



MINISTRY OF FOOD,
AGRICULTURE AND LIGHT
INDUSTRY

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 **the qualified national individuals** to carry out following duties for the Project.

I. BUSINESS DEVELOPMENT SPECIALIST (National)

A. OBJECTIVE OF THE ASSIGNMENT

The main objective of this consultant is to identify, assess, support and strengthen the SMEs' exporting capabilities and access to export market. The consultant will support the development and implementation of the SMEs export development plan and export products to secure new access to export market and/or strengthen existing relationships, and increase visibility of the export products. The consultant will lead the Project Component 2 ensuring timely and successful project implementation and form part of the PIU providing satisfactory technical support to the MOFALI/PIU.

B. SCOPE OF THE WORK

Key responsibilities of Business Development Specialist will include the following, but not limited to:

- 1) Plan and coordinate activities to provide support to the SMEs in non-mining sectors in the areas of company diagnostics, market analysis, preparation and refining of export plans, and assessment of technical assistance needs.
- 2) Provide training and guidance to the SMEs on preparation of export development plan, export capability assessment, and design of appropriate technical assistance or interventions for support by the project.
- 3) Review and assess agricultural and other non-mining products to be prioritized for export.
- 4) Advise SMEs on their international certification application (e.g. HACCP, Halal, ISO, FSSC, LWG, TWM and others), preparation and compliance.
- 5) Support SMEs in developing their long-term export trade operations, and implementing their export development plans.
- 6) Facilitate and undertake assessment on company's export readiness and assist clients to prioritize and identify potential courses of action for export development.
- 7) Initiate appropriate TA support to be implemented under Component 2 and prepare its terms of reference for procurement purpose.
- 8) Review and supervise the international and national consultants' technical work, outputs, results, and contracts' progress with support from the PIU M&E specialist.
- 9) Prepare periodic implementation reports for various project stakeholders such as World Bank, MOF, MOFALI, PSC and PIU as required.
- 10) Such other tasks as may be assigned and/or delegated by the Project Coordinator and Project Director.

C. QUALIFICATIONS/ SELECTION CRITERIA

- **Education:** A suitable candidate should have preferably a relevant graduate degree such as MA/MSc in international trade, economics, production engineering, or MBA;
- **Experience:** Incumbent should have at least 7 years relevant professional experience, with 5 years hands-on experience in export development, related to the responsibilities specified above;
- **Language skills:** Fluent written and spoken skills in English and Mongolian;
- **Other skills:**

- a. Excellent interpersonal skills with the ability to function effectively and collaboratively in a team environment;
- b. High professional and personal integrity, and ability to function independently without follow up.
- c. Be proficient in PC based applications such as Word, Excel and data management, and have excellent web research and navigation skills;

D. CONTRACT DURATION

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

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)*. The attention of interested Consultants is drawn to paragraph 1.9 and 1.11 of the World Bank's Guidelines, setting forth the World Bank's policy on conflict of interest and eligibility.

If you possess the above qualifications, please submit following documents:

1. **Cover letter indicating why you consider yourself suitable for the position,**
2. **Detailed CV highlighting relevant skills/experience,**
3. **Copy of diplomas or certificates and,**
4. **2 reference letters from last two employers in a sealed envelope to the below address, no later than April 23, 2020, 15:00 hours.**

Incomplete applications would not be considered and ONLY short-listed candidates will be contacted. The submitted documents will not be returned to the applicants.

Contact address:

Attn: Ms. Khishgee T.

Floor 6, Room 605, the Ministry of Food, Agriculture and Light Industry
Government Building 9a, Enkhtaivan Avenue 16a, Ulaanbaatar-13381, Mongolia, Phone: 261908.

II. EXPORT MARKET ANALYST (National)

A. OBJECTIVE OF THE ASSIGNMENT

The main objective of this consultant will be responsible for export market research and market intelligence by gathering and evaluating, analyzing information in the target domestic and foreign market with the objective of identifying market opportunities and constraints.

