

Mongolia Emergency Relief and Employment Support Project (MERESP)
IDA CREDIT# P174116

TERMS OF REFERENCE
for a national firm to support the Ministry of Labor and Social Protection in preparing plans
and guidelines for renovating the PES and office facilities of General
Office for Labour and Welfare Service (GOLWS)

Background

The Mongolia Emergency Relief and Employment Support Project (MERESP) financed by the World Bank, 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. MERESP has four distinct and interlinked components to achieve this objective. 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.

Under Component 1, the MERESP has planned to achieve the following main outcomes: (a) development and implementation of the streamlined work organization based on the recommendations from the functional reviews; (b) a deployment of the LMIS and an ICT-based job-matching tool; **(c) physical upgrading of the GOLWS office to house the improved LMIS and facilitate streamlined work organizations and training facilities;** and (d) capacity strengthening of PES through technical assistance and staff training.

Within the scope of planned activities for component 1, the renovation of the physical space of the GOLWS will support PES in improving the service delivery mechanism.

The GOLWS is responsible for core functions for service delivery and implementing labor market programs through 21 aimags and 9 districts jointly with private employment agencies. They also provide regular training to local staff to ensure they have professionals. Currently, the condition of the building does not meet the requirements for health and safety of employees in the workplace and is not appropriate for current use. It could not be adequate support for PES delivery. Therefore, adequate infrastructure, equipment, and facilities are essential to support GOLWS operations.

The GOLWS has a six-storey building, which was first commissioned in 2012. Due to a lack of space and organizational structure, a different agency is located on the 4th floor, and the 2nd floor was equipped with special tools. Given this situation, only the areas and rooms in the attachment¹ of the TOR are requested to be renovated by the Ministry of Labour and Social Protection (MLSP) and GOLWS. It is expected that by enhancing the working condition for the employees and renovating the office rooms, work productivity and efficiency will be increased. Also, service facilities for job seekers will be enhanced.

¹ Detailed facilities and concepts will be made by the construction company/engineers once selected.

The renovation design drawings (concept) to be developed by a selected company will be approved by order of the Minister of Labor and Social Protection, and the Construction Development Center (CDC) of the Ministry of Construction and Urban Development (MCUD) will verify the cost estimates along with the design drawings.

Thus, the MLSP plans to hire a national consulting firm to evaluate the facilities, draw a generic layout of renovation, remodeled floorplan of all facilities, and 3D images and calculate cost estimates for renovation work of GOLWS. The firm is expected to pay close attention on accessibility needs for people with disabilities especially for renovation of service facilities on the first floor and other related floors as per the needs specified by the MLSP and GOLWS.

The firm shall ensure the requirements for applying relevant national policies, regulations and standards for preventing and mitigating environmental and health impact, including safely removing and managing asbestos-containing materials and waste (if found during renovation) and prohibiting the use of asbestos-containing insulation materials for renovation.

The firm shall consult with the relevant section/s of the Environmental and Social Management Framework (ESMF) of the MERESP during the entire duration of the contract. The relevant sections of the ESMF in this regard, will be attached to the contract to be signed. The consulting firm is expected to closely work together with MLSP/PIU.

A selected firm will be responsible for the following activities:

<p>Scope of Activities</p>	<p>The TOR describes the scope of activities and deliverables to be undertaken by a local firm which is expected to carry out the following tasks:</p> <ol style="list-style-type: none"> 1) Inspect and evaluate current facilities together with MLSP and GOLWS. 2) Agree on the concept and details of the renovation for each specific rooms and facilities 3) Draw a layout, and prepare floor plans and 3D images for the renovation on the 1st, 2nd, 3rd, 5th and 6th floors of the GOLWS. Design drawings will be performed according to the standards² and normative documents³ in effect. 4) Develop renovation plans and corresponding cost estimates for each facility. 5) Provide details and total sum of items required for renovation of GOLWS to the MLSP, PIU. 6) Develop a guideline for renovation firms to maintain their performance up to the requirements. 7) Preparing progress reports and regularly informing the MLSP/PIU on emerging or potential issues to ensure a timely response. 8) The renovation design drawings (concept) to be developed by a selected company, shall include upgrading of the ventilation system to improve indoor air quality, where necessary. 9) The selected renovation-design drawings company shall consider using the human health and eco-friendly construction materials and goods that meets with international standards in the technical specification, renovation plans and corresponding cost estimates for each facility.
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² MNS 6055:2009, Space and setting standard for disabled person in civil structure.

