

MONGOLIA  
VEGETABLE PRODUCTION AND IRRIGATED AGRICULTURE PROJECT

Project Coordinator (CS-02)

Terms of Reference

**A. BACKGROUND OF THE PROJECT**

The Government of Mongolia has received a loan and a grant from the Asian Development Bank (ADB) and the Japan Fund for Poverty Reduction (JFPR) to finance the Vegetable Production and Irrigated Agriculture Project (“the Project”). The Ministry of Food, Agriculture and Light Industry (MOFALI) is the project executing agency of the project. The outputs of the project will be (i) efficient and climate-resilient irrigation infrastructure and management systems installed; (ii) environmentally sustainable agriculture production systems improved; and (iii) technical Institutional, and management capacity and coordination strengthened. The project design follows the principles of (i) upgrading irrigation systems; (ii) improving the efficiency of resource use in agricultural production through improved seeds and investment in farming equipment; (iii) improving the quality and safety of end-products for consumers; and (iv) ensuring that there is an opportunity to participate in equitable benefit sharing from the project (for more details on the Project, please refer to the Project Administration Manual and Financing Agreement).

Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified Project Coordinator to carry out following duties.

**B. SCOPE OF THE WORK**

The coordinator will be responsible for preparation of annual work plans and budgets; communicating clearly to PIU staff the activities to be completed; ensuring that Soum-based PIU staff complete assigned activities; monitoring progress according to agreed protocols; maintaining regular contacts with the Project Director to discuss progress and possible need for adjustments or modifications, periodically visiting field locations to have a first-hand knowledge of the situation, and preparing reports for the executing agency, MOF, ADB and JFPR.

Tasks and responsibilities of the coordinator include but are not limited to the following:

(1) Lead the PIU in project implementation including:

(a) As delegated by the project director, provide the lead in project implementation, ensuring all outputs are delivered according to approved work plans and budgets.

(b) Supervise PIU project staff and contractors, ensuring that they follow the annual work plan and budget.

(c) Assist the project director in drawing terms of reference and expected outputs of each PIU project staff, providing coaching where required, and review performance of PIU staff.

(e) Ensure communications among PIU staff and contractors on project work plans, project issues, and project performance.

(f) Conduct periodic PIU project management meetings to address the progress of the work plan and any impediments.

(2) Prepare implementation work plans and PIU budgets including,

(a) Based on the project work plans and related Gantt charts for (i) upgrading of irrigation schemes, (ii) providing small infrastructure, equipment and other selected inputs to farmer groups, and (iii) training, and other support provided to farmers in the irrigation systems, develop annual PIU work plans and budgets with detailed time bound activities and clear assignment of responsibilities and accountabilities and submit them for approval by the project director and ADB.

(b) Coordinate the activities of the PIU and ensure that planned activities are carried out.

(c) Adapt the PAM to more specific needs of the PIU in the form of a Project Management Manual that contains implementation and administrative procedures not already covered by the PAM and conduct related training of PIU staff.

(3) Ensure all ADB and JFPR policies and procedures are disseminated to all project staff and are being complied with including,

(a) Ensure that all PIU staff and consultants are aware of ADB policies, including social and environmental safeguards, gender, anti-corruption, financial management, procurement and disbursement.

(b) Ensure that the ADB Safeguards Policy Statement is shared with all project implementing staff and consultants. Ensure all project activities are in line with project social and environmental safeguards. Make all the Soum coordinators aware of safeguard requirements and due diligence to do when starting project activities to ensure compliance.

(c) Disseminate JFPR policies and procedures to all engaged with project implementation.

(d) Request the Mongolia Resident Mission (MRNM) of ADB for additional training on ADB policies and procedures when needed.

(4) Promote timely implementation of PIU activities,

(a) Ensure timely preparation of contracts with suppliers and communities for various project activities according to ADB procurement standards

(b) Coordinate delivery of consultant work.

(c) Ensure linkages with soum-based local government staff to ensure the latter's input and participation in project activities

(d) Ensure PIU finance specialist actively manages cash flow through the advance account to enable timely implementation.

(e) Regularly oversee the progress of the procurement and consulting recruitment process and ensure key dates and plans of each procurement or recruitment process or signed contract are strictly followed;

(f) Obtain necessary and timely approvals by the project director of work activities; and

(5) Conduct monthly monitoring of PIU activities and expenditures, prepare quarterly progress reports, and annual performance reviews,

(a) Monitoring PIU activities on a monthly basis against the annual work plan and budget, and report on the progress achieved to the project director.