B. SCOPE OF THE WORK

Key responsibilities of **Export Market Analyst** will include the following, but not limited to:

- 1) Plan and coordinate project activities relevant to export market analysis and assessment of technical assistance needs of the client SMEs.
- 2) Carry out preliminary market research and market intelligence, identify potential markets and products, and obtain trade statistics.
- 3) Assess targeted markets and examine consumption and production of competitive products, as well as overall demographic and economic trends in the target country or the target domestic market.
- 4) Devise and evaluate methods for collecting data, such as surveys, questionnaires, and opinion polls and gather data about consumers, competitors, and market conditions.
- 5) Measure the effectiveness of marketing programs and strategies.
- 6) Determine agricultural sector's export potentials and carry out periodic forecast of market and sales trends of agricultural and non-mining sectors, analyze data.
- 7) Based on the analysis of export potential and regular market forecast, draw conclusions and provide policy recommendations to the MOFALI when necessary.
- 8) Closely work with Corporate policy and planning department of MOFALI and prepare periodic analytical reports and interpret, present data results to MOFALI, PIU, and clients SMEs.
- 9) Convert complex data and findings into understandable tables, graphs, and written reports.
- 10) Draw appropriate terms of reference for procurement of expertise for export market analysis under the project.

- 11) Directly supervise and monitor the technical outputs and contracts of international and national consultants relevant to in-depth export market studies and market intelligence and the results of thereof.
- 12) Prepare implementation reports for various project stakeholders such as World Bank, MOF, MOFALI, PSC and PIU as required.
- 13) Such other tasks as may be assigned and/or delegated by the Project Coordinator and Project Director.

C. **QUALIFICATIONS/ SELECTION CRITERIA**

- **Education:** A suitable candidate should have preferably a relevant graduate degree such as MA/MSc in statistics, international trade, economics, production engineering, or MBA;
- **Experience:** Incumbent should have at least 7 years relevant professional experience, with 5 years hands-on experience related to the responsibilities specified above;
- **Language skills:** Fluent written and spoken skills in English and Mongolian;
- **Other skills:**
 - a. Excellent interpersonal skills with the ability to function effectively and collaboratively in a team environment;
 - b. High professional and personal integrity, and ability to function independently without follow up.
 - c. Ability to utilize proven and industry recognized methodologies in analyzing data, strong math and analytical skills and multitasking capability;
 - d. Be proficient in statistical software as well as in PC based applications such as Word, Excel and data management, and have excellent web research and navigation skills;

D. **CONTRACT DURATION**

The consultancy is expected to commence in late April. The duration of the assignment is for 12 months with probationary period of 3 months and subject to extension upon satisfactory performance of the consultant.

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)*. The attention of interested Consultants is drawn to paragraph 1.9 and 1.11 of the World Bank's Guidelines, setting forth the World Bank's policy on conflict of interest and eligibility.

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III. TRAINING AND EXPO CONSULTANT (National)

A. **OBJECTIVE OF THE ASSIGNMENT**

The main objective of this consultant is to organize all trainings, international and domestic fairs and expos planned under the project in a timely and efficient manner, coordinate relevant logistics of these trainings/international and domestic fairs/expos and prepare required reports to the PIU as requested.

B. **SCOPE OF THE WORK**

Key responsibilities of the Training and expo consultant are listed below, but not limited to:

- 1) Assess the current level and quality standards of the training on export development.

- 2) Conduct continuous tailored training needs assessment on SMEs in all exporting sectors on an semi-annual basis.
- 3) Identify and list potential trainers in each sector in accordance to the above needs assessment and carry out the logistics of bringing know-how, international practice, real fact-finding simulated training for each export sector.
- 4) Support the preparation of training related TORs;
- 5) Develop yearly and semi-annual training/trade fairs/expos programs and plans and execute them and relevant logistics (the detailed training plan/programs can be created in quarterly basis or any other time frame requested by the PIU);
- 6) Promote and disseminate export related training/trade fairs/expos documents;
- 7) Provide technical inputs to arrangement with relevant government agencies and overseas counterparts for various trade fairs, expos, study tours, training courses, meetings;
- 8) Execute all internal works and relevant logistics related to training/trade fair/expo;
 - a. Prepare training/trade fair/expo requests and budget estimates in accordance with the approved detailed plan, the standard forms and organizing relevant logistics.
 - b. Manage and maintain all correspondence and communication (contact details) with all trainees;
 - c. Maintain and track all training and expo/trade fair records, relevant files and training incoming and outgoing documents;
 - d. Provide other required support on a daily basis for managing Component 2;
- 9) Assist PIU in evaluating training/trade fair/expos progress, results and impacts;
- 10) Conduct training impact assessment survey and prepare impact assessment report on semiannual basis or as requested by PIU;
- 11) Prepare training/trade fair/expo progress reports both in English and Mongolian on quarterly basis or as requested by PIU;
- 12) Close cooperation with all training service providers such as MNCCI or any other organization;
- 13) Translate training materials if required or as requested;
- 14) Undertake such other tasks as may be reasonably requested and/or assigned by the Project Coordinator of PIU.

