



MINISTRY OF FOOD,
AGRICULTURE AND LIGHT

EXPORT DEVELOPMENT PROJECT



VACANCY NOTICE

Mongolia has received a credit from the International Development Association (IDA) to finance the implementation of the Export Development Project (EDP). The objective of the project is to support Mongolian SMEs in the non-mining sectors to strengthen their export capabilities and expand their access to export market. Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified **National Financial Management Specialist** to carry out following duties related to Project Finance.

SCOPE OF WORK:

Key responsibilities of the financial management specialist will include the following, but not limited to:

- Maintaining the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds;
- Opening the "Designated account" and "Operating account" for the EDP, ensuring that the accounts are maintained in accordance with Ministry of Finance and World Bank's requirements;
- Being responsible for all financial matters of the project;
- Establishing a computerized financial management system assigning chart of accounts for accounting and reporting;
- Maintaining up-to-date accounting records and ledgers as well as asset management;
- Monitoring the disbursement of the EDP funds and preparing withdrawal applications and disbursement reports to the World Bank;
- Preparing project financial plans and budgets on a monthly, quarterly and annual basis for EDP;
- Managing and maintaining Designated Account and Operating Account and its reimbursement for the EDP;
- Preparing, reviewing, verifying and certifying monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements;
- Administering accounting and physical disbursement of payrolls and other payments;
- Preparing Statements of Expenditures, withdrawal applications and supplier records;
- Ensuring that a proper internal control system is in place to achieve accountability at all level, and ensuring all accounting transactions are accurately and completely recorded in the accounting software based on valid supporting vouchers with full authorization by the Project Coordinator and following the financial procedures of the Government and the Bank;
- Preparing and submitting quarterly project unaudited Interim Financial Reports (IFRs) to the Bank as per the Financing Agreement and Project Implementation Manual in accordance with consistently applied accounting standards acceptable to the Bank;
- Preparing quarterly status reports for MOFALI and MOF;
- Preparing for Project financial audit and submitting audit reports for EDP to the Bank, MOFALI and the MOF;
- Maintaining financial management policies and procedures including adequate internal controls to ensure safeguarding of the project's assets and funds and ensuring that these are adequately implemented;
- Updating FM Manual as needed; and
- Such other tasks as may be assigned and/or delegated by the Project Coordinator and Project Director.

CONSULTANT'S QUALIFICATIONS/ SELECTION CRITERIA

- Bachelor's degree in Accounting, Business Administration or Finance; a Master's degree in Accounting, Business Administration, or Finance is an asset;
- CPA certification is an asset;
- At least 5 years of experience in Accounting and/or Auditing;

- Experience of working with/for international development institutions, hands on understanding of their requirements and work ethics is an asset;
- Strong experience and solid knowledge in the preparation of financial statements and other aspects of a complex financial reporting process including interfaces with electronic systems of accounting information;
- Skills to maintain accurate financial records, prepare clear written reports, and to review accuracy of data;
- Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines;
- 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 accounting software;
- Excellent command in both written and spoken English and Mongolian is required.
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- Excellent command in both written and spoken English and Mongolian is required.

CONTRACT DURATION: The consultancy work is expected to commence in mid-January, 2020. Contract will be for a period of 12 months.

The consultant will be selected in accordance with *the World Bank Guidelines: Selection and Employment of Consultants by the World Bank Borrowers, January 2011 (Revised July 2014)*. 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 **January 17, 2020, before 12:00 p.m. 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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SCOPE OF WORK:

- Develop/improve a 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 PMU members;
- Prepare baseline indicators list for EDP which will be basis for comparing project progress and outcomes – a preliminary list of indicators is contained in the Financing agreement.
- Update baseline indicators if the initial baseline indicators in the Financing agreement are needed to be further reviewed or revised depending on policy changes of Government's priority activities;
- Ensure the M&E strategy incorporates a system-wide approach, is flexible and responsive and builds ownership amongst stakeholders;
- Assist PMU to prepare for evaluation teams to conduct the mandatory mid-term and terminal evaluations and follow up on the evaluation results;
- Prepare progress and performance monitoring indicators for EDP components along with information or data collection and responsibility matrix;
- Collect all component reports for preparing consolidated quarterly, semiannual, annual progress reports and project closing reports with the emphasis of performance and outcomes both in English and Mongolian;
- Monitor contract implementation status across project components, including organizing presentations, providing recommendation,
- Maintain and archive project files, including the progress reports of each components of EDP and filled out Contract Management Table (CMT) that is used for monitoring contract implementation both of electronic and hard copies;
- Assist in improving efficiency and outcome of local and overseas trainings across the project including developing feedback form and assessment of training outcomes;
- Undertake such other tasks as may be reasonably requested and/ or assigned by PIU coordinator.