³ A list of construction norms and normative documents approved by the Minister of Construction and Urban Development. <https://mcis.gov.mn/mn/norm>

Required expertise, qualifications and competencies.	<p>The firm shall have the following experience and qualifications⁴:</p> <ul style="list-style-type: none"> • Officially registered entity certificate; • A legal status recognized by Mongolia, enabling the organization to perform the above-mentioned tasks • More than 8-10 years of proven experience in architecture, interior design, cost estimates and object design both in theory and practice. • Experience in the profession of the team: <ul style="list-style-type: none"> - Civil engineer (at least 5 years of professional experience) - Architectural engineer (at least 5-8 years of professional experience) - Electrical engineer (at least 5-8 years of professional experience) - Cost estimator (at least 5-8 years of professional experience) • Must be qualified with special permissions for architecture and construction design. • Must be tax and social insurance compliant <p>The consulting firm is required to present documented evidence of previous relevant experience.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Performing the above-mentioned activities, the firm will work under the supervision of the MLSP/PIU. The performance of the consulting firm will be evaluated based on following indicators:</p> <ul style="list-style-type: none"> - Completion of tasks specified in ToR; - Compliance with the established deadlines for submission of deliverables; - Quality of work.
Timelines	<p>The consultancy will cover the period from 1 March 2023 to 1 May 2023. /2 months/</p>
Deliverables	<p>The consulting firm will produce the following outputs:</p> <ol style="list-style-type: none"> 1. A layout, floor plan, and 3D images for the 1st, 2nd, 3rd, 5th, and 6th floors of the GOLWS. 2. Cost estimates for renovation. 3. A total sum of particular items required for renovation of GOLWS. 4. A Guideline for renovation firm.

⁴ Decree No.108, the Minister of Construction and Urban Development, 2020.

Budget estimate	<p>The total area of renovation work is 2980m2.</p> <p>Budget breakdown is as the following:</p> <ol style="list-style-type: none"> 1. Design and budget estimation (layout, floorplan&3D image and budget) MNT149.000.000⁵ (2980m2* MNT50.000) 2. Verification fee for design drawings and cost estimate (4% of the total amount of design drawings and cost estimate)⁶- MNT5.960.000⁷ 3. Prepare a guideline for renovation firm – MNT 1.000.000 <p>The total contract amount shall not exceed MNT 155,960,000⁸</p>
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⁵ The budget is calculated considering i) the market price on design drawings and ii) article #4.9.3 of decree No.108 on benchmark price for design drawings by the Minister of Construction and Urban Development, 2020.

⁶ Attachment 13A, Decree No.30, Minister of Construction and Urban Development, 2020

⁷ The amount will be paid to the Construction Development Center, MCUD

⁸ The amount is subject to change depending on the financial proposal.

**Concept of General Office of Labour and Welfare
Service (GOLWS) Office Renovation**

1. Nature of renovation

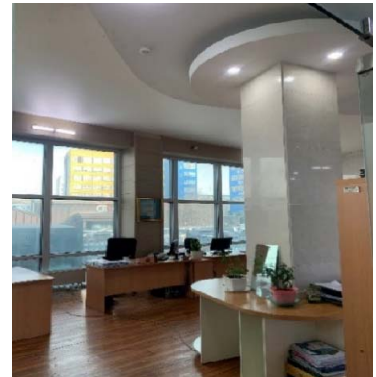
- 1.1. Only interior remodeling will be considered (remodeling of floor plan and interior renovation addressing the features reflected in the concept);
- 1.2. If really required, exterior minor renovation of a limited scope can be considered, such as repainting of an outside entrance wall, changing of windows and main entrance door for the purpose of heat saving and enhanced wheelchair access.
- 1.3. No roof fixing will be considered. **Only damaged areas will be considered** once the construction company/engineer is selected.
- 1.4. No major plumbing system fixing will be considered.

2. Supporting effective services towards more client-centric service providers

Renovation of 1st floor of the GOLWS

(The total area of the 1st floor- 575m2)

There are 2 departments on the 1st floor. I) Social Welfare Department is located on the right side-1st floor, as the welfare-to-employment policy is implemented, and many people with disabilities come to receive services. This room needs to be redesigned to become a proper service facility. A ventilation system is needed. There are 10-15 specialists in a small space. It is necessary to divide it into 2-3 separate rooms to improve the productivity of employees.



ii) Department of Labour Migration is located on the left side-1st floor. The 2 walls on the left side will be taken down and repaired into one large room. A large training room is needed to provide information and advice to jobseekers registered to work abroad, and to train them. Thus, room needs to be redesigned to become a training and information service facility for job seekers, including those seeking jobs overseas.



The reception area will be renovated for those who will receive employment and social welfare services, an average of 40-60 citizens (labour migration and social welfare) usually come to the GOLWS every day during peak time. An adequate number of chairs for clients in the waiting area is needed.



