



MINISTRY OF FOOD,
AGRICULTURE AND
LIGHT INDUSTRY



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

MONGOLIA

EXPORT DEVELOPMENT PROJECT

Loan No./Credit No./ Grant No.: P147438

Assignment Title: EXPORT PROCESS ANALYSIS

Reference No.: CS-2-4*/20

Mongolia has received financing from the World Bank toward the cost of the Export Development Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the following:

1. OBJECTIVE OF THE ASSIGNMENT

“Mongolian Export Roadmap”¹ handbook was previously published by Mongolian National Chamber of Commerce and Industry and EU TRAM Project team in 2019. The handbook indicated that it is required to obtain 11 documents to export from Mongolia while OECD countries require 4 documents for export, which weakens Mongolian exporters’ competitiveness. The handbook estimates that in order to obtain 11 documents, exporters spend approximately 168 hours and reportedly face obstacles of bureaucracies at each stage from government agencies that are involved in the processes².

The objective this assignment is : 1) to track, in real-time, current export processes for exporters “from order to delivery” for pre-identified export goods to record documentary compliance, time and cost to export in practice; 2) to track, in real-time, current import processes for value-added processors/SMEs for products’ input imports to record documentary compliance, time and cost to import in practice; and 3) to map business process and recommend simplified processes for export facilitation and competitiveness. Following are the selected sectors to involve for the study:

1. Meat and meat-based products;
2. Processed foods and non-food exports (such as skincare and wellness products);
3. Animal skin, wool and cashmere products;

2. SCOPE OF SERVICES

The consultant firm will carry out the following:

- Select at least six companies from the selected sectors (2 companies from each sector); track and record de facto documentation requirement, time and cost to export goods and

¹ Mongolian Export Process Map,

<https://www.mongolchamber.mn/resource/mongolchamber/File/2020/02/11/iaogpvan6fbbm98j/Exportiin%20zamiin%20zurag.pdf>

² Doing Business Index 2019

to import inputs for value-added products in practice against regulations, and identify essential and non-essential steps in the overall processes, reviewing and validating the indicated processes from previous handbook of Mongolian Export roadmap by MNCCI and EU TRAM;

- The export process analysis needs to be expand to the following steps:
 - Preparing documents for export /indicated/
 - Delivering products /partially indicated/
 - Receiving payment /not indicated on the handbook/
- The essential input import process analysis needs to be done in following steps:
 - Sending payment
 - Preparing documents for import
 - Receiving product
- Review the export and input import legal and regulatory requirements to identify essential and non-essential requirements;
- Roundtable meetings with industry related stakeholders: governing parties including State Professional Inspection Agency, , Ministry of Food, Agriculture & Light Industry (MOFALI); Customs Agency, Mongolian National Chamber of Commerce and Industry, Mongolian Commodity Exchange, and logistics companies; Mongolian Agency for Standardization and Metrology, laboratories, Project Implementation Unit (PIU), exporting companies and others

2.1 RECOMMENDED AGENDA FOR WORK

- Screening and selection process of companies from the sectors and studying previous handbook of “Export roadmap” and relevant legal acts;
- Following selected companies’ export and input import steps and document every steps;
- Organize the process steps and draw the baseline roadmap with accurately measured time, cost, and documents to export and import input;
- Identify essential and non-essential steps and identify areas of improvement;
- Study international best cases;
- Discuss with industry related professionals from governing bodies (customs agency, inspection agency, chamber of commerce, ministry of agriculture etc) about ways to reach the desired level of “to-be” process;
- Write a recommendation paper;
- Translate into English;

3. DELIVERABLES

The key deliverables will include the followings, but not limited to:

No Deliverables

1. Detailed work plan and study methodology
2. Draft report of “As-Is” analysis (in Mongolian) reviewed by PIU and MOFALI
3. Submission of “As is” Analysis report reviewed by stakeholders' roundtable discussions and accepted by PIU and Client
4. Draft report of “To-Be” analysis (in Mongolian) reviewed by PIU and MOFALI
5. Submission of “To be” Analysis report reviewed by stakeholders' roundtable discussions and accepted by PIU and Client

6. Final report (both in Mongolian and English) and the powerpoint presentation reviewed and accepted by PIU and MOFALI;

The consultant should have the below specialists as a minimum requirement for the entire assignment:

1. Team Leader (2 person-months).
2. Legal Expert (2 person-month),
3. Researcher – 3 (2 person-months each),

Below proof of consultant's qualification documents are required for all proposed consultants:

1. Copy of educational diplomas and professional certificates;
2. CV;

- 1. Team Leader (2 person-months).**

Objective

The main purposes of this work are 1) to manage team to identify as is analysis of current export and input import processes and develop a feasible recommendation paper for improving export and input import processes and materials; 2) oversee professional and quality delivery of all deliverables in timely manner; and 3) keep frequent dialogue and feedback with project team.

