

**MONGOLIA**  
**VEGETABLE PRODUCTION AND IRRIGATED AGRICULTURE PROJECT**

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

**Advertisement date: 05 August 2020**

**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) Be responsible for recruitment of several consulting services packages from their advertisements to conclusion of the contracts;

- (15) Be responsible for procurement of several community participation packages from their advertisements to conclusion of the contracts;
- (16) Provide procurement training, and procurement expertise and advice to staff of MOF and MOFALI;
- (17) 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;
- (18) 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;
- (19) 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
- (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 for 3 years. 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 3 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 **12PM on 14 August, 2020** to below address:

Room #511, The National Association of Mongolian Agricultural Cooperatives /NAMAC/ Building,  
Peace Avenue 18A/1, Bayanzurkh District, Ulaanbaatar 13381  
Phone:+976 88100853  
[Email:vpia.info@gmail.com](mailto:vpia.info@gmail.com)

#### **Contact address:**

Attn: Ms. Khishgee # 605, Phone: 261908, the Ministry of Food, Agriculture and Light Industry  
Only short-listed candidates will be contacted. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered.

**MONGOLIA**  
**VEGETABLE PRODUCTION AND IRRIGATED AGRICULTURE PROJECT**

**Procurement Specialist -Goods (CS-04/2)**

**Advertisement date: 05 August 2020**

**E. 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.

**F. 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) Be responsible for recruitment of the consulting services from their advertisements to conclusion of the contracts;
- (16) 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;
- (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) Provide procurement training, and procurement expertise and advice to staff of MOF and MOFALI;
- (19) 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
- (20) auditing, and translate relevant documents as needed;
- (21) Assist with interpretation, translation of the related documents except that of those already translated for procurement use and disseminate information;
- (22) Undertake such other tasks as may be reasonably requested and/ or assigned by PMU Coordinator and Project Director.

#### **G. SUPERVISION AND REPORTING**

The procurement specialist will commence inputs immediately after loan effectiveness and will be engaged initially on a full-time basis for period of 3.5 years. He/she will report directly to the PIU project coordinator.

#### **H. 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 3 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;
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