

## ENVIRONMENT SPECIALIST

(Source: National, Duration: 5 person-months, intermittent )

### A. INTRODUCTION

1. Project number: MON – 480076	2. Organization Name: Ministry of Labor and Social Protection
3. Project name: Ensuring inclusiveness and service delivery for persons with disabilities	3.1. Position: <b>Environmental Specialist</b>
4. Title of the position to directly supervise this position: Project Coordinator	
5. Project Background: The Ministry of Labor and Social Protection (MLSP) and Asian Development Bank (ADB) are implementing the project “Ensuring Inclusiveness and Service Delivery for Persons with Disabilities Project” (project) for 2018-2022. The project aims to ensure the inclusiveness of persons with disabilities, improve service at Ulaanbaatar city and provinces, increase employment opportunities for persons with disabilities, and assure their independence and economic contribution. The project has the following components to meet the needs of children with disabilities and persons with disabilities. Component 1: Early identification of children with disabilities strengthened and institutionalized. Component 2: Service delivery for persons with disabilities improved. Component 3: Access to the physical environment improved. Component 4: Work and employment for persons with disabilities improved. Component 5: Strategic development to support with disabilities implemented.	

### B. FUNCTION

Key duties:	<ol style="list-style-type: none"> <li>1. The specialist will assist the MLSP, the Project Implementation Unit (PIU) in monitoring and coordinating the implementation of the Environmental Management Plan (EMP) for all construction works under the project.</li> <li>2. The specialist will provide support to the PIU and MLSP on updating and finalization of the draft Generic Environmental Impact Assessment (GEIA) for the DPO’s Employment Resource Center in Ulaanbaatar.</li> </ol>
<b>Responsibilities and tasks to be performed within the key duty 1:</b>	
<ul style="list-style-type: none"> <li>- Monitor that construction and rehabilitation works do not cause any involuntary resettlement impacts.</li> <li>- Assist the PIU in preparing bidding documents for construction works to ensure that the environment-related specifications provided in the generic EMP are incorporated in technical specifications.</li> <li>- Provide support in evaluating bids for construction works to ensure that compliance with the environment-related specifications is evaluated and documented in bid evaluation reports, and EIA.</li> <li>- Advise contractor(s) and the PIU on project environment management requirements and arrangements, including the establishment of a simple grievance redress mechanism.</li> <li>- Review and clear, on behalf of the PIU, that project site-EMPs prepared by civil works contractors, and monitor its implementation.</li> <li>- Conduct at least two site visits to each construction site (at the beginning of the works and completion stage).</li> <li>- Prepare annual progress reports of the EMP implementation (including compliance of the civil works contractors with obligations, inspection activities and findings, problems</li> </ul>	

<p>encountered during rehabilitation and operations, and the relevant corrective actions undertaken).</p> <ul style="list-style-type: none"> <li>- Together with the architectural engineers, carry out and monitor construction completion inspections to confirm the regularity and safety of each building with the involvement of relevant government agencies.</li> <li>- Prepare an EMP implementation completion report (in English and Mongolian), no later than three months after completion of all rehabilitation works supported under the project.</li> </ul>
<p><b>Responsibilities and tasks to be performed within the key duty 2:</b></p>
<ul style="list-style-type: none"> <li>- Update the draft General Environmental Impact Assessment (GEIA) for DPO’s Employment Resource Center in Ulaanbaatar prepared in 2017.</li> <li>- Obtain required approvals on GEIA for DPO’s Employment Resource Center from the Ministry of Environment or other relevant organization.</li> </ul>

**C. REQUIREMENTS**

Education	<p>At least a Master’s degree in environmental sciences, environmental engineering, or a related field;</p> <p>Hold a Special license for conducting the environmental impact assessments;</p>
Work Experience & Skills	<p>At least 5 years of experience in coordinating the implementation of project environmental management plans.</p> <p>At least 2 years of experience in conducting detailed environmental impact assessments.</p> <p>At least one project experience financed by international financial institutions, particularly by ADB.</p>
Language skills	<p>The ability to communicate in English both in writing and speaking at an advanced level.</p>
Computer literacy	<p>MS Office proficiency such as Word, Excel, PowerPoint, etc., and excellent web research and navigation skills</p>
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 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> <li>- Trustworthy</li> </ul>

**D. CONTRACT DURATION**

The initial duration of the contract is 5 person months on an intermittent basis.