Detailed Tasks

Team Leader will:

- Lead the legal expert and researchers;
- Monitor the team members' work plan, develop weekly and daily progress reports and report the progress to the relevant authorities;
- Work at organization in charge of and together with team make an export and input import roadmap, and develop proposal;
- Conduct baseline survey at target organizations before development and deployment;
- Work in regular coordination with client organization on a proposal that is developing;
- Conduct multi-stakeholder consultations;

Minimum Qualification Requirements

- Graduate or Postgraduate degree in Business Administration, Public Administration or other relevant fields;
- At least 10 years of research experience in system analysis, system design, change management and relevant field is required;
- Strong organizational, interpersonal/communication, presentation and written skills;
- Ability to lead team with a sound work ethic, intellectual curiosity, and exceptional client service;
- Ability to structure and manage intensive workloads;
- Ability to utilize proven and industry recognized methodologies in analyzing and re-designing business process and related regulations;
- Experience working in developed country will be an advantage;
- Fluency in English language;

2. Legal Expert (2 person-month)

Objective

The main purpose of this work is to analyze legal documents and develop proposal to simplify export and input imports processes and documents by identifying and proposing to remove/change unnecessary steps stated on the legal documents and comparing to the international best practices.

Detailed Tasks

Legal Expert will:

- Analyze current legal documents;
- Analyze international best practice legal documents and processes;
- Hold a meeting with regulation governing bodies to discuss a feasibility plan to change necessary legal changes on the document;
- Prepare a legal project proposal for related governing bodies and exporters;

Minimum Qualification Requirements

- Graduate or Undergraduate degree in Law;
- At least 8-10 years of experience in legal field;
- Strong organizational, interpersonal/communication, presentation and written skills;
- Ability to structure and manage intensive workloads;
- Ability to think analytically;
- Ability to utilize proven and industry recognized methodologies in analyzing and re-designing business process and related regulations;
- Experience working in developed country will be an advantage;
- Fluency in English language;

3. Researcher – 3 (2 person-months each)

Objective

The main purpose of this work is to assist a Team Leader and Legal Expert for the project by conducting “as-is” analysis for exporters and recording documents from each steps; collecting data and reporting to the team leader.

Detailed Tasks

Team Member will:

- Follow the exporters’ processes which is identified by the team leader and collect data for the research and summarize them;
- Writing meeting notes;
- Other assigned works from Team Leader and Legal Experts;

Minimum Qualification Requirements

- Undergraduate or Graduate degree in Business Administration, Market Research or other relevant fields;
- At least 5-7 years of experience in market research and other relevant fields;

- Must be a worthy team player, dedicated to contributing toward the outcome desired by the team;
- Strong organizational, interpersonal/communication, presentation and written skills;
- Ability to think analytically;
- Experience working in foreign trade sector will be an advantage;
- Fluency in English language;

4. CONSULTANCY TIMELINES

The contract duration is 2 months after signing the contract.

The Ministry of Food, Agriculture and Light Industry now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- In the last 5 years, the consulting firm should have completed at least 3 management and research services contracts in the field of business process improvement or business management;
- In the last 5 years, the consulting firm should have experience in providing services for the private and public sector and international organizations.
- The consulting firm should demonstrate its experience and knowledge of the business management and research services by listing contracts including description, value, year of commencement, year of completion, client and contact person for reference);
- Proven ability to conduct field surveys;
- Proven competence to make concise reports and presentations.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers dated January 2011 [revised July 2014] (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a subconsultancy to enhance their qualifications.

A Consultant will be selected in accordance with the selection based on the Consultant’s Qualification method set out in the Consultant Guidelines.

Further information and complete Terms of Reference can be obtained at the address below during office hours: 0900 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below in person, or by mail by September 4, 2020, 1500 hours.

Export Development Project
 Attn: Khulan U., Procurement Specialist
 MERU tower, 6th floor, PIU office, Export Development Project
 Jamiyan Gun Street 18-2, 14210
 Sukhbaatar District, 1st Khoroo
 Ulaanbaatar, Mongolia
 Tel: 976-7711 1780
 E-mail: khulan.edp@gmail.com, procurement@edp.mn