



MINISTRY OF LABOUR
AND SOCIAL
PROTECTION



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VACANCY NOTICE

TERMS OF REFERENCE FOR PROCUREMENT OFFICER

1. Introduction

1. Project number: P174116	2. Organization name: Ministry of Labor and Social Protection
3. Project name: Mongolia Emergency Relief and Employment Support Project (MERESP)	4. Position: Procurement Officer (PO)
5. This position reports to: Project Coordinator	
6. Project Background: The Mongolia Emergency Relief and Employment Support Project aims to provide jobseekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities and to provide temporary relief to eligible workers in response to the COVID-19 crises. The project consists of four components. Component 1 intends to orient the current Public Employment Services (PES) towards more client-centric service providers with greater collaboration with private employment services. Component 2 will strengthen the design, relevance, and demand orientation of select active labor market programs. Component 3 plans to improve the quality and availability of labor market information and analysis to help institutional and non-institutional actors make informed decisions and provides support for strengthening M&E and management of the project. Component 4 provides financial relief to those eligible workers and their employers enrolled under the mandatory social insurance contribution scheme.	

2. Functions

Key duties	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 following the Financing Agreement, the Procurement Guidelines, the Consultant Guidelines and the procurement plan agreed with the World Bank (WB).
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Responsibilities and tasks to be performed

- Ensuring that goods, works and services are procured following the WB guidelines, Mongolian laws and regulations about procurement and other relevant national laws;
- 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;
- Carrying out surveys of the market (prices) with procurement and preparing performance reports;
- Preparing and maintaining the procurement plan of the project, acquiring approvals from relevant authorities on time and supervising the implementation of such plans;
- 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 regularly and as requested by the WB;
- Preparing General Procurement Notices and other necessary notifications;
- Preparing the procurement part of the quarterly progress reports;
- 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;
- Establishing and maintaining in the PIU a database 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, the installation and use of equipment and other procured goods, 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 other project-related tasks assigned by the Project Coordinator.

3. Requirements

Academic qualification and work relevant experience	A bachelor's or master's degree in Procurement, Management, Accounting, Law, Business administration, Public Finance, ICT or another relevant field combined with at least 5 years of solid employment experience including 2 years of direct relevant procurement experience;
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Other work experience & Skills	<ul style="list-style-type: none"> ▪ Relevant experience in Project management information systems (PMIS/PMBOK) and Procurement process management; ▪ Knowledge of World Bank procurement processes and regulations as well as the Procurement Law, regulations, and relevant procedures and other relevant national laws of Mongolia would be an advantage; ▪ Good understanding and previous work experience in preparing technical specifications, bidding documents, TORs and requests for proposals; ▪ Experience in identifying and mitigating fiduciary risks related to procurement as well as managing procurement-related complaints;
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;

4. Contract Duration

The initial duration of the consultancy service rendered will be **8 months** with a probationary period of **3 months**. The contract will be extendable on an annual basis subject to satisfactory performance.

5. Reporting Requirements

The Procurement officer will work under the guidance of the Project director and PIU Project coordinator, will report directly to the Project coordinator, and work on a day-to-day basis with the officials appointed by the Project Coordinator on technical matters related to each component implementation. The PIU Project Coordinator will also provide input to the evaluation of the consultant's performance to the Project Director.

6. Submission Deadline

The candidate should submit the following documents no later than **12:00 PM, 3th April 2024**.

1. Curriculum vitae in English with a recent photo taken within the last 6 months;
2. Copies of diplomas and relevant certificates;
3. Copy of national citizenship ID;
4. Copies of the Labor and Social Insurance books (first page and subsequent pages indicating the employment mobility);
5. Cover letter in English;
6. Reference or recommendation letters from current and/or previous employer (optional);
7. Any supporting document you may have to demonstrate your ability.