



AIMAGS AND SOUMS GREEN REGIONAL DEVELOPMENT INVESTMENT PROGRAM

NOTICE OF VACANCY (advertisement)



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BACKGROUND OF THE PROJECT

The program represents a fundamental paradigm shift in applying a transformative model to promote green territorial development and urban rural linkages, whereby livable human settlements aimag (province) and soum (subunit of an aimag) centers become anchors of green agribusinesses that promote sustainable, resilient, and high carbon sequestration rangeland management. Initially focusing on Mongolia's western aimags, the program will promote climate finance and private sector investment mechanisms that can be replicated across the country.

The program will be implemented with the financing of loans and grants from the Asian Development Bank (ADB), the Green Climate Fund (GCF) and the European Investment Bank (EIB).

The executing agency is the Ministry of Economy and Development (MED). The MED will implement the Investment Program together with the Ministry of Construction and Urban Development (MCUD), the Ministry of Food, Agriculture and Light Industry (MOFALI), and the Ministry of Finance (MOF), the implementing agencies.

The investment program will have a long-term duration of 10 years.

Under the project, the MED is seeking candidates for the following positions for the Ulaanbaatar Central PIU:

1. Coordinator
2. Chief Engineer

TERMS OF REFERENCE FOR THE ULAANBAATAR CENTRAL PIU STAFF

1. PIU COORDINATOR

Objective of the Assignment

The objective of this position is to ensure the effective implementation of the project. The PIU coordinator will be responsible for the implementation of the program such as project planning, monitoring, stakeholder coordination, reporting and risk management.

Contract: Full-time for 1 year with possible extension based on performance.

Location: Ulaanbaatar

Detailed Tasks and/or Expected Output

Specifically, the PIU coordinator will

- (i) manage the staff and consultants of the PIU;
- (ii) assume overall responsibility for coordinating and implementing project activities in accordance with the project implementation schedule, investment and financing plan, procurement plan and other project documents, and the annual action plan and budget for the project, to ensure timely achievements of performance targets in compliance with the loan agreement, ADB policies and procedures, and the national laws and regulations;
- (iii) implement the duties and responsibilities set forth in Order 196 of the Minister of Finance;
- (iv) cooperate with the executing and implementing agencies and ADB;
- (v) ensure that the draft budget of the Ministry of Economy and Development, which is submitted to the Ministry of Finance, includes sufficient stakeholder funding;
- (vi) monitor the project, including reviewing and coordinating the school/kindergarten baseline data and arranging for updates as necessary;
- (vii) prepare quarterly and annual reports on the progress of the project (including the monitoring matrix of results, activities and gender action plans) for review by contractors and implementing agencies, and prepare these reports in a high-quality manner and submit them to ADB on time;
- (viii) act as Secretary of the projects steering committee;
- (ix) monitor project activities and the results of the design and monitoring framework objectives and indicators and report to ADB, executing and implementing agencies;
- (x) under the guidance of a gender consultant, with the support of senior training and public participation specialists and coordinators from the four regions, to act as a primary gender specialist for the project to oversee the implementation, monitoring and reporting of the gender action plan;
- (xi) support the Ministry of Economy and Development in the selection of consultants and monitor the activities;
- (xii) ensure general coordination between the members of the consultant team;
- (xiii) develop an annual project work plan to be approved by the Ministry of Economy and Development;
- (xiv) ensure that procurement and capital flows are regulated in accordance with ADB guidelines and government requirements;
- (xv) responsible for annual audits of program financial statements and timely reporting;
- (xvi) support ADB's oversight by preparing a project implementation report in advance of ADB's project inspections ("review missions"), assisting the monitoring team in developing plans, attending team meetings, and providing new information;
- (xvii) coordinate and monitor full range of work in the planning, implementation and supervision of the Tranche 2; and
- (xviii) ensure that all complaints are handled properly.

(xix) Any other tasks as needed.

Minimum Qualification Requirements

- A Master's degree or higher in a relevant field such as management, engineering, public administration, natural science, physics, research or another technical field related to the project.
- A minimum of 5 years of experience in one or more following sectors; infrastructure, clean energy or energy, agriculture, natural resources, natural sciences, research, analysis, or water.
- Demonstrated capacity to work collegially and creatively within a team as a leader and with partners.
- Proven understanding and knowledge of the laws and regulations of the Government of Mongolia.
- A strong understanding of agriculture and infrastructure development processes, as well as renewable or clean energy technologies and energy-efficient solutions.
- Proficiency in both written and oral English.
- Prior experience with international organizations is advantage.
- Experience in natural science projects is preferred.