(b) Participate in periodic field reviews of project preparatory and implementation activities, and project-funded inputs and services.

(c) Based on the preceding, prepare quarterly reports in English and Mongolian for submission to MOFALI/MOF and in English to ADB.

(d) Complete annual performance reviews of PIU activities and expenditures highlighting activities outstanding and those that need to be strengthened or modified.

(e) Propose possible revisions of project plans and corresponding reallocation of resources within budget limits.

(f) Complete timely preparation of other reports to the project director, as required.

(g) Undertake such other tasks as may be assigned and/ or delegated by the Project Director.

(h) Organize Project Steering Committee meetings in accordance with the work plan.

(i) Prepare the presentation about the project performance and plan for and attend ADB's quarterly portfolio review meeting together with the project director.

### C. SUPERVISION AND REPORTING

The coordinator will report directly to the MOFALI's Project Director; and will work on a day-to-day basis with the officials appointed by the Project Director on technical matters related to each component implementation.

### D. QUALIFICATIONS/ SELECTION CRITERIA

- The coordinator should have a Graduate degree, preferably in Public Administration, Business Management, Agricultural Economics, Natural Resources Management, or other relevant degrees, or Undergraduate Degree with minimum of ten years of professional experience in relevant fields.

- Knowledge and experience of project administration of multilateral financial institutions-related projects, including ADB, and their rules and guidelines will be a major advantage.

- Preferred candidates will have at least 8 years of overall work experience, of which 5 years in helping deliver the type of outputs specified above, including involvement in, community development, natural resources management, or horticulture in Mongolia.

- The coordinator must have outstanding verbal, interpersonal, and written communication skills;

- Ability to read, write and speak fluent English is mandatory.

- Excellent interpersonal skills with the ability to function effectively and collaboratively in a team environment, and proven leadership skills.

- High professional and personal integrity, and ability to function independently without follow up.

- Be proficient in PC based applications such as Word, Excel, Power Point.

- Hard working, detailed oriented, and able to manage multi-tasks effectively.

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 16 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

MONGOLIA  
VEGETABLE PRODUCTION AND IRRIGATED AGRICULTURE PROJECT

Procurement Specialist -Goods (CS-04/2)

Terms of Reference

A. BACKGROUND OF THE PROJECT

The Government of Mongolia has received a loan and a grant from the Asian Development Bank (ADB) and the Japan Fund for Poverty Reduction (JFPR) to finance the Vegetable Production and Irrigated Agriculture Project (“the Project”). The Ministry of Food, Agriculture and Light Industry (MOFALI) is the project executing agency of the project. The outputs of the project will be (i) efficient and climate-resilient irrigation infrastructure and management systems installed; (ii) environmentally sustainable agriculture production systems improved; and (iii) technical Institutional, and management capacity and coordination strengthened. The project design follows the principles of (i) upgrading irrigation systems; (ii) improving the efficiency of resource use in agricultural production through improved seeds and investment in farming equipment; (iii) improving the quality and safety of end-products for consumers; and (iv) ensuring that there is an opportunity to participate in equitable benefit sharing from the project (for more details on the Project, please refer to the Project Administration Manual and Financing Agreement).

Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified Procurement Specialist for Goods to carry out following duties.

B. SCOPE OF THE WORK

Tasks and responsibilities of the procurement specialist include but are not limited to the following:

- (1) Advise the PIU on best practices in procurement of goods and community participation in procurement, based on the policies and guidelines for procurement of ADB and the Mongolian Government;
- (2) For each goods and community participation in procurement package in the project procurement plan, prepare bidding documents, including technical specifications and BoQ for the goods and community participation in procurement package required, contract conditions that each bidder must accept, and formats/templates for bidders to use in preparing their bids;
- (3) Submit the draft bidding documents for each goods and community participation in procurement package to the EA/IA/BEC and ADB (as required in the procurement plan) for review and approval according to the timelines in the project work plan;
- (4) Supervise the advertisement of the request for bids for the goods and community participation in procurement by the PIU as required;
- (5) Prepare list of qualified bids submitted in response to the request for bids;
- (6) Support the IA/BEC on final evaluation of the bid proposals for technical compliance and financial criteria, and rank the bids;
- (7) Prepare and submit final evaluation report on the bids to the IA/BEC for review and to ADB for approval after review, as necessary;
- (8) Provide advice to the BEC on the bids and evaluation as required;
- (9) Assist the PIU/EA in finalizing a contract with the lowest evaluated bidder;
- (10) Provide information to the Project Steering Committee, as required;
- (11) Review and periodically revise the procurement plan as set out in the PAM and submit revisions through the PIU coordinator to the implementing agency and ADB for approval;
- (12) Regularly monitor progress on procurement and prepare reports for the implementing agency and ADB;

