

VACANCY ANNOUNCEMENT
LIVESTOCK COMMERCIALIZATION
PROJECT



The Government of Mongolia has received a loan from the World Bank toward the cost of the Livestock Commercialization Project (LCP). The project development objective is to improve livestock health, productivity, and commercialization of targeted value chains in project locations and to provide immediate and effective response in the event of an eligible crisis or emergency. The project is structured as an IPF financed by an IDA credit in the amount of US\$30 million over five years.

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The Project Implementation Unit of the LCP is now seeking to recruit qualified individual for the position below. Procurement of individual consultants will be carried out in accordance with the World Bank's Procurement Regulations for IPF Borrowers, dated July 2016, and the provisions stipulated in the Financing Agreement (<http://documents.worldbank.org/curated/en/628061576551773067/Mongolia-Livestock-Commercialization-Project>).

Procurement Officer (PO)

Duties and Responsibilities

Under the direct supervision of Project Coordinator, the Procurement Officer (PO) will be responsible for (i) regular planning/updating of procurements of goods, works, and non-consulting services and recruitment of consultants/resource persons, (ii) implementation of the procurement and recruitment in a timely manner in full compliance with relevant policies and guidelines and the grant agreement between the Bank and the Government, and (iii) execution of duties related to office management. The PO will undertake the following tasks:

- Prepare and regularly update procurement plans for the Project in consultation with the Project management;
- Implement procurements of goods, works, and non-consulting services which may involve the process of competitive bidding (i.e., preparation of bidding documents, selection of provider(s) of goods and works based on a set of criteria, negotiation on contracts and contracts preparation), and procurement of consulting services including recruitment of Technical Service Providers in accordance with provisions stipulated in the Financing Agreement for the Project, *Procurement Law* of the Government and the *World Bank Procurement Regulations for IPF Borrowers dated July 2016, revised November 2017 and August 2018* and other relevant documents.
- Monitor the implementation of contracts by selected providers of goods and works and services to ensure compliance with respective contracts, relevant guidelines, and financing agreement and timely completion of the contracts;
- In collaboration with M&E and Safeguards Specialist ensure that beneficiaries undertake procurement in accordance with established commercial practices acceptable to the Government and the Bank;

- Document activities related to the procurements of works, goods and services and the recruitments of consultants, file them together with all other relevant documents regularly in a systematic manner for auditing, and translate relevant documents as needed;
- Provide project management with regular updates on procurement activities;
- Provide trainings and advices to PPs and project beneficiaries on procurements of goods and services in the project;
- Provide any other relevant to the post services as required.

Required Qualifications:

- University degree in business administration, management, finance or commerce or any relevant to the post field;
- At least 5 years of professional experience in procurement and office management with sound understanding of procurement guidelines of international development organizations, preferably those of the Bank, and Mongolian procurement system, including procurement related laws and regulations;
- Formal training in procurement will be an asset;
- A minimum of 3 years background in working with/for international development institutions, hands on understanding of their requirements and work ethics;
- Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines;
- Ability and willingness to frequently travel to and work effectively in countryside;
- Good interpersonal, communication and participatory skills with the ability to function effectively and collaboratively in a team environment;
- Excellent computer literacy, particularly, with MS Office and spreadsheets;
- Excellent command in both written and spoken English and Mongolian is required.

If you possess the above qualifications, please submit a cover letter with CV, copy of diplomas or certificates and two references from last two employers in a sealed envelope, no later than 11AM on 10 April 2020. Only short-listed candidates will be contacted. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered.

Contact address:

Attn: Ms. Khishgee # 605, Phone: 261908, the Ministry of Food, Agriculture and Light Industry, Ministry of Food, Agriculture and Light Industry (MOFALI) having its principal place of business at the Government Building 9a, Enkhtaivan Avenue 16a, Ulaanbaatar-13381, Mongolia

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M&E and Safeguards Specialist (MES)

Under the direct supervision of Project Coordinator, the MES will develop and manage the project overall monitoring and evaluation activities and report in a timely manner. The MES consolidates, analyzes and verifies the findings, data, and reports prepared by other members of the PIU, FAO consultants and the beneficiaries. The MES will undertake the following tasks:

- Develop/improve project performance monitoring system, which would be connected with a field-based reporting system that allows the continuing identification of best practices and lessons learnt, in cooperation with other project specialists.
- Participate in the quality control process of sub-project proposals through supporting technical experts/specialists;
- Lead the monitoring of safeguards policy compliance of sub-projects during implementation. Participate in safeguard Implementation Manual formulation and review (including but not limited to the inclusion of a grievance redress mechanism);
- Ensure the M&E strategy incorporates a system-wide approach, is flexible and responsive and builds ownership amongst local stakeholders;
- Provide the beneficiaries, local task forces and PIU members with support and guidance to all monitoring and evaluation activities;
- Assist PIU to prepare for evaluation teams to conduct the mandatory mid-term and terminal evaluations and follow up on the evaluation results;
- Provide support to any other (MoFALI, GAVS, WB) external M&E on the project's activities.
- Lead organizational/institutional assessment of sub-projects and beneficiaries;