C. CONSULTANT'S QUALIFICATIONS/ SELECTION CRITERIA

- **Education:** A suitable candidate should have a Master degree in relevant field: Finance, International Trade & Relations or any other relevant fields;
- **Experience:** Incumbent should have at least 7 years relevant experience related to the responsibilities specified above, and at least 5 years of hands-on experience, including organization of training events, international conferences, workshops. Ideally, the preferred candidate has also an experience with trade fairs/expo events;
- **Language skills:** Fluent in written and spoken English and Mongolian;
- **Computer literacy:** MS Office proficiency such as Word, Excel, PowerPoint, and have excellent web research and navigation skills;
- **Other skills:**
 - a. The candidate shall have high professional and personal integrity, and excellent communication and interpersonal skills with the ability to collaborate effectively with the relevant stakeholders and project implementing entity/responsible bodies;
 - b. Ability to function independently and collaboratively in a team environment;
 - c. Organizational skills with the ability to handle multiple assignments and able to work overtime.

D. CONTRACT DURATION

The consultancy is expected to commence in late April. The duration of the assignment is for 12 months with probationary period of 3 months, and subject to extension upon satisfactory performance of the consultant.

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)*. The attention of interested Consultants is drawn to paragraph 1.9 and 1.11 of the World Bank's Guidelines, setting forth the World Bank's policy on conflict of interest and eligibility.

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IV. ENVIRONMENTAL IMPACT AND SOCIAL SAFEGUARDS SPECIALIST (National)

A. OBJECTIVE OF THE ASSIGNMENT

The main objective of this consultant is to ensure compliance with the World Bank Safeguards Policies and EDP project safeguard instruments on the triggered safeguards policies as specified in the ESMF. The Consultant will form part of the PIU in an intermittent basis and provide technical assistance to the MOFALI to ensure the project complies with the environmental and social requirements of the project.

B. SCOPE OF THE WORK

Key responsibilities of consultant will include the following, but not limited to:

- 1) Manage the environmental and social safeguards work plan for the project to identify resource requirements, timelines, milestones, budgets, bottlenecks, and align project-related safeguards tasks with the PIU's project work plan.
- 2) Establish and Manage the Grievance Redress Mechanism (GRM) for the Project and prepare detailed processes for receiving, managing, recording and closing out complaints, grievances and other project-related feedback and ensure the GRM is well-publicized during all consultations and communications.
- 3) Train PIU staff, key stakeholders, contractors/client SMEs and consultants on use of the GRM.
- 4) Record all grievances and complaints received and report them to the World Bank; ensure close out within expected timeframes and assist with resolving difficult grievances.
- 5) Assist and advise the MOFALI and Mongolian Re in carrying out environment and social management screening on SME/beneficiary proposals, as deemed necessary.
- 6) Review and evaluate proposals from the SMEs. Manage the quality and timeliness of the work to ensure compliance and adherence to the World Bank, Government Agency and EPA standards. Provide technical review.
- 7) Prepare written notice documents and/or recommendation letters to the SMEs/beneficiaries on the assessed and disputed proposals. Detailed assessment report on addressing argument or recommendation may be required;
- 8) Prepare and develop the handbook to the MOFALI and Mongolian Re to screen the Environmental Screening Questionnaires; assess the Environment and Social Management Plan, and the Monitoring Plan;
- 9) Ensure that the SMEs/beneficiaries a) Environmental Management Plan; and b) Monitoring Plan meet the requirements of the ESMF;
- 10) Monitor implementation of the environmental and social safeguard related activities of the Project and submit periodic progress reports to the PIU Project Coordinator and MOFALI.
- 11) Prepare environmental and social impact assessments, social assessments, environmental and social management plans, abbreviated resettlement action plans, environmental audits and other requirements as part of project implementation on an as needed basis.
- 12) Provide technical assistance or advice for the SMEs, beneficiaries for fulfilling the environmental requirements stipulated in project ESMF;
- 13) Review and update the environmental and social safeguard sections of the Project Implementation Manual as required throughout the life of the project.

