

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 staffs for Project Implementation Unit (PIU).

Position 1- 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.

Position 2- 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.

Position 3 - Finance Specialist

Objective of the assignment

Prepare and monitor budgets. Prepare financial reports. Manage cash and accounts payable. Request funds from ADB and prepare financial reports for ADB. Accounting management. The position will report to the PIU project coordinator.

Scope of work

The finance specialist will (i) prepare quarterly and annual budgets, (ii) prepare quarterly and annual financial reports, (iii) track the progress of disbursement under the project, (iv) perform cash management and disbursements, (v) maintain a fixed asset system, (vi) calculate and pay personal income tax of staff contracted for the project, and (vii) prepare financial and disbursement documents and other financial reports.

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

Minimum Qualification Requirements:

- The candidate shall have a bachelor degree in accounting, finance or business administration
- 5 to 10 years of proven experience in accounting in the public or private sector. The candidate will be familiar with accounting under ADB projects and accounting systems used by the Mongolian government.
- The candidate must have a good command of spoken and written English.

Position 5 - Office Manager

Objective of Assignment

Provide administrative, management, and technical supports to the project.

Scope of Work

The specialist will support the PIU project coordinator, the community development expert, the PIU finance specialist, and the PIU procurement specialist in information-related needs and in ensuring smooth functioning of office equipment. The position will report to the PIU project coordinator.

Detailed Tasks

(i) Maintain project files and records. (ii) Assist in preparing reports, as required. (iii) Arrange external and internal meetings, and workshops. (iv) Prepare minutes of external and internal meetings. (v) Make logistic arrangements for project activities.

(i) Translate documents from Mongolian into English and vice versa, as required. (ii) Ensure smooth functioning of office equipment and security of project-related information. (iii) Undertake other IT-information-related tasks on an ad hoc basis.

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

Minimum Qualification Requirements:

- The candidate shall have a bachelor degree or equivalent in business administration, secretarial or other related fields
- Least 2 years of relevant experience in the public or private sector.
- The candidate shall be proficient in main office software applications and be fluent in spoken and written English.

Qualified candidates must submit a cover letter, civil servant application form, detailed CV in ADB format, copy of diplomas or certificates, and a reference letter of last two employers to below address by 17:30 o'clock, 26 Sep 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.