2. CHIEF ENGINEER

The objective of the Chief Engineer is to provide expertise to the project team in contracting and managing the design and/or construction companies for the civil works and technical supervision in monitoring the progress of implementation the construction works foreseen in the Output -1 of the project and investment program.

Contract: Full-time for 1 year with possible extension based on performance.

Location: Ulaanbaatar

Detailed Tasks and/or Expected Output

The Chief Engineer will work closely with the civil works contractors and executing and implementing agencies. The Chief Engineer will report to the Deputy Coordinator of Construction and Urban Development and ASDIP PIU Coordinator, who will be the main link between ADB, the executing and implementing agencies, the PIUs, other consultants, and other concerned project entities including participating local government agencies.

More specifically, the Chief Engineer is expected to perform the following tasks:

- (i) provide technical expertise and support for contracting the detailed engineering design (DED) services, including the support for preparation and evaluation of the technical and engineering specifications and requirements, preparation of the bidding documents, contract management and other relevant engineering tasks;
- (ii) support the contracted companies in the optimization of DED for the civil engineering tasks, including the installation of heating systems and other energy efficiency works;
- (iii) ensure that all documents, permits for the preparation of DED and the execution of the civil works and other necessary decisions are technically correct and are in compliance with the requirements of the respective technical codes and standards, and are adequately consulted and discussed with the relevant parties, including the MCUD, technical expertise and other relevant agencies;
- (iv) provide support for contracting the civil works (support for preparation and evaluation of the technical specifications and requirements, technical supervision, preparation and evaluation of bidding documents, and other engineering tasks);
- (v) carry out overall coordination of the activities of the recruited team of engineers for the supervision of the civil works;
- (vi) carry out quality control of the civil works for thermal insulation, installation of equipment (biomass boilers, solar collectors, and photovoltaic systems), reconstruction of heating systems in multi-story residential buildings, and other required engineering tasks;
- (vii) provide technical assistance to beneficiaries during the implementation of works.
- (viii) ensure the application, obtaining and approval of all the required documentation and permits for each construction site; supervise and obtain all necessary approvals during the project implementation and completion; ensure that licenses and authorizations, as necessary and appropriate are in place, and proactively stop any works in case of withdrawal, suspension or expiration of such, immediately presenting a report in this respect to the beneficiary and the project manager;
- (ix) be responsible for the adequate filing of technical documentation;
- (x) participate in the technical committees at the advanced and final phases of completion of the civil works.
- (xi) prepare and update the schedule of works implementation for each site;
- (xii) ensure application of the sustainable and green and energy-efficient construction policy;
- (xiii) support in reviewing of interim payment certificates (IPCs) from the civil works contractors;
- (xiv) supervise the reconstruction of the urban infrastructure, including the water supply, heating, sewerage and other systems in the buildings constructed under the investment program;
- (xv) provide the bi-weekly progress reports of the civil works progress on the project sites.

Minimum Qualification Requirements

The Chief Engineer will (i) be a certified engineer in Mongolia and have extensive in-depth skills and proven practical experience in detailed engineering design, project management and supervision experience with minimum of 10 years of experience in engineering or project management; (ii) at least 8 years of working experience in the field of engineering and construction supervision for development aid initiatives and/or development projects, of which a minimum of 5 years' experience is in similar projects; (iii) excellent oral and written communication skills in English; (iv) have strong understanding of the technical aspects related to the infrastructure, energy, sustainable development, urban-rural, and project management principles; (v) preferable experience in implementing projects financed by international financial institutions (including ADB) in Mongolia; and (vi) the ability to work productively in a team with counterparts and wider project stakeholders.

APPLICATION PROCEDURE

Deadline: All documents should be submitted both through the e-mail below and in person to the following contact address before **11:00 AM on 26 Aug 2024**.

- i Curriculum vitae in English and Mongolian, with recent photo taken within the last 6 months,
- ii Copies of diplomas and relevant certificates with English translation,
- iii Copy of national citizenship ID,
- iv Copies of the Labor and Social Insurance books (first page and subsequent pages indicating the employment mobility),
- v Reference or recommendation letters from current and/or previous employer,
- vi Cover letter in English.

The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. Only short-listed candidates will be contacted.

Contact address:

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