- (13) Report progress of the procurement program on a monthly basis to the PIU project coordinator and complete quarterly and annual procurement reports; and
- (14) Timely advise the client on procurement issues that may impact the achievement of project outcomes (including issues of pre-award and post-award).
- (15) Inform progress of the goods procurement and related consulting services program, including each package via email or report regularly to the project coordinator and provide inputs to quarterly progress report under the guidance of the project coordinator;
- (16) Ensure key dates and plans of each procurement or recruitment process or signed contract are strictly followed in coordination with the project director and project coordinator;
- (17) Provide procurement training, and procurement expertise and advice to staff of MOF and MOFALI;
- (18) 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
- (19) auditing, and translate relevant documents as needed;
- (20) Assist with interpretation, translation of the related documents except that of those already translated for procurement use and disseminate information;
- (21) Undertake such other tasks as may be reasonably requested and/ or assigned by PMU Coordinator and Project Director.

#### C. SUPERVISION AND REPORTING

The procurement specialist will commence inputs immediately after loan effectiveness and will be engaged initially on a full-time basis with intermittent inputs expected after the first 36 months. He/she will report directly to the PIU project coordinator.

#### D. QUALIFICATIONS/ SELECTION CRITERIA

- He/she should have a bachelor's degree in accounting, finance, business administration or laws or any relevant to the post field preferably with at least 2 years of experience in procurement of goods for projects financed by multilateral financial institutions, including ADB
- The procurement specialist should have 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;
  - 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 16 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:

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MONGOLIA  
VEGETABLE PRODUCTION AND IRRIGATED AGRICULTURE PROJECT

Procurement Specialist – Civil Works (CS-04/1)

Terms of Reference

A. BACKGROUND OF THE PROJECT

The Government of Mongolia has received a loan and a grant from the Asian Development Bank (ADB) and the Japan Fund for Poverty Reduction (JFPR) to finance the Vegetable Production and Irrigated Agriculture Project (“the Project”). The Ministry of Food, Agriculture and Light Industry (MOFALI) is the project executing agency of the project. The outputs of the project will be (i) efficient and climate-resilient irrigation infrastructure and management systems installed; (ii) environmentally sustainable agriculture production systems improved; and (iii) technical Institutional, and management capacity and coordination strengthened. The project design follows the principles of (i) upgrading irrigation systems; (ii) improving the efficiency of resource use in agricultural production through improved seeds and investment in farming equipment; (iii) improving the quality and safety of end-products for consumers; and (iv) ensuring that there is an opportunity to participate in equitable benefit sharing from the project (for more details on the Project, please refer to the Project Administration Manual and Financing Agreement).

Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified Procurement Specialist for Civil Works to carry out following duties.

B. SCOPE OF THE WORK

Tasks and responsibilities of the procurement specialist include but are not limited to the following:

- (1) Advise the PIU on best practices in procurement of civil works, based on the policies and guidelines for procurement of ADB and the Mongolian Government;
- (2) For each civil works package in the project procurement plan, prepare bidding documents for civil works required, including technical specifications and BoQ for the civil works required, contract conditions that each bidder must accept, and formats/templates for bidders to use in preparing their bids;
- (3) Submit the draft bidding documents for each civil works procurement package to the EA/IA/BEC/CSC and ADB (as required in the procurement plan) for review and approval according to the timelines in the project work plan;
- (4) Supervise the advertisement of the request for bids for the civil works by the PIU as required;
- (5) Prepare list of qualified bids submitted in response to the request for bids;
- (6) Support the IA/BEC/CSC on final evaluation of the bid proposals for technical compliance and financial criteria, and rank the bids;
- (7) Prepare and submit final evaluation report on the bids to the IA/BEC/CS for review and to ADB for approval after review, as necessary;
- (8) Provide advice to the BEC on the bids and evaluation as required;
- (9) Assist the PIU/EA in finalizing a contract with the lowest-evaluated bidder;
- (10) Provide information to the Project Steering Committee, as required;
- (11) Review and periodically revise the procurement plan as set out in the PAM and submit revisions through the PIU coordinator to the implementing agency and ADB for approval;
- (12) Regularly monitor progress on procurement and prepare reports for the implementing agency and ADB;
- (13) Timely advise the client on procurement issues that may impact the achievement of project outcomes (including issues of pre-award and post-award)

