

**TERMS OF REFERENCE FOR A GENDER SPECIALIST**  
**(Source: National, Duration: 5 person-months, intermittent)**

**A. INTRODUCTION**

<b>Contract</b> Mongolia	
<b>Project</b> L3605/G9191-MON: Ensuring inclusiveness and service delivery For persons with disabilities	
<b>Expertise:</b> <b>Gender specialist</b>	
<b>Source:</b> National	<b>Category:</b> Independent
<p><b>B. Objective/Purpose of the Assignment:</b></p> <p>The Government of Mongolia is implementing the "Ensuring inclusiveness and service delivery for persons with disabilities project" (Project) with Loan No.3605 from the Asian Development Bank (ADB). The Project aims to support the employment of persons with disabilities (PWD) by increasing access to services and livelihoods and self-reliance of PWD in Ulaanbaatar and the provinces (aimags) and thereby increasing their contribution to the economy and society.  See details on <a href="https://www.adb.org/sites/default/files/project-documents/48076/48076-002-rrp-en.pdf">https://www.adb.org/sites/default/files/project-documents/48076/48076-002-rrp-en.pdf</a></p> <p>The gender specialist will assist the EA and the PIU in reviewing and coordinating the implementation of Gender Action Plan (GAP);</p> <p>The specialist will ensure to develop necessary reports by interacting with relevant consultants;</p> <p><b>C. SCOPE OF WORK:</b></p> <ul style="list-style-type: none"> <li>- Review the gender action plan;</li> <li>- Assist the PIU establishing management supervision mechanisms for implementation, monitoring and reporting of the gender related issues based on the GAP and provide support for their implementation;</li> <li>- Provide support the PIU to ensure implementation of the GAP requirements by conducting necessary workshops and focus groups meetings;</li> <li>- Ensure that specific gender indicators are accurately collected and monitored and compile the relevant indicators in summary documents;</li> <li>- Conduct compliance monitoring of social and gender issues, interact with consultants responsible to implement aspects of the GAP and review relevant documents, assist to formulate corrective actions where necessary;</li> </ul> <p>The consultant will engage in the following activities: -</p> <ul style="list-style-type: none"> <li>- Support the PIU in preparing the semi-annual progress and annual monitoring reports to the implementation social development section with provision of information about specific indicators identified for the GAP.</li> </ul>	

**D. CONSULTANT’S QUALIFICATIONS/SELECTION CRITERIA**

<b>Education:</b>	At least a master’s degree in social science discipline or equivalent;
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<b>Work Experience &amp; Skills</b>	At least 5 years work experience as gender and social development specialist. At least three project experience financed by international financial institutions, particularly by donor institutions. At least engaged in two project working experience in gender.
<b>Language proficiency:</b>	Excellent knowledge of both English and Mongolian in writing and speaking.
<b>Computer literacy:</b>	MS Office proficiency such as Word, Excel, PowerPoint, etc., and excellent web research and navigation skills
<b>Other Skills :</b>	<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 the relevant stakeholders and implementing agencies.</li> <li>- Ability to function independently and collaboratively in a team environment</li> <li>- Organizational skills with the ability to handle multiple assignments</li> </ul>

<b>Places of Assignment:</b>	<b>Days Estimated</b>	<b>Dates (dd/mm/yyyy)</b>
Ulaanbaatar /UB/	86	2020.03-2022.12
UB-Khovd-UB	4	2022.09.19-2022.09.26
UB-Khuvsgul-UB	4	2022.10.10-2022.10.17
UB-Darkhan-UB	4	2022.10.24-2022.10.31
UB-Dornod-UB	4	2022.11.14-2022.11.21
UB-Dundgovi-UB	4	2022.11.14-2022.11.21
UB-Arkhangai-UB	4	2022.12.05-2022.12.12
TOTAL DAYS (state if Intermittent)	Total of 110 days intermittent (5 person-months) over 33 months.	

#### D. CONTRACT DURATION

The initial duration of the contract is 5 months. The contract is extendable subject to satisfactory performance.