

MINISTRY OF EDUCATION AND SCIENCE
L3594-MON Sustaining Access to and Quality of Education During Economic Difficulties
Project

Terms of Reference and Consultant Recruitment Plan for national individual
consultant/Information Technology Specialist

Information to be entered in the PROFILE section of CMS for IC-07/01

Consultant Type	Individual
Selection Method	Individual Consultant Selection (ICS)
Source	National
Technical proposal	Not Applicable
Selection Title	Sustaining Access to and Quality of Education During Economic Difficulties Project
Package Number	IC-07/01
Package Name	Information Technology Specialist
Advance Action	No
Approval Number	L3594-MON
Approval Date	20 Nov 2017
Engagement Period	8.04 months (estimated)
Consulting Services Budget	USD 24,325.67
Budget Type	Estimated
Open to non-Member Countries	No
Estimated Short-listing Date	28 May 2024
Estimated Commencement Date	18 Jun 2024
Selection Team:	CSC
Agencies:	Mr. Bat-Erdene Director of E-Policy , Statistics Information Department, Ministry of Education and Science (MES)

1. BACKGROUND

Within the scope of the Sustaining Access to and Quality of Education During Economic Difficulties Project, the Ministry of Education and Science (MES) has undertaken specific initiatives aimed at enhancing the planning and management of education services and expenditures. In pursuit of this objective, the GIS-based real-time information system was developed, which serves to identify the needs for school and kindergarten construction, expansion, and rehabilitation, facilitate data collection and analysis, and formulate the investment budget for the education sector. Furthermore, as part of this project, the MES has developed a teacher training platform to support online and blended learning for teachers, a business intelligence system, and an e-budgeting tool for budgetary functions and procedures.

2. SCOPE OF THE CONSULTING SERVICE

The scope of the consultant's assignment is to support the implementation of information technology activities for the project. The consultant will be responsible for timely implementation of the activities by providing the required assistance to the Project Implementation Unit (PIU) and

other stakeholders such as the MES, General Authority for Education (GAE), Education Evaluation Center (EEC), and Education Information Technology Center (EITC).

Detailed Tasks and/or Expected Output

1. Manage and provide professional support to the MES and consulting firm on the upgrading, integration, and completion process of the GIS-based real-time planning system in education sector;
2. Manage and monitor the consulting firm's progress in the improvement of statistics and mathematical modeling based on analysis of current data in the GIS-based real-time system and support to the MES to increase the possibility of using the results in the decision-making process;
3. Manage and monitor the consulting firm's progress on improvement of the school mapping and educational clusters development, and analysis on the situation resulting from various relevant policies and strategies;
4. Analyze the use and results of the BI system following the EEC requirements;
5. Provide professional support to the MES, GAE, and EITC to ensure the full participation of relevant parties for the use and upgrade of the bagsh.edu.mn platform, integration, and completion process which was developed to support the continuous professional development of teachers for use in training activities;
6. Support to develop and deliver online training module on the use of system bagsh.edu.mn together with GAE and relevant parties;
7. Prepare information, presentations, and shall report to MES related the information technology activities of the project and act as the main focal point of responsibility at the level of the PIU, professional support to MES and other stakeholders for use of the information systems developed under the project;
8. Organize capacity building training for the relevant people of the main stakeholders in case of need regarding the use of the systems developed within the project;
9. Be responsible for the technical issues related to information technology at the PIU office;
10. Perform other necessary tasks related to information technology and data analysis within the scope of work assignments.

Output/Reporting Requirements:

Deliverables	Type	Estimated Submission Date
Detailed Work Plan	Others	24 Jun 2024
Inception report	Report	28 Jun 2024
Quarterly report 1	Report	30 Sep 2024
Quarterly report 2	Report	31 Dec 2024
Final report	Report	07 Feb 2025

Minimum Qualification Requirements

General qualifications (20%)

- Bachelor's degree in information technology, system analysis or data analysis;
- Master's degree or higher degree would be an advantage.

Work experience (70%)

- Work experience minimum 5 years in the field of information technology and data analysis;
- Experience on data gathering and data analysis for decision-making level (work in the field of education is an advantage);

- Experience in researching and comparative analysis of relevant laws and regulations would be an advantage.

Other experience (10%)

- Ability to collect, classify, and work on large databases;
- Problem solving, analytical and reporting skills;
- Teamwork capabilities;
- Good communication skills;
- Good speaking and writing skills in English.

Application process:

Interested applicants should submit an expression of interests consisting of the following documents, prepared in English and Mongolian languages:

- Cover letter (maximum two pages) highlighting the candidate's qualities, skills, and work experience that align with the selection criteria;
- Curriculum vitae prepared in CV template for ADB template;
- A reference letter from the latest employer;
- Copies of all diplomas and certificates;
- Other supporting documents (such as information on previously conducted similar works, experiences and proof of skills and qualifications etc).

Schedule and Places of Assignment				
Schedule Type: Time-based / Intermittent				
Max. Working Days/Week: 5 for Office /the MES and PIU office/				
City and Country	Working Days	Estimated Start Date of the contract	Estimated End Date of the contract	Other Details
Ulaanbaatar, Mongolia	177 days	18 Jun 2024	28 Feb 2025	
Total	177 days			

3. COST ESTIMATE IN CMS TEMPLATE

National Inputs: $8.04 \times 22 = 177$ working days (8.04 person-months)

A. Services in Field/Home (Local)	No. of working days		Rate	Total Amount
Remuneration	177		USD 100	USD 17,700.00
Sub-Total				USD 17,700.00
B. Out-of-Pocket Expenses (Local)	No.	Unit	Unit Cost	Total Amount
Report preparation, production and transmission	5	unit	USD 60	USD 300.00
Seminars, Workshops, Training	5	unit	USD 162	USD 810.00
Sub-Total				USD 1,110.00
Contingency:			USD 885	USD 885.00
Total Cost				USD 19,695.00

4. CONSULTING SERVICE RECRUITMENT NOTICE IN CMS TEMPLATE

Details of CSRN	
CSRN Waived	No
Publication Date	(estimated on 14 May 2024 as soon as the approval is received)
Duration of Advertisement	14 days
Deadline of Submitting EOI	(estimated 28 May 2024)
Name of contact person	Mr. Bat-Erdene Director of E-Policy , Statistics Information Department, Ministry of Education and Science (MES)
e-mail of contact person	t.baterdene@mecs.gov.mn
Additional Information	
Possibility of contract extension	Not known
Possibility of consideration for downstream assignment	No
Indefinite Delivery Contract	No
Country of assignment	Mongolia
Country of eligibility for national consultants	Same as country of assignment above
EOI template	
Maximum consultancy work reference	10
Maximum words for Other Information	500
Allow uploading of attachments to the EOI	Yes

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