



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 POLICY AND PRACTICE EXPERT – C4B

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. Assist the international expert in preparing a development strategy and a sustainable business plan for the DPO Employment Resource Center
2. Provide support and advice to the international expert in developing a model and a plan for partnership and practical cooperation with DPOs
3. Assist the international expert in developing a capacity building plan for DPO counsellors to deliver employment services
4. Provide translation and interpreting support to the international expert

B. Scope of Work:

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

Under objective 1:

- 1.1. Collect information (numeric data, policy documents, relevant legislation etc) necessary for implementing the assignment;
- 1.2. Provide support and advice in developing a development strategy and a business plan, and calculating cost estimates for the DPO Employment Resource Center;
- 1.3. Assist to establish a charter for the DPO Employment Resource Center and formally register it;

Under objective 2:

- 2.1. Contribute to a model of partnership between public employment offices and DPOs for adopting individual case management and job coaching services;

2.2. Provide support to the international expert in preparing a model of practical cooperation with DPOs in strengthening the quota employment system;

Under objective 3:

- 3.1. Assist the international expert in preparing capacity a building plan for DPO counsellors to deliver employment services in the DPO Employment Resource Center;
- 3.2. Provide advice and coaching to the staff in DPOs on business incubators and sheltered workshops aiming at sustainability and possible extension of the existing operations;
- 3.3. Provide support in developing training programs, manuals and materials for DPO counsellors on new internationally adopted measures and working methods in the employment of PWDs;
- 3.4. Provide assistance in mentoring and coaching the trained counsellors in rolling out the individual case management and job coaching services in public employment services and in DPOs;
- 3.5. Assist international expert to conduct workshops and trainings.

C. Output/Reporting Requirements:

The consultant will report to the Director of the Population Development Department (PDD) at the MLSP and PIU Coordinator. The consultant will interface on technical matters related to the assignment with the relevant specialist 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 Consultant's performance on an output basis and approve the invoices for the delivered outputs.

Within a week of placement of the 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 consultant will prepare and submit a summary progress report detailing the achievements and impediments in executing the assignment effectively.

The Client and PIU will provide input on the evaluation of the 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 national consultant will work daily and closely with the international 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 and assign the international consultants to work with the consultant as well as officials to accept deliverables stated in the contract.