**CONSULTING SERVICES CS42**

**TERMS OF REFERENCE**

**NATIONAL PROCUREMENT ENGINEER/ASSISTANT**

**(11 PERSON MONTHS, FULL TIME)**

**1. MINIMUM QUALIFICATIONS REQUIREMENTS**

The National Procurement Engineer/Assistant (hereafter the “Consultant”) will have a bachelor or higher degree in engineering or business administration or other relevant field. The specialist should possess at least 3 years of experience in procuring goods, works and services. Written and oral English and Mongolian proficiency and computer skills are required. The person should have strong analytical skills and familiar with internet search engines and trade sites. Possession of A3 National Certificate of Public Procurement is highly desirable.

**2. EXPECTED COMMENCEMENT AND COMPLETION OF THE SERVICES**

Expected Commencement – 25 January 2018.

**3. OBJECTIVE OF THE ASSIGNMENT**

Ministry of Labor and Social Protection and Ministry of Education, Culture, Science and Sports (hereafter collectively the “Implementing Agencies”) are implementing Skills for Employment Project (hereafter the “SFEP”) with financing from Asian Development Bank (Loan no. 3243 MON). SFEP aims to enhance responsiveness of technical and vocational education and training system to the labor market demand with a view to increasing employment in three priority sectors of the economy (agriculture, construction, and road and transportation), and to support for career guidance and technology-specialized schools in secondary education. The general procurement scope includes civil works, supply and installation of equipment and tools, development and deployment of information systems, recruitment of consulting firms and individuals.

**4. TERMS OF REFERENCE (DETAILED TASKS/EXPECTED OUTPUT)**

The Consultant, reporting to the Procurement Specialist of the Project Implementation Unit of SFEP (hereafter the “Procurement Specialist”), will, under the guidance of the Procurement Specialist:

1. Provide support to the Procurement Specialist in the activities such as scheduling, coordinating and organizing meetings; providing interpretation/translation services for meetings; preparing documents and materials for meetings; arranging venues, and facilitating communication and coordination; arranging travels; printing and photocopying; organizing and filing documents and records; preparing meeting minutes and memos; handling correspondences (letters and orders to be issued by the Implementing Agencies) and e-mails; editing reports and documents; managing supplier, consultant and contractor invoices; preparing solicitation documents including TOR, technical specifications and cost estimates; preparing and distributing solicitation documents; collecting bids, quotations, and their evaluation; securing approvals of the Implementing Agencies, Ministry of Finance and the Asian Development Bank at due stages; preparing draft contracts and obtaining signatures on the contract etc.
2. Assist the Procurement Specialist in advertising invitations for bids and consulting service requirements in ADB system and other media, Mongolian newspapers and websites.
3. Complete the Government “Online Glass Account” as per the Mongolian Law.
4. Assist the Procurement Specialist in administering, inspecting and closing contracts with consultants, suppliers and contractors.
5. Assist the Procurement Specialist during audits by auditing firms, the Asian Development Banks and the Government of Mongolia.
6. Other tasks as reasonably requested by the Procurement Specialist.

**5. CLIENT’S INPUT AND COUNTERPART PERSONNEL**

1. Services, facilities and property to be made available to the Consultant by the Client: table, chair, internet at the Project Implementation Unit office.

2. Professional and support counterpart personnel to be assigned by the Client to the Consultant: Not applicable.

3. Client will provide the following inputs, project data and reports to facilitate preparation of the reports: Not applicable.