(14) Provide procurement training, and procurement expertise and advice to staff of MOF and MOFALI;

(15) 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;

(16) Inform progress of the civil works procurement and related consulting services program, including each package via email or report regularly to the project coordinator and provide inputs to quarterly progress report under the guidance of the project coordinator;

(17) Ensure key dates and plans of each procurement or recruitment process or signed contract are strictly followed in coordination with the project director and project coordinator

(18) Assist with interpretation, translation of the related documents except that of those already translated for procurement use and disseminate information;

(19) Undertake such other tasks as may be reasonably requested and/ or assigned by PMU Coordinator and Project Director.

### C. SUPERVISION AND REPORTING

The procurement specialist will commence inputs immediately after loan effectiveness and will be engaged initially on a full-time basis with intermittent inputs expected after the first 36 months. He/she will report directly to the PIU project coordinator.

### D. QUALIFICATIONS/ SELECTION CRITERIA

- He/she should have a bachelor's degree in accounting, finance, business administration or laws or any relevant to the post field preferably with at least 2 years of experience in procurement of civil works or goods for projects financed by multilateral financial institutions, including ADB

- The procurement specialist should have 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;

- 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 16 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.

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MONGOLIA  
VEGETABLE PRODUCTION AND IRRIGATED AGRICULTURE PROJECT

Office Manager (CS-09)

Terms of Reference

A. BACKGROUND OF THE PROJECT

The Government of Mongolia has received a loan and a grant from the Asian Development Bank (ADB) and the Japan Fund for Poverty Reduction (JFPR) to finance the Vegetable Production and Irrigated Agriculture Project (“the Project”). The Ministry of Food, Agriculture and Light Industry (MOFALI) is the project executing agency of the project. The outputs of the project will be (i) efficient and climate-resilient irrigation infrastructure and management systems installed; (ii) environmentally sustainable agriculture production systems improved; and (iii) technical Institutional, and management capacity and coordination strengthened. The project design follows the principles of (i) upgrading irrigation systems; (ii) improving the efficiency of resource use in agricultural production through improved seeds and investment in farming equipment; (iii) improving the quality and safety of end-products for consumers; and (iv) ensuring that there is an opportunity to participate in equitable benefit sharing from the project (for more details on the Project, please refer to the Project Administration Manual and Financing Agreement).

Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified Office Manager to carry out following duties.

B. SCOPE OF THE WORK

Key responsibilities of Office manager/Administrative assistant will include the following, but not limited to:

- 1) Project administration unit (PIU) office administration, including facilities and supplies management.
- 2) Administrative support to MOFALI, consultants, ADB and the PIU to arrange meetings and organize events for project-related matters;
- 3) Establish and maintain project documentation and filing system;
- 4) Operate and maintain the telecommunication services of the project;
- 5) Book of transport and accommodation in relation to travel arrangements;
- 6) Prepare, update and maintain an inventory of all project assets;
- 7) Organize meetings, act as the secretary to project meetings, prepare minutes
- 8) Assist in procurement of the PIU office equipment and supplies;
- 9) Translate the documents and assist in delivering project documents to ADB, Ministry of Finance and MOFALI;
- 10) Assist in communication with the consultants and other stakeholders.
- 11) Assist in preparing annual reports/ project reports.
- 12) Such other tasks as may be assigned and/or delegated by the PIU Coordinator and Project Director.

C. QUALIFICATIONS/ SELECTION CRITERIA

- A suitable candidate should have preferably a relevant undergraduate degree such as BA/BSc in economics, financing, marketing, business administration or other relevant degree;
- Incumbent should have at least 3 years relevant professional experience, with 2 years hands-on experience related to the responsibilities specified above;
- Fluent written and spoken skills in English and Mongolian is required;



- Excellent interpersonal skills with the ability to function effectively and collaboratively in a team environment;
- High professional and personal integrity, and ability to function independently without follow up.
- Be proficient in PC based applications such as Word, Excel, Power Point;
- Hard working, detailed oriented, and able to manage multi-tasks effectively;
- Excellent administration and communication skills.

