

TERMS OF REFERENCE FOR LABOR MARKET OFFICER (LMO)

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: Labor Market Officer (LMO)
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

Key duties of this position:	<ol style="list-style-type: none"> 1. The Labor Market Officer (LMO) will be acting as the main technical focal point in the Project Implementation unit (PIU) for the effective implementation of the project's component 2 "Strengthening select labor market programs". 2. The LMO will be acting as the main technical focal point for the effective implementation of sub-component 3.1 "Labor market monitoring and analysis".
Responsibilities and tasks to be performed within the key duty 1:	
<ul style="list-style-type: none"> - Managing and supporting the successful administration and effective delivery of the project's component 2 "Strengthening select labor market programs"; - Working closely with the Employment Promotion Fund (EPF) and Labor and Social Welfare offices and ensuring the necessary linkages with other project activities and timely information flow to the PIU; - Supporting and monitoring the executing agencies during implementation of component 2 in line with the relevant government regulations and World Bank (WB) guidance where applicable; - Working closely with selected consultants and supporting their day-to-day work, and coordinating with the relevant agencies to monitor that their work is meeting requirements; - Supporting the EPF and relevant agencies in improving their existing monitoring and reporting systems and ensuring adequate monitoring of the PDO and intermediate results indicators; - In collaboration with the M&E Officer, monitoring the implementation progress of component 2, preparing progress reports as required and proactively addressing implementation issues; - Ensuring the adherence to environmental and social safeguards policies in the implementation of the component 2 activities by effectively supporting, training and mentoring relevant staff on environmental and social safeguards and regularly monitoring the practical application of the Environmental and Social Management Framework on the ground; - Performing any other tasks as reasonably assigned by the Project Coordinator. 	

Responsibilities and tasks to be performed within the key duty 2:

- Managing and overseeing the successful administration and effective delivery of the project’s subcomponent 3.1 “Labor market monitoring and analysis” and ensuring necessary linkages with other project activities;
- Working closely with LSPRI during implementation of subcomponent 3.1 and ensuring that the implementation of the subcomponent is in line with the relevant government regulations and WB guidance where applicable;
- In collaboration with the M&E Officer, monitoring the implementation progress of subcomponent 3.1, preparing progress reports as required and proactively addressing implementation issues;
- Supporting the Procurement Officer in developing terms of reference (TORs), and selecting contractors for select assignments;
- Working closely with selected consultants and supporting their day-to-day work on the conceptualization and production of labor market monitoring and analysis products, dissemination activities, field work required for the impact evaluation and capacity building for the LSPRI staff; and monitoring that their work is meeting requirements;
- Performing any other tasks as reasonably assigned by the Project Coordinator.

C.REQUIREMENTS

Education	A master’s degree in labor studies, social protection, economics or other relevant field.
Work experience & skills	<ul style="list-style-type: none"> ▪ At least 8 years of directly relevant professional experience; ▪ Knowledge of government employment policies and procedures; ▪ Experience in planning and implementing employment and social sector programs; ▪ Familiarity with principles of public private partnerships would be an advantage
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"> ▪ High professional and personal integrity; ▪ Excellent communication and interpersonal skills; ▪ Ability to collaborate effectively with diverse stakeholders and implementing agencies; ▪ Ability to work both independently and collaboratively in a team; ▪ Organizational skills and the ability to concurrently handle multiple assignments.

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.

Notes: *This amount includes personal income tax (withholding tax) and social insurance tax that the Client is legally obligated to deduct from payments to the Consultant and pay on the Consultant’s behalf to the relevant tax authority under the tax laws of Mongolia.