- Regularly analyze progress reports from the supported sub-projects to determine outputs, impacts, best practices, innovations, most significant stories and issues affecting project implementation;
- In collaboration with other specialists, identify training needs for capacity building on the use and management of all monitoring and evaluation tools/other project specific areas;
- Report on progress of the project and subprojects performances on a timely basis to the Project Coordinator, PSC, the WB and all stakeholders with high safeguards sensitivity (quarterly and annual monitoring reports);
- Provide any other relevant to the post services as required.

Required Qualifications:

- Graduate degree in appropriate disciplines e.g. in the fields of development studies, social sciences, environmental sciences. Formal training in WB safeguards and project monitoring and evaluation is desirable;
- A minimum of 2 years of professional experience in project planning, monitoring and evaluation, including data collection and analysis;
- Proven experience in designing of monitoring and evaluation systems and implementation and management of complex field-based monitoring and evaluation processes;
- Experience in writing and developing monitoring and evaluation training packages;
- A minimum of 2 years working experience with/for international development institutions, hands on understanding of their requirements and work ethics;
- Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines;
- Ability and willingness to frequently travel to and work effectively in the countryside;
- Good interpersonal, communication and participatory skills with the ability to function effectively and collaboratively in a team environment;
- Excellent computer literacy, particularly, with MS Office and spreadsheets;
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Advocacy and Communication Specialist (ACS)

Under the direct supervision of Project Coordinator (PC), the ACS will work closely with technical specialists to develop a comprehensive communication strategy for promotion and advocacy of the Project and its activities on national and local levels maximizing its visibility, linking the Project to other donors' and Government projects and programs. The ACS will undertake the following tasks:

- Take primary responsibility in developing and executing a comprehensive communication strategy for promotion and advocacy of the Project, with key results including, but not limited to a large coverage of and a sustained media focus on the Project activities and their results.
- Take full responsibility for the conceptualization, planning and execution of media plan.

The plan should pay close attention to reaching stakeholders and major target groups including female audience in/outside the Project area through various vehicles, including social media and RSS.

- Design, develop, produce and distribute audience-specific English- and Mongolian-language communication tools for the Project and act as a public liaison for the Project and its EAs.
- Create a comprehensive data pool of media stakeholders and partners relevant to the mission of the Project.
- Lead the Project web site development, its social media page(s) and regular update and maintenance.
- Take the lead in mobilizing media coverage of the Project. Identify, contact,

confirm and establish agreements with media partners with whom the Project will maintain a close working relationship during the course of the implementation.

- Play an essential role in creating and distributing donor-specific resource mobilization tools. (these include, but are not limited to emails, brochures, packets, and other tools)
- Mobilize mainstream media partners to participate in the main milestone events and achievements of the Project and promote its activities.
- Create indicators and checklists to monitor progress and ensure that the stated goals and agreed deadlines are met. Provide weekly updates to the project management on the status of progress. Lead design and publication of periodic reports and infographics as per agreed schedule.
- On regular basis collect clippings of media coverage of the Project activities, the report and its contents.
- Maintain on-going working contacts with national and local media in target areas.
- Lead the project activities aimed at supporting the coordination of donor funded programs on value chains in the livestock sector, by maintaining regular contacts and information sharing with other projects and programs and holding semi-annual meetings to review implementation progress.
- Provide any other relevant to the post services as required.

Required Qualifications

- University degree in relevant disciplines e.g. in the fields of journalism, marketing, communications, media relations and politics.
- Commitment to development work and at least 3 years of relevant work experience. Experience in managing web sites is an asset.
- Very strong publishing and work record in Mongolian news media; Knowledge of development issues as related to communication and advocacy.
- Demonstrated functional network of connections in news media industry. Strong skills in and record of partnership development and services.
- Proven organizational skills for media events.
- Deep understanding of the communication needs of target audiences.
- Experience working with/for international development institutions, hands on understanding of their requirements and work ethics will be advantageous;
- Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines;
- Ability and willingness to frequently travel to and work effectively in countryside;
- Good interpersonal, communication and participatory skills with the ability to function effectively and collaboratively in a team environment;
- Excellent computer literacy, particularly, with MS Office, spreadsheets, and desktop publishing programs;
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Project Administration Assistant (PAA)

Under the general supervision and guidance of the LCP Coordinator, the main duties and responsibilities of the Administrative Assistant are, but not limited to:

