



MINISTRY OF LABOUR  
AND SOCIAL  
PROTECTION



Japan  
Fund for  
Poverty  
Reduction



## **L3605/G9191: MON48076 – ENSURING INCLUSIVENESS AND SERVICE DELIVERY FOR PERSONS WITH DISABILITIES PROJECT**

### **TERMS OF REFERENCE PWD’S EMPLOYMENT DPO EXPERT– C4A**

#### **A. Objective/Purpose of the Assignment:**

The Ministry of Labor and Social Protection is implementing the “Ensuring Inclusiveness and Service Delivery for Persons with Disabilities Project” with Loan No.3605 from the Asian Development Bank.

The project aims to enable access and employment opportunities for persons with disabilities, to build the capacity of DPOs and to strengthen a support system for employment services which includes a DPO Employment Resource Center to be established in Ulaanbaatar city and ultimately enable PWDs to fully participate in the socio-economic development of the country. The project also aims to establish development centers in project provinces.

The assignment has the following objectives:

1. To develop a development strategy and a sustainable business plan for the DPO Employment Resource Center to be established in Ulaanbaatar city
2. To develop a model of partnership and practical cooperation with DPOs in the DPO Employment Resource Center
3. To develop a capacity building plan for DPO counsellors to deliver employment services in the DPO Employment Resource Center

#### **B. SCOPE OF CONSULTING SERVICE:**

The consulting service will cover the following tasks but not limited to:

##### **Under objective 1:**

1.1. Develop a development strategy for the DPO Employment Resource Center including:

- Development strategy for the DPO Employment Resource Center and governance mechanisms to ensure equal participation of all DPOs;
- Management systems including duties and responsibilities of various hierarchies (MLSP, GADPWD, ERC, DPO);

1.2. Develop a business plan taking into account the sustainability of the DPO Employment Resource Center including the following requirements:

- Objectives of the DPO Employment Resource Center;
- Staffing requirements:
  - DPO Employment Resource Center team composition
  - Job descriptions for staff, qualification requirements
  - Specialist support personnel

- Equipment, training materials and assistive devices:
  - Visual impairment
  - Hearing impairment
  - Physical disability
  - Speech and communication difficulties
  - Intellectual disabilities
  - Other
- Financial requirements:
  - Starting cost estimate
  - 3-5-year estimation of action costs and financial projection of the DPO Employment Resource Center

1.3. Design a model of employment services to be delivered by the DPO Employment Resource Center including the following elements:

- Specification and types of employment services;
- Organization of employment services;
- Standard operating procedures for delivering services
- Regulation for contracting out services to DPOs;

**Under objective 2:**

2.1. Design a model and plan for partnership between public employment offices and DPOs in providing individual case management and job coaching services for PWDs;

2.2. Develop a model and plan of practical cooperation with DPOs in strengthening the quota employment system including the governance and job matching process;

**Under objective 3:**

3.1. Outline the scope of the services to be delivered by DPO counsellors:

- Individual case management – individual assessment, counselling, placement, skills development
- Supported employment with job coaching
- Workplace adjustment support – social enterprises, regular jobs at companies, self-employment

3.2. Design a plan for counselling, coaching and training to the staff in DPOs on business incubators and sheltered workshops aiming at sustainability and possible extension of operations;

3.3. Develop a capacity building plan for DPO counsellors in providing employment services in the DPO Employment Resource Center:

- Training needs for counsellors from DPOs;
- Training programs, manual and materials;
- Trainings and workshops for counsellors from DPOs on new internationally adopted measures and working methods in inclusive employment of PWDs;
- Mentoring and coaching plan for the trained counsellors from DPOs in rolling out the individual case management and job coaching services in public employment services and in DPOs.

### **C. SUPERVISION AND REPORTING**

The international consultant will report to the Director of the Population Development Department (PDD) at the MLSP and PIU Coordinator. The international consultant will interface on technical matters related to the assignment with the relevant specialists from the MLSP and the Director of PDD. Work progress will be presented during the technical working group meeting or other meetings as required.

The Client shall evaluate the International consultant's performance on an output basis and approve the invoices for the delivered outputs.

Within a week of placement of the international consultant, a work plan will be approved by the Client which will serve as a basis for measuring progress on the planned outcomes of the entire consultancy service.

The international consultant will prepare and submit a summary progress report detailing the achievements and impediments in executing the assignment effectively.

The Client, PIU and the technical working group will provide input on the evaluation of the international consultant's performance. The final reports are to be submitted to the Ministry of Labor and Social Protection and PIU should be in both hard and electronic form.

The international consultant will work as a team with the national consultant. The incumbent will work daily and closely with the national consultant and the relevant specialists assigned by the Project Director for technical and organizational matters as related to the assignment.

The client will provide office space at the project implementation unit and assign the national consultant as well as other government specialists to work with.