2nd Floor of the GOLWS (The total area of the 1st floor- 295m²)

The 2nd-floor training room will be insulated and repaired to stop water leakage from the roof. There is a norm of 60-100 people in the training room.



A reception hall on the 2nd floor will be renovated in the entrance area.



3rd Floor of the GOLWS
(The total area of the 3rd floor- 574m2)

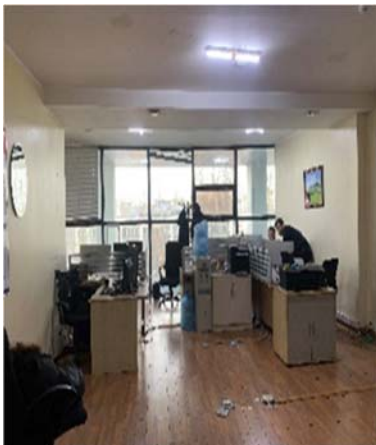
Renovation, ventilation and insulation will be done in the office rooms of M&E department on the 3rd floor.



The conference hall on the 3rd floor has water leakage, so it needs to stop the water leakage in the roof area, and renovation will be done, as well as insulation and replacement of the heater.



The space of the Information Technology room on the 3rd floor will be made bigger, and ventilation and insulation will be done.



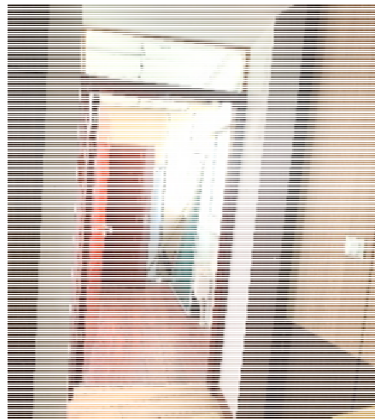
5th Floor of the GOLWS

(The total area of the 5th floor- 453m²)

The human resources specialist's room of the public administration department on the 5th floor will be combined with the next room to make one large room. Renovate in increasing norms of office areas in 1 person.



The 5th-floor conference hall will be combined with the back room to make it bigger to have 50-60 people norms. If possible, the movable wall will be installed to arrange small rooms when necessary.



6th Floor of the GOLWS

(The total area of the 6th floor- 170m²)

Divide the large room on the left side-6th floor into 2 separate rooms. In addition, insulation and renovation will be done on the right side-6th floor.



Bathrooms on the 1-6th floors

(The total area of the bathrooms- 280m2)

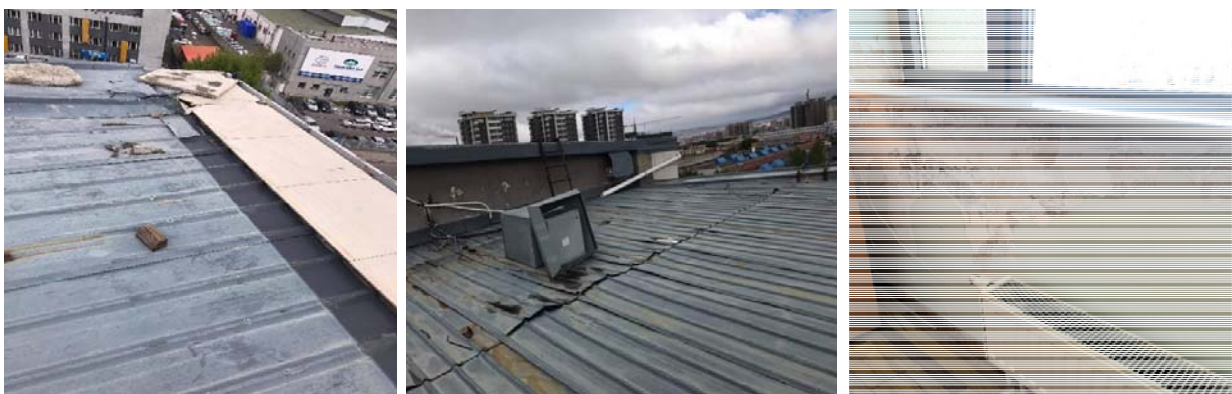
The bathrooms will be renovated in a standard way for people with disabilities, and the sinks, hoses, and buoys will be replaced.



The roof of the building

(Repair only the damaged part of the roof)

Water leaks along the wall up to the 1st floor on the front side of the roof of the building, so the repair work will be carried out to make a drainage pipe, make protection it from a sandwich section, and make an aeration pipe. **The total area is 315m2.**



The outside area of the GOLWS

Installation of sidewalk tiles and railings will be done in the outside area of the organization, Also, providing services for people with disabilities, and building stairs and bridges according to the standards. **The total area is 420m2.**



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