

TERMS OF REFERENCE

A. INTRODUCTION

1. Project number: P174116	2. Organization name: Ministry of Labor and Social Protection
3. Project name: Mongolia Emergency Relief and Employment Support Project	3.1. Position: Labor Market Officer (LMO)
4. This position reports to: Project Coordinator	
5. Project Background: The Mongolia Emergency Relief and Employment Support Project (MERESP) 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 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. Component 4 provides temporary support to the social insurance scheme.	

B. FUNCTIONS

Key duties of this position:	<p>I. The LMO will act as the main technical focal point in the Project Implementation unit (PIU) for the effective coordination and implementation of Component 2 “Strengthening select labor market programs” which consists of the following 2 sub-components:</p> <ol style="list-style-type: none"> 1. "Support for micro-entrepreneurs" to support new opportunities for starting and growing a sustainable microenterprise through the provision of comprehensive financial and nonfinancial support. 2. "Demand-based Skills" program to provide an opportunity for the MLSP to flexibly pilot innovative active labor market programs designed to impart skills valued by the labor market. <p>II. The LWO will be responsible for monitoring and reporting of activities implemented under component 2 and overseeing the implementation progress and results against the PDO and intermediate results indicators</p>
Responsibilities and tasks to be performed within the key duty I:	
<ul style="list-style-type: none"> - Drafting terms of reference (TORs) for activities related to Component 2; - Managing and supporting the successful administration and effective delivery of the component 2 of the project in accordance with the Government regulations and the guidelines of the World Bank; - Maintaining close cooperation with the implementing agencies of the project activities under component 2 including the General Office for Labor and Welfare Services (GOLWS), Training, Assessment and Research Institute for Labor and Social Protection (TARILSP), Labor and Welfare service offices in the capital, aimags and districts (LWSOs) and other stakeholders; 	

<ul style="list-style-type: none"> - Supporting the Procurement Officer in developing procurement plans for related activities and selecting contractors for related assignments; - Working closely with consultants and supporting their day-to-day work, and coordinating with the relevant agencies to monitor that their work is meeting requirements; - Facilitating communication between the implementing agencies and other stakeholders as needed; - Supporting in promotion and dissemination of objectives, results and achievements of activities implemented under component 2; - 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.
<p>Responsibilities and tasks to be performed within the key duty II:</p> <ul style="list-style-type: none"> - Monitoring of activities under component 2 and overseeing the implementation progress and results of the activities in collaboration with the M&E Officer; - Supporting GOLWS, TARILSP and other implementing agencies in improving their monitoring and reporting systems in line with the relevant government regulations and World Bank (WB) guidance where applicable; - Monitoring and reviewing reports of the implementing agencies ensuring adequate monitoring of the PDO and intermediate results indicators; - Preparing progress reports as required and proactively addressing implementation issues; - Updating the Project Coordinator on the implementation progress and ensuring timely information flow to the PIU; - Providing contribution to preparation of the MERESP’s semi-annual, annual and implementation completion reports; - Providing support in conducting evaluation, tracer studies and satisfaction surveys of beneficiaries for the activities implemented under components 2; - Performing any other tasks as reasonably assigned by the Project Coordinator.

C.REQUIREMENTS

Education	A master’s or bachelor’s degree in labor studies, social protection, economics, or other relevant field. A master’s degree or above will be desirable.
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; - Work experience in implementing projects or activities related to skills development and/or supporting micro-entrepreneurship, would be an asset.
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 skills	<ul style="list-style-type: none"> - High professional and personal integrity; - Excellent communication and interpersonal skills;

	<ul style="list-style-type: none">- 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.
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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 subject to satisfactory performance.