

MINISTRY OF FOOD, AGRICULTURE AND LIGHT INDUSTRY OF MONGOLIA



Japan
Fund for
Poverty
Reduction



- VACANCY NOTICE -

Date of advertisement: 28 January 2021

The Government of Mongolia received a grant from the Asian Development Bank (ADB) for the “Community Vegetable Farming for Livelihood Improvement Project”, which is funded by the Japan Fund for Poverty Reduction with amount of \$3 million. The project will be implemented between 2018 and 2022. The project impacts to improvement of rural livelihood for smallholder vegetable farmers and resilience and adaptation to climate change. The project has three components namely, (i) Community growers groups established; (ii) Sustainable climate-resilient vegetable farming technology and practices applied.; and (iii) Farmers’ access to markets improved in targeted 4 soum administrations of Darkhan-Uul, Tuv, Selenge, and Uvsaimags. Thus, under the project, the MOFALI is seeking to recruit a qualified following national staffs for Project Implementation Unit (PIU).

Project Coordinator

Objective of the assignment

Lead the PIU and field coordinators in 4 project soums in project implementation, prepare implementation work plans and PIU budgets, ensure all ADB and JFPR policies and procedures are disseminated to all project, staff and are being complied with.

Scope of work

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 and the MOF and ADB.

Detailed tasks

- (i) As delegated by the project director, lead the PIU in project implementation, ensuring all outputs are delivered according to approved work plans and budgets.
- (ii) Represent the project director as required for project related matters.
- (iii) Supervise PIU project staff and contractors, ensuring that they follow the annual work plan and budget.
- (iv) Assist the project director in discussing terms of reference and expected outputs of each PIU project staff, providing coaching where required, and review performance of PIU staff.
- (v) Ensure communications among PIU staff and contractors on project work plans, project issues, and project performance.
- (vi) Conduct monthly PIU project management meetings that address the progress of the work plan and any impediments.
 - (i) Based on the project work plans and related Gantt charts for (i) assisting local communities in setting up CGGs, formulating CGG operating rules, and drafting community group action plans (CGAP), (ii) providing small infrastructure, equipment and other selected inputs to community groups, and (iii) training of, and other support provided to CGGs in implementing CGAPs, 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.
 - (ii) Coordinate the activities of the PIU and ensure that planned activities are carried out.
 - (iii) 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 PAM, and conduct related training of PIU staff.

- (i) Ensure that all PIU staff and consultants are well aware of ADB policies, including social and environmental safeguards, gender, anti-corruption, financial management, procurement and disbursement.
- (ii) 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.
- (iii) Disseminate JFPR policies and procedures to all engaged with project implementation.
- (iv) Request ADB MRNM for additional training on ADB policies and procedures when needed.
- (i) Ensure timely preparation of contracts with suppliers and communities for various project activities according to ADB procurement standards
- (ii) Coordinate delivery of consultant work.
- (iii) Ensure linkages between soum-based PIU staff and non-PIU local government agency staff to ensure the latter's input and participation in project activities
- (iv) Ensure PIU finance specialist actively manages cash flow through the imprest account to enable timely implementation.
- (v) Obtain necessary and timely approvals by the project director of work activities.
- (i) Monitoring PIU activities on a monthly basis against the annual work plan and budget, and report on the progress achieved to the project director.
- (ii) Participate in periodic field reviews of project preparatory activities, implementation of CGAPs and delivery of project-funded inputs and services.
- (iii) Based on the preceding, prepare quarterly reports for submission to MOFALI/MOF and ADB.
- (iv) Complete annual performance reviews of PIU activities and expenditures highlighting activities outstanding and those that need to be strengthened or modified. Propose possible revisions of Project plans and corresponding reallocation of resources within budget limits.
- (v) Complete timely preparation of other reports to the project director, as required.
- (vi) Organize Project Steering Committee meetings in accordance with the work plan.

Duration: 47 person-month, expected start date is July 2018

Minimum Qualification Requirements:

- The candidate shall have a university degree, preferably in public administration, business management, agricultural economics, agronomy, or natural resources management. He/she must have experience in implementing a project of a multilateral development bank, preferably ADB, or another international development organization.
- Preferred candidates will have at least 8 years of overall work experience, of which 5 years in helping deliver the type of outputs specified below, including involvement in, community development, natural resources management, or horticulture in Mongolia.
- They must have led PIUs and have strong communication skills. The candidate must be fluent in the English language, both spoken and written.

CONTRACT DURATION: Contract will be for a period of 12 months.

- Qualified candidates must submit a cover letter, detailed CV in ADB format, copy of diplomas or certificates, and a reference letter of last two employers in a sealed envelope, no later than **February 4, 2021, 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. Mandukhai /mandukhai@mofa.gov.mn/ # 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