CONSULTANT'S QUALIFICATIONS/ SELECTION CRITERIA

- University degree in appropriate disciplines e.g. in the fields of development studies, social sciences, and/or business administration. Formal training in WB safeguards and project monitoring and evaluation will be an asset;
- A minimum of 5 years of professional experience in project planning, monitoring and evaluation, including data collection and analysis;
- Experience in writing and developing monitoring and evaluation training packages;
- Experience of working with/for international development institutions, hands on understanding of their requirements and work ethics is an asset;
- Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines;
- 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.

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SCOPE OF WORK:

- Prepare, monitor and update regularly the overall and specific Project Procurement Plan of EDP;
- Prepare bid documents for EDP on the basis of the World Bank's sample documents;
- Ensure that all procurement activities are carried out in accordance with and strict adherence to the respective provisions in the Development Credit Agreement of EDP and the World Bank's procurement guidelines;
- Prepare, monitor and update regularly procurement management reports for EDP;
- Monitor the implementation of contracts by selected providers of goods and services to ensure compliance with respective contracts, relevant guidelines, and timely and effective completion of the contracts;
- Provide procurement training, and procurement expertise and advice to staff of MOF and MOFALI;
- Document activities related to the procurements of 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;
- Assist with interpretation, translation of the related documents and disseminate information;
- Maintain Project files, and record incoming and outgoing documents; and
- Undertake such other tasks as may be reasonably requested and/ or assigned by PMU Coordinator and Project Director.

CONSULTANT'S QUALIFICATIONS/ SELECTION CRITERIA

- University degree in business administration, management, finance or commerce, laws, engineering or any relevant to the post field;
- At least 5 years of professional experience in procurement 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;
- Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines;
- Good interpersonal, communication and participatory skills with the ability to function effectively and collaboratively in a team environment;
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SCOPE OF WORK:

Specifically, the responsibilities will include the following, but not limited to:

- Be the officer in charge of the EDP PMU and act as the central coordinating point between the World Bank, Ministry of Food, Agriculture and Light Industry, Ministry of Finance, the Project Steering Committee and working groups for all actions related to the Project implementation;
- Conclude contracts with all staff of PIU; determine and allocate their duties and responsibilities in accordance with the TOR's approved by the World Bank instruct, manage and evaluate their performances; and provide leadership support to PIU staff;
- Assist the Project Director in the implementation of projects;
- Coordinate the preparation of the Annual Work Plans, budgets and procurement plans for all the components of the Project; ensure their timely submission for the World Bank approval;
- Develop and regularly update a detailed project implementation plan for the project with detailed budget in consultation with the MOFALI and WB;
- Open and manage project accounts and ensure proper utilization of the project funds and appropriate accounting and reporting;
- Coordinate and facilitate all communications with the Bank and other implementing agencies;
- Ensure that critical timeline for each component execution is on track and monitor Project development objectives;
- Monitor and supervise the daily activities of the PMU personnel to ensure that administrative duties are performed efficiently, effectively and ethically;
- Conduct regularly meetings with all PMU staff involved in the Project to discuss progress and action plans, and regularly update the Project Director;
- Responsible for ensuring that projects' financing is used for the purposes intended;
- Ensure adequate and timely records are kept for all transactions: financial and qualitative;
- Responsible for preparing progress and financial reports and other project-related documents per Project Implementation Manual (PIM), in close consultation with the MOFALI and the Bank team; and ensure their timely submission to the Bank.
- Prepare and distribute within 30 days of the end of each quarter the financial management report (FMR) for the respective component of the EDP in accordance with the requirements of the International Development Agency (IDA);
- Monitor and identify potential gaps and/or obstacles that may compromise the success of Project implementation, troubleshoot and present appropriate strategies to overcome barriers and improve overall project effectiveness and outcomes;
- Monitor implementation progress of the Project and compile additional progress reporting as specified in the PIM.
- Ensure the establishment of project management systems that support compliance with legal obligations, recording/filing and reporting responsibilities, and effective delivery of project deliverables. The systems should facilitate program review, mid-term reviews and project end-line evaluation;

- Facilitate procurement processes, in compliance with Government and World Bank guidelines, to ensure Project execution, in particular, provide technical inputs to terms of reference and during the procurement process. Lead key activities to ensure design and policies introduced under the Project are best practice;
- Disseminate information on the EDP for the public and the media;
- Such other tasks as may be assigned and/ or delegated by the Project Director.

CONSULTANT'S QUALIFICATIONS/ SELECTION CRITERIA

- Graduate degree in business, social sciences, or relevant field, and at least five years of work experience in project management and business is a prerequisite, or Undergraduate Degree with minimum of ten years of professional experience in relevant fields;
- Experience on working with/for donor projects, especially World Bank projects, is highly desirable;
- Technical and operational background in business development, marketing and/or value-chain development is an advantage;
- Demonstrated ability to systematically document processes, achievements and lessons learned;
- Outstanding verbal, interpersonal, and written communication skills;
- Strong time management and organizational skills;
- Demonstrated ability to work well independently and in a team;
- Demonstrated ability to successfully manage multiple competing priorities;
- Ability to read, write and speak fluent English is mandatory;
- Demonstrate problem solving, leadership, conflict management, and team building skills in order to ensure a productive work environment and achievement of goals.

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