p> <ul style="list-style-type: none"> <li>• Monthly action plan to be reviewed and agreed with the PIU within 5<sup>th</sup> of each working month;</li> <li>• Monthly report on delivery of the specific tasks assigned by the PIU coordinator (the relevant deliverables/outputs must be attached to the report) within 1<sup>st</sup> of the following month;</li> <li>• Report of the compiled and analyzed data of beneficiaries of the support to micro-entrepreneurs in every two months.</li> </ul>
<b>Reporting</b>	<p>The consultant will report to the PIU coordinator.</p>