#### D. SUPERVISION AND REPORTING

The Office Manager will commence inputs immediately after loan effectiveness and will be engaged on a full-time basis for the duration of the project. He/she will report directly to the PIU project coordinator.

#### E. CONTRACT DURATION

Contract will be for a period of 12 months and subject to extension upon satisfactory performance.

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 16 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.

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MONGOLIA  
VEGETABLE PRODUCTION AND IRRIGATED AGRICULTURE PROJECT

Monitoring and Evaluation Specialist (CS-06)

Terms of Reference

**A. BACKGROUND OF THE PROJECT**

The Government of Mongolia has received a loan and a grant from the Asian Development Bank (ADB) and the Japan Fund for Poverty Reduction (JFPR) to finance the Vegetable Production and Irrigated Agriculture Project (“the Project”). The Ministry of Food, Agriculture and Light Industry (MOFALI) is the project executing agency of the project. The outputs of the project will be (i) efficient and climate-resilient irrigation infrastructure and management systems installed; (ii) environmentally sustainable agriculture production systems improved; and (iii) technical Institutional, and management capacity and coordination strengthened. The project design follows the principles of (i) upgrading irrigation systems; (ii) improving the efficiency of resource use in agricultural production through improved seeds and investment in farming equipment; (iii) improving the quality and safety of end-products for consumers; and (iv) ensuring that there is an opportunity to participate in equitable benefit sharing from the project (for more details on the Project, please refer to the Project Administration Manual and Financing Agreement).

Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified Monitoring and Evaluation Specialist to carry out following duties.

**B. SCOPE OF THE WORK**

Tasks and responsibilities of the finance specialist include but are not limited to the following:

(1) Establish the PBME system consistent with the DMF project that meets the requirements of the Government of Mongolia and ADB for monitoring of project implementation and achievement of project output, outcome and impact;

(2) Complete an M&E baseline report for the project, including targets set out in the DMF, indicators, and data collected for the baseline including data required by the project’s SDAP, GAP, IEE and other documents;

(3) Develop a monitoring plan for routine monitoring to be used by the PIU and ensure this is approved by the project director;

(4) Assist MOFALI to prepare the TORs for the Mongolia National Remote Sensing Center (NRSC) to assess the increase in cropped area in irrigation schemes (outcome indicator D) using remote sensing technology in 2020 as a baseline, 2022, 2024, and 2026;

(5) Check their findings of the NRSC and collate them into the PBME;

(6) Train PIU staff in generating data for regular monitoring reports, according to the approved monitoring plan;

(7) Review all monitoring activities on an annual basis to ensure the quality of their implementation and prepare the required reports;

(8) Produce a midterm M&E report and a final M&E report for inclusion in the Government’ project completion report.

**C. SUPERVISION AND REPORTING**

The M&E specialist will commence inputs immediately after loan effectiveness and will be engaged on a full-time basis for the duration of the project. He/she will report directly to the PIU project coordinator.

**D. QUALIFICATIONS/ SELECTION CRITERIA**

- University degree in appropriate disciplines e.g. in the fields of development studies, agriculture (agronomy), social sciences, and/or business administration.
- Formal training in safeguards and project monitoring and evaluation will be an asset;
- A minimum of 5 years of professional experience in 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.

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 16 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.

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MONGOLIA  
VEGETABLE PRODUCTION AND IRRIGATED AGRICULTURE PROJECT

Finance Specialist (CS-03)

Terms of Reference

A. BACKGROUND OF THE PROJECT

The Government of Mongolia has received a loan and a grant from the Asian Development Bank (ADB) and the Japan Fund for Poverty Reduction (JFPR) to finance the Vegetable Production and Irrigated Agriculture Project (“the Project”). The Ministry of Food, Agriculture and Light Industry (MOFALI) is the project executing agency of the project. The outputs of the project will be (i) efficient and climate-resilient irrigation infrastructure and management systems installed; (ii) environmentally sustainable agriculture production systems improved; and (iii) technical Institutional, and management capacity and coordination strengthened. The project design follows the principles of (i) upgrading irrigation systems; (ii) improving the efficiency of resource use in agricultural production through improved seeds and investment in farming equipment; (iii) improving the quality and safety of end-products for consumers; and (iv) ensuring that there is an opportunity to participate in equitable benefit sharing from the project (for more details on the Project, please refer to the Project Administration Manual and Financing Agreement).

Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified Finance Specialist to carry out following duties.

B. SCOPE OF THE WORK

Tasks and responsibilities of the finance specialist include but are not limited to the following:

- (1) Prepare and monitor budgets, including,
  - (a) Prepare quarterly and annual budgets for the PIU,
  - (b) Monitor expenditures against budgets on a monthly basis, and
  - (c) Prepare quarterly and annual financial reports of PIU activities;
- (2) Prepare financial reports, including,
  - (a) Monitor expenditures against budget and prepare monthly reports of expenditures,
  - (b) Prepare bank reconciliation statements on a monthly basis,
  - (c) Prepare financial statements and financial reports,
  - (d) Maintain accounting ledgers, and
  - (e) Take responsibility for safe custody of accounting books, and all financial related documents and instruments;
- (3) Manage cash and accounts payable, including,
  - (a) Initiate requisitions for payments,
  - (b) Arrange payments to suppliers, and
  - (c) Pay income and other required taxes of PIU staff and its contractors;
- (4) Initiate requests for project funds and submit to ADB;
- (5) Respond to queries from ADB with respect to financial aspects of the Project;
- (6) Prepare and maintain a fixed asset register; and
- (7) Liaise with external auditors wherever required and facilitate between the government/ADB and the auditor
- (8) Provide inputs to quarterly progress report
- (9) Regularly report financial performance and other project’s financial management-related issues to the project coordinator

- (10) Open the "Designated account" and "Operating account" for the Project, ensuring that the accounts are maintained in accordance with Ministry of Finance and ADB's requirements;
- (11) Ensure 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 receipts with full authorization by the Project Coordinator and following the financial procedures of the Government and the Bank;
- (12) Prepare and submit quarterly project unaudited Interim Financial Reports (IFRs) to the Bank as per the Financing Agreement, Project Administration Manual and Project Management Manual in accordance with consistently applied accounting standards acceptable to the Bank;
- (13) Prepare quarterly status reports for MOFALI and MOF;
- (14) Prepare for Project financial audit and submit audit reports to the Bank, MOFALI and the MOF;
- (15) Undertake such other tasks as may be assigned and/or delegated by the Project Coordinator and Project Director.

### C. SUPERVISION AND REPORTING

The finance specialist will commence inputs immediately after loan effectiveness and will be engaged on a full-time basis for the duration of the project. He/she will report directly to the PIU project coordinator.

### D. QUALIFICATIONS/ SELECTION CRITERIA

- He/she should have Bachelor's degree in Accounting, Business Administration or Finance; a Master's degree in Accounting, Business Administration, or Finance is an asset;
- At least 5 years of experience in Accounting and/or Auditing;
- The specialist should be familiar with accounting under ADB projects and accounting systems used by the Mongolian Government;
- Possession of a CPA certificate is preferred;
- 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;
- 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.

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 16 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.

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MONGOLIA  
VEGETABLE PRODUCTION AND IRRIGATED AGRICULTURE PROJECT

Environmental Specialist (CS-08)

Terms of Reference

A. BACKGROUND OF THE PROJECT

The Government of Mongolia has received a loan and a grant from the Asian Development Bank (ADB) and the Japan Fund for Poverty Reduction (JFPR) to finance the Vegetable Production and Irrigated Agriculture Project (“the Project”). The Ministry of Food, Agriculture and Light Industry (MOFALI) is the project executing agency of the project. The outputs of the project will be (i) efficient and climate-resilient irrigation infrastructure and management systems installed; (ii) environmentally sustainable agriculture production systems improved; and (iii) technical Institutional, and management capacity and coordination strengthened. The project design follows the principles of (i) upgrading irrigation systems; (ii) improving the efficiency of resource use in agricultural production through improved seeds and investment in farming equipment; (iii) improving the quality and safety of end-products for consumers; and (iv) ensuring that there is an opportunity to participate in equitable benefit sharing from the project (for more details on the Project, please refer to the Project Administration Manual and Financing Agreement).

Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified Environmental Specialist to carry out following duties.

