

TERMS OF REFERENCE

for national expert to assist the Ministry in developing a sustainable business plan and development strategy for the Employment Development Center and the service delivery design for the service units

(6 person-months intermittently over 9 months)

Country	Mongolia		
Project	MON – 48076-002: Ensuring inclusiveness and service delivery for persons with disabilities		
Expertise	DPO Employment, capacity building expert (intermittent)		
Source	National	Category	Independent

A. BACKGROUND

The Ministry of Labor and Social Protection (MLSP) is implementing the “Ensuring Inclusiveness and Service Delivery for Persons with Disabilities Project” (Project) with Loan No.3605 from the Asian Development Bank.

The project aims to enable the inclusiveness of persons with disabilities (PWD), improve service at Ulaanbaatar city and project provinces, increase access and employment opportunities for PWD in the open labor market, and assure their independence and socio-economic contribution. The project aims to establish the Employment development center at Ulaanbaatar city and development centers in project provinces.

See details on <https://www.adb.org/sites/default/files/project-documents/48076/48076-002-rrp-en.pdf>.

The Employment development center at Ulaanbaatar city will utilize services for the persons with disabilities through varieties of functions and comprehensive service units, namely, Job Mediation Service Unit, Self-Independent Living Unit, Business Incubation Service Unit, Research and Information Unit, Training and Conference Management Unit, Job Coaching and Case Management Service Unit. Furthermore, business-oriented spaces for small and medium enterprises will be provided to use as an office, and the temporary accommodating spaces for persons and children with disabilities from remote districts and provinces to participate in the services, such as training and other activities run by the units.

The MLSP (EA) wishes to engage a national expert (The expert) to assist the international expert in developing a sustainable business plan and development strategy for the Employment Development Center and the service delivery design for the service units. Also, the expert will be requested to contribute to a cooperation and partnership model and plan, focused on service delivery, between public employment services, DPOs, private service providers, employers, NGOs, and citizens, and to a coaching and training plan for counselors of PWD.

The expert will be selected in accordance with ADB's “Guideline on the Use of Experts” (as 2013 and amended from time to time).

B. OBJECTIVE OF CONSULTING SERVICE

The Objectives of the consulting service:

1. Assist the international expert in developing a sustainable business plan and development strategy for the Employment Development Center, and service delivery designs for the service units.

2. Provide support and advice to the international expert in developing cooperation and partnership model and plan, focused on service delivery, between public employment services, DPOs, private service providers, employers, NGOs and citizens, and preparing a coaching and training plan for counselors of PWD.

C. SCOPE OF CONSULTING SERVICE:

Key responsibilities will include the following, but not limited to:

Under objective 1:

- Assist the international expert in developing a sustainable business plan and development strategy for the Employment Development Center. Followings should be specified, particularly:
 - An appropriate organizational and management structure;
 - The specifications of services including service scope, volume, target beneficiaries, etc.;
 - 3-5-year operational cost estimates for the Employment development center and each service units;
 - A charter for the Employment Development Center.
- Assist to formally register the Employment Development Center.
- Provide support to the international expert in developing service delivery designs for the service units: Job Mediation Service Unit, Self-Independent Living Unit, Business Incubation Service Unit, Research and Information Unit, Training and Conference Management Unit, Job Coaching and Case Management Service Unit. Service delivery designs should include the following:
 - Operational plans for the service units including structure and operation of the service units.
 - List and scope of services to be provided by the service units.
 - Workforce needs at the service units, job descriptions of key professional staff, job qualifications, skills, and experience.
 - Guidelines for the delivery of the new services to be designed for PWD such as job coaching, individualized case management, and other approaches.
- Assist the international expert in preparing the list of the equipment including assistive technology required for the Employment Development Center.

Under objective 2:

- Collect information (numeric data, policy documents, applicable legislation and regulation in respect to the employment services provided on a contractual basis) necessary for desk review;
- Conduct detailed consultations with the public institutions on partnership and collaboration between DPOs, private service providers, NGOs and employers on service delivery for PWD;
- Provide support to the international expert in determining the appropriate institutional models for an umbrella organization of DPOs in Mongolia and developing recommendations in supporting employment of PWD;
- Assist the international expert in developing recommendations on revisions in relevant legislative and regulatory documents required for the implementation of the partnership model for services delivery for PWD;
- Contribute to a cooperation and partnership model and plan, focused on service delivery, between public employment services, DPOs, private service providers, employers, NGOs, and citizens. The

model should take into account DPOs potential role as a service provider in job coaching, case management, business incubation services, and other services;

- Contribute to a coaching and training plan for counselors of public employment services, DPOs, private service providers, employers, NGOs, and citizens, in particular, providing employment support for PWD.

D. CONTRACT DURATION

The expert's assignment is expected to commence in July 2020. The duration of the assignment is 6 person-months intermittently over 9 months.

E. SUPERVISION AND REPORTING

The expert will develop and present the deliverables in the format and process as agreed with the EA and report to the Director, Population Development Department (PDD) at the MLSP/EA and PIU Coordinator.

The expert will work as a team with an international expert.

Within a **week of placement** of the expert, a **work plan** will be approved by the EA which will serve as a basis for measuring progress on the planned outcomes of the entire consulting service.

The expert will support the MLSP/EA and PIU in undertaking consultations and building a consensus with key stakeholders.

Work progress and the technical reports will be presented during the technical working group's (TWG) meetings or other meetings as required.

The expert is responsible for revising and finalizing the documents based on comments by relevant agencies and stakeholders.

The expert requires to work closely with other international experts and national experts and relevant officials assigned by the Project Director and PIU Coordinator, PIU staff for technical and organizational matters as related to the assignment.

The expert should prepare and submit a **summary progress report** detailing the achievements and impediments in executing the assignment effectively.

The EA shall evaluate the expert's performance on an output basis and approve the invoices for the delivered outputs.

All reports should be prepared in two languages (English and Mongolian). The reports are to be submitted to the EA, and PIU should be in **both hard and electronic form**.

The EA and other agencies will ensure that the expert has access to the documents required for the performance of the consulting services. The EA will provide office space at the PIU if necessary.

F. EXPERT'S QUALIFICATIONS/SELECTION CRITERIA

Education:

- Suitable candidates should have a Master's degree in labor economics, social sciences, or a related field with employment research skills.
- At least 5 years of experience in the labor market, employment policies, services, and measures for PWDs

- Experience:** - At least 5 years of experience working with DPO on employment issues, and in capacity building. If a candidate has experience in the employment policies and services for PWD in Mongolia, it would be advantage.
- Language:** - Excellent knowledge of both English and Mongolian in writing and speaking.
- Other:**
- Good knowledge and understanding of employment issues of persons with disabilities.
 - High professional and personal integrity
 - Excellent communication and interpersonal skills
 - Ability to collaborate effectively with the relevant stakeholders and DPOs
 - Ability to function independently and collaboratively in a team environment
 - Organizational skills with the ability to handle multiple assignment
 - MS Office proficiency such as Word, Excel, PowerPoint, etc., and excellent web research and navigation skills.

G. PLACES OF ASSIGNMENT/DAYS ESTIMATED/DATES

Places of Assignment:	Days Estimated	Dates (dd/mm/yyyy)
Ulaanbaatar	110 working days	01 July – 01 Dec 2020
Ulaanbaatar	22 working days	05 Jan – 01 Mar 2021
TOTAL DAYS (state if Intermittent)	Total 6 person-months intermittently over 9 months. (132 working days)	

NOTE: Actual schedule to be confirmed with MLSP/EA.