



MINISTRY OF
FINANCE MONGOLIA



ASIAN DEVELOPMENT BANK

LOAN 3313-MON: REGIONAL UPGRADES OF SANITARY AND PHYTOSANITARY MEASURES FOR TRADE PROJECT

VACANCY ANNOUNCEMENT

The Government of Mongolia is implementing the Regional Upgrade of Sanitary and Phytosanitary Measures for Trade Project under the Asian Development Bank (ADB) financing. The project objective is to improve the sanitary and phytosanitary control, testing, and inspection systems in Mongolia in compliance with the World Trade Organization (WTO) Agreement on the Application of SPS measures to increase agriculture and food trade and diversify its economy. The executing agency (EA) is the Ministry of Finance and the implementing agencies (IAs) are the Mongolian Customs General Authority and the General Agency for Veterinary Services. The **Environmental Specialist/consultant** will be engaged on an **intermittent basis**.

The specialist will be responsible for the implementation of the environmental management plan (EMP) and environmental compliance monitoring of the project. He/She will be identifying environment-related implementation issues and will take necessary corrective and preventative actions. He/She will be acquainted with Mongolian regulations and procedures of environmental regulations and ADB safeguards' policy statement on environmental safeguards and public consultation and managing effectively with local communities.

Tasks and responsibilities will include:

- Review the initial environmental examination (IEE) and project EMP, as well as the domestic detailed Environmental Impact Assessment (DEIA) to understand the environmental issues associated with the project area and the planned works; identify if there are any changes in the project sites of baseline environmental conditions; review and monitor implementation of the EMP and update IEE/EMP, if required;
- Ensure the operation and functioning of a project level grievance redress mechanism (GRM) in accordance with GRM procedures defined in the IEE, coordination consultation with local stakeholders as required; act as a focal person in the Project Implementation Unit (PIU) for coordinating the GRM and for receiving and addressing grievances and complaints from stakeholders and residents; ensure that all complaints are promptly reported to the PIU, EA, IAs and ADB.
- Make sure that all safeguards' obligations, and mitigation measures as outlined in the EMP and other project documents will be implemented in accordance with the ADB safeguard policy statement and national requirements including field visits to the project sites to monitor their implementation;
- To be in charge of and establishing a mutual understanding between the contractor and local stakeholders within the subject of the work schedule with no obstacles, and measures to be taken to reduce dust and traffic obstacles.
- Guide the civil works contractors to prepare and implement site-specific environment management plan (SEMP)s;
- Review the bidding documents to ensure compliance with environmental clauses in the concerned documents (EMP, loan agreement);

- Prepare the annual EMP and SMP progress reports for 2024-2025, assessing and documenting progress and results of environmental monitoring and compliance of EMP implementation, identifying non-compliances and corrective actions.
- To be in charge of causing the IAs to (a) implement the Social Development Action Plan (SDAP), (b) monitor the project performance under the SDAP; and (c) report on the project progress in achieving the SDAP targets in the project's quarterly progress reports and annual reports.
- Ensure that the contractors implement SEMP and SDAP in accordance with the approved documents by local authorities. Review the progress reports against the implementation of the SEMP and SDAP on behalf of the PIU.
- Prior to midterm review and project completion missions, conduct comprehensive EMP implementation performance reviews, and draft EMP implementation performance review reports as appendixes to midterm review reports and project completion reports, respectively.
- Assist the Project Coordinator in preparing annual action plans and budgets for the Project concerning activities related to environmental safeguards;
- Assist the M&E Specialist in preparing sections on environmental safeguards and loan covenants to be included in quarterly and annual progress reports.

The applicant must possess and demonstrate the following qualifications:

- A graduate degree in environmental sciences and other relevant disciplines;
- At least 5 years of experience in conducting environmental assessments, preparing EMPs and other safeguards documentation, and coordinating the implementation of SEMP under projects financed by IFIs;
- Proven understanding and knowledge of the laws and regulations of the Government of Mongolia as well as ADB policies and guidelines;
- Proficiency in written and oral English and Mongolian languages;
- Proficiency with Microsoft Office (MS Word, MS Excel, and MS PowerPoint) and web skills are required;
- Ability to work independently;
- High standards of professional and work ethics;
- A good team player; and

The Consultant will be selected in accordance with the relevant regulations of the Government of Mongolia and the Asian Development Bank. If you possess the above qualifications, please submit a **cover letter** indicating why she/he considers her/himself suitable for the position, a detailed **CV** highlighting skills/experience, copies of diplomas or certificates and two reference letters from the last two employers.