B. SCOPE OF THE WORK

Specific duties include the following:

(1) Become familiarized with the project initial environmental examination (IEE), environment management plan (EMP), and loan- and project-specific assurances related to the environment; as well as the three domestic environmental baseline assessments (EBAs) and General EIA Letters issued by the Ministry of Environment and Tourism (MET).

(2) Work closely with the other PIU team members, MOFALI and MET personnel, contractors, and other stakeholders, for effective implementation of the EMP, including mitigation, monitoring, and reporting.

(3) Establish positive and effective working relationships with stakeholders to ensure the EMP is implemented smoothly and that any compliance issues are reported and addressed quickly.

(4) Coordinate the preparation of domestic EBAs for the other irrigation schemes for which EBAs were not prepared during the project processing: (a) assist the PIU Procurement Specialist as needed to prepare the terms of reference; (b) coordinate the work of the domestic firm(s) that will prepare the EBAs; and (c) facilitate the review and endorsement of the EBAs by the MET and issuance of General EIA Letters.

(5) Coordinate the preparation of the ecological survey and impact assessment required for the Okhindiin Tal subproject on timely manner prior to civil works. The terms of reference for the survey are in IEE Appendix 5. Ensure that the assessment, and the development of site-specific mitigation measures for the ecological values of the project area, are developed in close coordination between the survey specialists and the design engineers.

(6) If Detailed EIAs are required by MET (as may be stated in the General EIA Letters): (a) assist the PIU Procurement Specialist as needed to prepare the terms of reference; (b) coordinate the work of the domestic firm(s) that will prepare the Detailed EIAs, and ensure these are prepared in close coordination with the detailed engineering designs (DED); and (d) facilitate the review and endorsement of the Detailed EIAs by the MET. Work closely with the environmental and

engineering firms, MOFALI, and MET, to ensure timely finalization, review, and approval of the Detailed EIAs.

(7) With the other PIU specialists, identify whether the DEDs are consistent with the preliminary designs approved during project preparation; and assess whether the EMP requires updating. In the event that updates to the EMP are required, discuss and submit the proposed changes to MOFALI and ADB for review and endorsement.

(8) Work closely with the PIU, MOFALI, and contractors to ensure that no civil works proceed until the EMP is confirmed to be adequate, and/or that any revisions are approved.

(9) Provide on-the-job training for the PIU, contractors, and other stakeholders as needed to ensure that all agencies are aware of their roles and responsibilities for implementation of the EMP, including the grievance redress mechanism (GRM).

(10) With the PIU Social Specialist, government personnel, and other stakeholders, establish the project GRM. Plan and implement regular and meaningful stakeholder consultations throughout the project implementation, to ensure that (a) the GRM is well understood and known by all stakeholders, (b) any grievances are reported quickly and addressed, and (c) stakeholders, especially local communities and civil society organizations working in the project areas, are well informed of progress relating to environmental safeguards and management for the project.

(11) Screen all proposed activities against the EMP, and work with PIU members and other stakeholders to ensure the project activities comply with the EMP.

(12) Facilitate on-site inspections by government agencies to ensure timely environmental certification and approvals of the completed civil works.

(13) Prepare semi-annual environmental monitoring reports to document the progress for EMP implementation. Submit the reports to the PIU project coordinator and MOFALI for review and consolidation, prior to submission of the progress reports by MOFALI to ADB.

(14) Support the PIU project coordinator in other tasks related to environment safeguards as needed.

(15) Written deliverables. Semi-annual environment monitoring reports, using the template provided by ADB or a domestic format reviewed and approved by ADB.

(16) Under the supervision of the project coordinator, the consultant should work closely with the other PIU staff, government counterparts (including soum government agencies), and other relevant stakeholders, to ensure effective implementation of the project EMP.

### C. SUPERVISION AND REPORTING

The environment specialist will commence inputs immediately after loan effectiveness and will be engaged on an intermittent basis for an expected duration of 12 months. He/she will report directly to the PIU project coordinator.

#### Minimum Qualification Requirements

- He/ She should have graduate degree and 10 years of relevant experience in environmental management for large construction projects;
- Demonstrate experience in environmental impact assessment (EIA) and/or management for projects financed by ADB and/or other multilateral development organizations;
- He/ She should have Strong participatory and facilitation skills, to work with local stakeholders and facilitate consultations resulting in positive outcomes and dialogue;
- He/ She has willingness to regularly travel to all project construction sites;
- He/ She has national certification for environmental assessment, management, and/or monitoring; and
- 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.

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 16 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