- 14) Manage responses to environmental or social safeguard related incidents and major non-compliance issues, safeguards instruments, National laws and/or World Bank Safeguards Policies.
- 15) Actively contribute to PIU team meetings, project progress, decision making and other tasks relating to effective delivery of the project's safeguards related work.
- 16) Provide timely advice to the Project Coordinator and key project stakeholders on any major environmental and social safeguards-related issues for which urgent measures are required.
- 17) Develop and maintain a safeguards capacity building plan for the project. Provide ongoing training, awareness raising on project safeguards, policies, and instruments.
- 18) Contribute to the implementation of the project for all 3 components on reviewing TORs for any technical assistance funded by the Project to ensure the safeguard policies and instruments are adequately covered, review subproject proposals in terms fulfilling the ESMF requirements. Review and comment on outputs / deliverables, as deemed necessary.
- 19) Supervise contractor and review contractor's Environmental and Social Management Plan (ESMP) and supervise implementation of the ESMP for physical investments if needed. This may involve site visits and training site supervisors to undertake environmental and social monitoring and spot checks.

C. QUALIFICATIONS/ SELECTION CRITERIA

- **Education:** A suitable candidate should have preferably a relevant graduate degree such as in environmental science, environmental engineering, planning or similar relevant discipline.
- **Experience:** Incumbent should have at least 7 years relevant professional experience, with preferably 5 years hands-on experience on preparing of impact assessments and the implementation of management plans, and applying World Bank safeguard policies or equivalent development partner policy implementation.
- **Language skills:** Fluent written and spoken skills in English and Mongolian;
- **Other skills:**
 - d. Excellent interpersonal skills with the ability to function effectively and collaboratively in a team environment;
 - e. High professional and personal integrity, and ability to function independently without follow up.
 - f. Be proficient in PC based applications such as Word, Excel and data management, and have excellent web research and navigation skills;

D. CONTRACT DURATION

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V. ADMINISTRATIVE ASSISTANT

A. SCOPE OF THE WORK

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

- 1) Administer the project implementation unit's office and be responsible for day to day project correspondence, information sharing, communication with Project beneficiaries;
- 2) Establish and maintain project documentation and filing system; Record and keep track of all in and out documents.
- 3) Furnish updates to the Project Coordinator on the official received letters/documents to follow-up on deadlines and/or changes.
- 4) Render delivery services to the intended recipients as it pertains applicable to the project related operations;
- 5) Prepare all PIU documents and files for MOFALI's archive.
- 6) Conduct translation of documents from/to English and Mongolian.
- 7) Keep records (pictures) of project events, meetings and other relevant correspondences etc.
- 8) Schedule/organize World Bank, beneficiary and any other meetings, set up agendas, communicate meeting schedules, request/book appointments and organize the logistics, act as the secretary to project meetings, prepare minutes;
- 9) Maintain sustainable operation and functionality of all office equipment and take care of office supplies;
- 10) Register and maintain office library for all publications, books that have been financed by the project and PIU;
- 11) Book of transport and accommodation in relation to travel arrangements;
- 12) Prepare, update and maintain an inventory of all project assets;
- 13) Provide support to the Financial management specialist in all operating costs related tasks;
- 14) Assist in procurement of equipment and supplies;
- 15) Assist in communication with the consultants and other stakeholders.
- 16) Such other tasks as may be assigned and/or delegated by the Project Coordinator and Project Director.

B. QUALIFICATIONS/ SELECTION CRITERIA

- **Education:** A suitable candidate should have preferably a relevant undergraduate degree such as BA/BSc in economics, financing, marketing, or BA in business administration;
- **Experience:** Incumbent should have at least 5 years relevant professional experience, with 3 years hands-on experience related to the responsibilities specified above;
- **Language skills:** Fluent written and spoken skills in English and Mongolian
- **Other skills:**
 - a. Excellent interpersonal skills with the ability to function effectively and collaboratively in a team environment;
 - b. High professional and personal integrity, and ability to function independently without follow up.
 - c. Be proficient in PC based applications such as Word, Excel, Power Point;
 - d. Hard working, detailed oriented, and able to manage multi-tasks effectively;
 - e. Excellent administration and communication skills;

C. CONTRACT DURATION

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

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