



MINISTRY OF LABOUR
AND SOCIAL
PROTECTION



Japan
Fund for
Poverty
Reduction



**VACANCY NOTICE – ENSURING INCLUSIVENESS SERVICE DELIVERY FOR PERSONS
WITH DISABILITIES PROJECT
MON 48076-002, L3605/G9191**

Project Number. 48076-002

Project Title. Ensuring Inclusiveness and Service Delivery for Persons with Disabilities Project

The Government of Mongolia is implementing the "Ensuring inclusiveness and service delivery for persons with disabilities project" (Project) with Loan No.3605 from the Asian Development Bank (ADB). The Project aims to support the employment of persons with disabilities (PWD) by increasing access to services and livelihoods and self-reliance of PWD in Ulaanbaatar and the provinces (aimags) and thereby increasing their contribution to the economy and society.

See details on <https://www.adb.org/sites/default/files/project-documents/48076/48076-002-rrp-en.pdf>

Expertise: Project procurement specialist

Duties and Responsibilities:

- Effectively organizing of the procurement activities outlined in the project work plan and be responsible for the outcomes of procurements
- Reporting on procurement activities and supporting and participating in daily activities of the project

Scope of Work:

- Preparing and maintaining the procurement plan of the project corresponding with relevant ministries and agencies, acquiring approvals of respective;
- Organizing project procurement activities in accordance with ADB guidelines, Mongolian laws and regulations in relation to procurement and other relevant national laws;
- Getting approval on procurement of goods and consulting services from ADB, if necessary, submitting supportive documents in advance;
- Assisting and cooperating the MLSP and MoH on drafting Terms of References (ToRs) for short term consulting services and defining technical specifications for goods to get approval;
- Supporting on preparing announcements for procurement of goods, services, consulting services, aggregated list, documents of tender, evaluation of tender, notice of selection and drafting the agreement in accordance with ADB and Government of Mongolia regulations and guidelines;
- Preparing agreement signing activities in coordination with MLSP and MoH and take necessary coordination;
- Monitoring the quality of purchased goods and services, if quality is not enough, provide advice on improving the quality to meet the requirements and implementation in cooperation with Project Coordinator;
- Keeping record on any changes occur regarding procurement and consulting services and incorporate into the Project Plan in cooperation with Project Manager;
- Implementing decisions of Project Steering Committee regarding procurement;
- Coordinating collaboration between the government, NGOs and inter-sectoral bodies regarding procurement activities;

- Sharing and providing information regarding procurement to the MLSP, MoH, Project Steering Committee, Project Implementation Unit and other executor organizations;
- Preparing reports on procurement activities as per ADB guidelines;
- Preparing for audit on project financial activities in cooperation with Project Financial Specialist, implementing procurement related aide memoirs and report back;

Qualifications/selection criteria for the position:

Education: Master's degree or above in Business Administration, Finance or Economics;

Experience: Minimum 5 years working experience in the field of International Relations, Economics and Project Management; Work experience in minimum 1 project financed by ADB or other international/donor organizations; Professional procurement certificate /A3/ holder; Skills on developing documents and analytical skill; Being fully proficient in English;

Computer literacy: MS Office proficiency such as Word, Excel, PowerPoint, etc., and excellent web research and navigation skills

The detailed Terms of Reference and other related information for this ensuing assignment can be found at website <http://csrn.adb.org> and under this notice

HOW TO APPLY:

All interested eligible consultants should submit their Expression of Interest and CV in the English language via Consultant Management System of ADB on cms.adb.org online, or in 1 original hard copy before the deadline of **10:00 hours of 06 January 2021** to the address below.

Further information can be obtained at the address below during office hours 9:00 to 17:00.

SUBMISSION ADDRESS

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