

## TERMS OF REFERENCE FOR PROCUREMENT OFFICER (PO)

### A. INTRODUCTION

1. Project number: P159215	2. Organization name: Ministry of Labor and Social Protection
3. Project name: Mongolia Employment Support Project	3.1. Position: <b>Procurement Officer (PO)</b>
4. Contract duration: Beginning: March ..... 2019 End: March ..... 2020	4.1 This position reports to: Project Coordinator
5. Project Background: The Mongolia Employment Support Project aims to provide jobseekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities. The project consists of three 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.	

### B. FUNCTIONS

<b>Key duties:</b>	The Procurement Officer (PO) will be responsible for planning and implementing project procurement activities (under the relevant parts of the project) and ensuring that all such procurement activities are carried out in accordance with the Financing Agreement, the Procurement Guidelines, the Consultant Guidelines and the procurement plan agreed with the World Bank (WB).
<b>Responsibilities and tasks to be performed:</b>	
<ul style="list-style-type: none"> <li>• Ensuring that goods, works and services are procured in accordance with the WB guidelines, Mongolian laws and regulations in relation to procurement and other relevant national laws;</li> <li>• Assisting the Project Implementation Unit (PIU) and evaluation committees/working groups in drafting Terms of References (TORs), defining Technical Specifications, and negotiating contracts; submitting such documents to the WB for review and acceptance;</li> <li>• Carrying out surveys of the market (prices) in relation to procurement and preparing performance reports;</li> <li>• Preparing and maintaining the procurement plan of the project, acquiring approvals of relevant authorities in a timely manner and supervising the implementation of such plans;</li> <li>• Based on the Financing Agreement, and in collaboration with technical teams, developing, revising and maintaining an up-to-date status of the procurement plan; and submitting revisions to the WB for review and acceptance on a regular basis and as requested by the WB;</li> <li>• Preparing General Procurement Notices and other necessary notifications;</li> <li>• Preparing the procurement part of the quarterly progress reports;</li> <li>• Being responsible for the input of required data into STEP (the WB's tool for the Systematic Tracking of Exchanges in Procurement) and maintenance of borrower project information in STEP;</li> </ul>	

- Establishing and maintaining in the PIU a data base of letters of interest received from suppliers of goods and services;
- Notifying winning firms in a timely fashion, drawing up contracts for approval and ensuring submission to the WB of draft contracts requiring prior review and no-objection;
- Facilitating the appropriate distribution of goods procured, the installation and use of equipment and other goods procured, and the maintenance of an inventory of such equipment;
- Ensuring that all equipment and other goods and services procured under the project meet the conditions of contracts before payment is made;
- Ensuring that procurement tracking information is well-coordinated with other project planning, budgeting and other financial reporting information;
- Assisting the PIU in maintaining proper documentation flow throughout the project duration;
- Performing any other tasks as reasonably assigned by the Project Coordinator.

### C. REQUIREMENTS

Education	A master's degree in law, engineering, economics or other relevant field.
Work Experience & Skills	<ul style="list-style-type: none"> <li>▪ At least 5 years of directly relevant experience in the field of procurement;</li> <li>▪ Relevant experience in Project management information systems (PMIS/PMBOK) and Procurement process management;</li> <li>▪ Knowledge of WB's procurement rules (familiarity with the World Bank's "Guidelines: Procurement under IBRD Loans and IDA Credits", and "Guidelines: Selection and Employment of Consultants by the World Bank Borrowers") as well as the Procurement Law and other relevant national laws of Mongolia would be an advantage;</li> <li>▪ Good understanding and previous work experience in preparing technical specifications, bidding documents, TORs and requests for proposals.</li> </ul>
Language skills	High proficiency in spoken and written Mongolian and English
Computer literacy	High proficiency in MS Office (Word, Excel, PowerPoint etc.) and excellent web navigation skills
Other	<ul style="list-style-type: none"> <li>▪ High professional and personal integrity;</li> <li>▪ Excellent communication and interpersonal skills;</li> <li>▪ Ability to collaborate effectively with diverse stakeholders and implementing agencies;</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>

### D. CONTRACT DURATION

The initial duration of the consultancy service rendered will be **12 months** with a probationary period of **3 months**. The contract will be extendable on an annual basis subject to satisfactory performance.