

**VACANCY NOTICE**

**CS-3-26/20: Legal Consultant  
(individual consultant)**

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 and to provide relief support for the COVID-19 recovery.

Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit **the qualified national individual** to provide legal support in all the areas of project implementation.

**SCOPE OF THE WORK**

The consultant will carry out the following:

1. Carry out integrated legal, legislative, regulatory, and/or related factual research and projects on behalf of the MOFALI and the PIU of Export Development Project; prepare interpretive reports based on research findings, and recommends appropriate solutions or actions.
2. Research and/or review key export policies and practices, Effective Partnership Scheme (EPS) procedures, manual, documents, contracts, both existing and proposed, to identify potential legal problems; make recommendations for policy, procedure, or legislative changes, as appropriate, under the administrative direction of Project Director and Project Coordinator.
3. Research and/or review key procurement policies, practices, the signed contracts, draft contracts, draft bidding documents and draft request for proposal to identify potential legal problems; makes recommendations for procedure or process changes, revisions, as appropriate, under the administrative direction of Project Director and Project Coordinator.
4. Review all the draft contracts, including EPS subprojects, to ensure contracts are compliant with the World Bank Procurement Guidelines, the Project Implementation Manual and Mongolian Law, and clear them for signing.
5. Prepare all the draft contracts, excluding EPS subprojects, to ensure contracts are compliant with the World Bank Procurement Guidelines, the Project Implementation Manual and Mongolian Law, and clear them for signing.
6. Support MOFALI and the PIU in all contractual disputes (the project and EPS subproject contracts), litigation and/or other trial-related matters, to include assistance with trial research, preparation, and presentation; drafts pleadings and discovery responses, prepares affidavits, gathers and organizes evidence and other information; drafts position statements or briefs for such proceedings.
7. Work directly with PIU staff on all contractual disputes and litigation cases.
8. Assist MOFALI and the PIU in the preparation of negotiated agreements and settlements with commercial, governmental, and administrative entities, employees, members of the EPS and/or members of the NGO.
9. Provide training and professional expertise to other paralegals (World bank policies and procedures including procurement, Mongolian Law and Legislation including Public Procurement Law and other countries' export and import law and legislations relevant to the project

implementation), and/or provides direction and guidance to PIU staff on specific issues, as appropriate.

10. Undertake continuing education, and remains abreast of current legal issues and trends, as required to maintain appropriate standard and influence successful project implementation within the project development objective.
11. Provide operational guidance and leadership to technical staff in area of specialty.
12. Analyze, interpret and draw inferences from research findings, and prepare reports.
13. Perform miscellaneous job-related duties as assigned by Project coordinator and Project Director.

**(Detailed terms of reference can be obtained at the address below during office hours: 0900 to 1700 hours).**

## **CONSULTANT'S QUALIFICATION/SELECTION CRITERIA**

The selection criteria to assess the technical capacity of the consultant includes the following:

### **Education:**

- Master's degree in Law;
- Certification/Licensure National accreditation as a Certified Lawyer;

### **Experience:**

- At least 7-10 years' experience that is directly related to the duties and responsibilities specified.
- At least 7 years' experience on litigation and legal contract, agreement, and settlement procedures and documentation.
- At least 5 years' experience and knowledge of principles, procedures, and standards for drafting a range of complex legal documentation in area of expertise.
- Advanced working knowledge of legal research principles, methods, techniques, and resources.
- Knowledge of current and emerging developments and trends within area of project implementation.

### **Other:**

- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Advanced verbal and written communication skills and the ability to present effectively to small and large groups.
- Ability to effectively communicate complex legal information to senior staff of Ministries and the Project.
- Strong investigative and problem resolution skills.
- Fluent in written and verbal English and Mongolian

## **CONTRACT DURATION**

The consultancy work is expected to commence in October 2020. The contract duration is 12 months after signing the contract.

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 September 28, 2020, 17:00 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:**

Export Development Project  
Attn: Khulan U., Procurement Specialist  
MERU tower, 6<sup>th</sup> floor, PIU office, Export Development Project  
Jamiyan Gun Street 18-2, 14210  
Sukhbaatar District, 1st Khoroo  
Ulaanbaatar, Mongolia  
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