

## MINISTRY OF FOOD, AGRICULTURE AND LIGHT INDUSTRY OF MONGOLIA



Japan  
Fund for  
Poverty  
Reduction



### - VACANCY NOTICE -

#### **Date of advertisement: 2 July 2018**

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 staff for Project Implementation Unit (PIU).

#### **Position- Procurement Specialist**

##### **Objective of the assignment**

Plan, implement, monitor and report the project’s procurement activities. The position will report to the PIU project coordinator.

##### **Scope of work**

The appointee will carry all procurement-related duties of the project based on ADB and MOF regulations, namely: (i) preparing and standardizing procurement-related documents; and (ii) implementing, managing, and monitoring the project’s procurement.

##### **Detailed tasks**

- (i) Advise the PIU on best practices in procurement, based on the policies and guidelines for procurement of ADB and the Mongolian government.
- (ii) For each package in the project procurement plan, prepare bidding documents for the goods or services required. These are to include technical specifications for the good or service required, contract conditions that each bidder must accept, and formats/templates for bidders to use in preparing their bids.
- (iii) Submit the draft bidding documents for each procurement package to the PIU and ADB for approval, according to the timelines in the project work plan.
- (iv) Advertise the request for bids for the goods or services as required.
- (v) Prepare a list of qualified bids submitted in response to the request for bids.
- (vi) Evaluate the bid proposals for technical compliance and financial criteria, and rank the bids.
- (vii) Prepare and submit an evaluation report on the bids to the PIU and ADB for approval, as necessary.
- (viii) Provide advice to the PIU on the bids and evaluation as required. Provide information to the Project Steering Committee, as appropriate.
- (ix) Assist the PIU in finalizing a contract with the first-ranked firm.
- (x) Review and periodically revise, as required by ADB and the PIU, the procurement plan negotiated between ADB and the executing agency under the grant contract. Submit revisions to the PIU and ADB for approval.
- (xi) Regularly monitor progress on procurement and prepare reports for the PIU and ADB. Report progress of the procurement program on a monthly basis to the PIU project coordinator and complete quarterly and annual procurement reports.

**Duration:** 23 person-month intermittent, expected start date is July 2018

**Minimum Qualification Requirements:**

- The candidate shall have a bachelor degree in law, accounting, finance or business administration
- preferably with 5–10 years of experience as a national procurement officer under a development project; and past experience in procurement in an ADB project.
- The candidate shall be familiar with procurement systems of the Mongolian government and the rules, regulations, and practices of procurement and contracting in general, and have a good command of spoken and written English.

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 to below address by 15:00 o'clock, 24 August 2018.

- Address: Room 704, Ministry of Food, Agriculture and Light Industry
- Government Building IXb, Bayanzurkh District, Ulaanbaatar 13381, Enkhtaivnii
- avenue 16a, Mongolia, Tel: 261908
- Incomplete applications shall not be accepted. Only successful candidates may be contacted for interview.