- Prepare and update annual staff schedule and annual travel plan.
- Carefully handle all programmatic or permanent records of the project;
- Maintain up-to-date knowledge on PIU information /activities and answer general inquiries;
- Prepare draft of various correspondences ready-to-go for review by the Project Coordinator
- Monitor and maintain fixed assets registry and manage the maintenance of office equipment and office supplies;
- Manage the office supplies and consumables in maintaining record of assets & stock inventory;
- Facilitate the organization of workshops, Project Steering Committee Meeting, Technical Working Group Meeting, Project Review Meetings and staff meetings; prepare meeting minutes and circulate for minimum inputs for finalization and filing;
- Manage local and international travel arrangements for PIU staff and visitors (including procurement of tickets, hotel reservation and pick-up from the airport);
- Do interpretation and translation work to serve the project activities;
- Create and maintain a roster of individual consultants, resource persons and potential candidates for temporary positions;
- Responsible for the scanning and archiving all project related documents in both electronic and hard copies to facilitate easy access for the Project Coordinator

- Facilitate various Implementation Support Missions, draft Itineraries for the WB and GoM inputs; circulate these itineraries to various stakeholders and confirm various meetings for Missions as well as record attendance, minutes from various meetings and circulate draft two days after meetings are held.
- Work along with the Procurement Officer to track and file all No Objections received for various activities from the WB.
- In consultation with the Procurement Officer, develop a directory for various vendors
- In consultation with the M&E and Communications Officers, develop a directory of various stakeholders, Implementing Partners, development partners, government agencies, firms, consultants, etc.
- Manage PIU vehicles and drivers' schedules under the supervision of the Project Coordinator;
- Undertake any other activities assigned by the Project Coordinator.

Required Qualifications:

- At least a Bachelor's degree in Management, Business/Public Administration or other related Social Sciences from a recognized University.
- Previous experience working for donor-funded projects is desirable
- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated.
- Excellent interpersonal and team building skills, including negotiation skills
- Excellent written and spoken communication skills, including presentations
- English speaking and writing fluency with good translation skills;
- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications
- Good filing skills (Electronic and hard copies)
- Well-developed organizational skills
- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general
- Working knowledge of the operational modalities for national and international NGOs is desirable.

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The Project Implementation Unit of the LCP is now seeking to recruit qualified 3 individuals for Driver's position. Procurement of individual consultants will be carried out in accordance with the World Bank's Procurement Regulations for IPF Borrowers, dated July 2016, and the provisions stipulated in the Financing Agreement (<http://documents.worldbank.org/curated/en/628061576551773067/Mongolia-Livestock-Commercialization-Project>).

Project Drivers (3 positions)

Working under direct supervision of the Financial Management Specialist (FMS) and guided by the Project Administrative Assistant (PAA), the Project Driver will perform the following tasks:

- Provision of reliable and safe driving services;
- Proper use of vehicle and day-to-day maintenance of the assigned vehicle.
- Conduct oneself in a professional manner and maintain highest standards of ethics, safeguards and integrity at all time.
 - Drive the vehicle in a safe and controlled manner, with due care and attention, always obeying the rules of the road, in order to avoid accidents;
 - Pay attention to, and respect the passengers and other road users at all times;
 - Respect speed limits and adjust the speed according to traffic density, pedestrians along the road, load of the car and road conditions;
 - Ensure all equipment in the vehicle are well taken care of – spares, tools, first aid kit, water for longer trips;
 - Keep assigned vehicle clean (body, chassis, engine);
 - Ensure vehicle is presented for services or repairs needed/schedules and notify the PAA;
 - Report any mechanical malfunction noticed in the vehicle to the PA and FMS;
 - Conduct regular checks of the vehicle;
 - Ensure fuel is taken from preapproved petrol stations only;
 - Update the logbook on a daily basis;

- Prepare the vehicle in good time before departure (at least the day before), ensuring correct equipment for the specified location is present (e.g. toolkit, canisters, satellite phones), and all fuel tanks are full;
- Load and offload the vehicle as it becomes necessary; and
- Performs other official errands as required and appropriately assigned.

Required Qualifications:

- At least primary level of education;
- Valid driving license;
- Basic motor vehicle mechanical skills;
- At least 5 years of accident free driving experience, 3 of which must have been spent driving 4X4 manual transmission vehicles;
 - Willingness to drive to all project provinces – frequently and extensively;
 - Ability to communicate in English;
 - Good interpersonal skills;
 - Cultural sensitivity and good in character and integrity;
 - Respectful and flexible with working hours;
 - Experiences working with National and or international Projects – would be an advantage;
- Have participated in a First Aid Course – would be an added advantage.

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