Deadline for the submission of the application:

A hard copy of applications for a vacancy shall be submitted to the PIU office located at MN Tower, 14th-floor #1404, Chingeltei District, Ulaanbaatar, Mongolia. Phone: 7000-3313.

All documents should be submitted no later than **16:00 on June 20, 2024**. Only short-listed candidates will be contacted for an interview. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. If you need any further details, please feel free to contact us.

**TERMS OF REFERENCE
FOR
ENVIRONMENT SPECIALIST**

(national, intermittent)

I. Objective and purpose of the assignment

1. The Government of Mongolia is currently implementing the Regional Upgrade of Sanitary and Phytosanitary Measures for Trade Project under the Asian Development Bank (ADB) financing. The project objective is to improve the sanitary and phytosanitary control, testing, and inspection systems in Mongolia in compliance with the World Trade Organization (WTO) Agreement on the Application of SPS measures to increase agriculture and food trade and diversify its economy. The executing agency (EA) is the Ministry of Finance and the implementing agencies (IAs) are the Mongolian Customs General Authority and the General Agency for Veterinary Services. The **Environmental Specialist/consultant** will be engaged on an **intermittent basis**.
2. The specialist will be responsible for the implementation of the project environmental management plan (EMP), monitoring the EMP implementation, reporting as per the EMP and ensuring the environmental compliance. He/She will be identifying environment-related implementation issues and will take necessary corrective and preventative actions. He/She will be acquainted with Mongolian regulations and procedures and ADB safeguards policy statement's environmental safeguards and public consultation and managing effectively with local communities.

II. Tasks and responsibilities

- Get acquainted with project environmental safeguards' documents including the initial environmental examination (IEE), project EMP, as well as domestic environmental requirements including the detailed Environmental Impact Assessment (DEIA) to understand the environmental issues associated with the project area and the planned works; identify if there are any changes in the project sites of baseline environmental conditions; review and monitor implementation of the EMP and update IEE/EMP, if required;
- Follow, coordinate a grievance redress mechanism (GRM) in accordance with GRM procedures defined in the IEE, coordination consultation with local stakeholders as required; act as a focal person in the Project Implementation Unit (PIU) for coordinating the GRM and for receiving and addressing grievances and complaints from stakeholders and residents; ensure that all complaints are promptly reported to the PIU, EA, IAs and ADB.
- Make sure that all safeguards' obligations, and mitigation measures as outlined in the EMP and other project documents will be implemented in accordance with the ADB safeguard policy statement and national requirements including field visits to the project sites to monitor their implementation;
- To be in charge of and establishing a mutual understanding between the contractor and local stakeholders within the subject of the work schedule with no obstacles, and measures to be taken to reduce dust and traffic obstacles.
- Guide the civil works contractors to prepare and implement site-specific environment management plans (SEMP);
- Review the bidding documents to ensure compliance with environmental clauses in the concerned documents (EMP, loan agreement);
- Prepare the project environmental monitoring reports as per the EMP , assessing and documenting progress and results of environmental monitoring and compliance of EMP implementation, identifying non-compliances and corrective actions.
- To be in charge of causing the IAs to (a) implement the Social Development Action Plan (SDAP), (b) monitor the project performance under the SDAP; and (c) report on the project progress in achieving the SDAP targets in the project's quarterly progress reports and annual reports.

- Ensure that the contractors implement SEMP and SDAP in accordance with the approved documents by local authorities. Review the progress reports against the implementation of the SEMP and SDAP on behalf of the PIU.
- Prior to midterm review and project completion missions, conduct comprehensive EMP implementation performance reviews, and draft EMP implementation performance review reports as appendixes to midterm review reports and project completion reports, respectively.
- Assist the Project Coordinator in preparing annual action plans and budgets for the Project concerning activities related to environmental safeguards;
- Assist the M&E Specialist in preparing sections on environmental safeguards and loan covenants to be included in quarterly and annual progress reports.

III. Qualifications and Experience

- A graduate degree in environmental sciences and other relevant disciplines;
- At least 5 years of experience in conducting environmental assessments, preparing EMPs and other safeguards documentation, and coordinating the implementation of SEMP under projects financed by IFIs;
- Proven understanding and knowledge of the laws and regulations of the Government of Mongolia as well as ADB policies and guidelines;
- Proficiency of written and oral English and Mongolian languages;
- Proficiency with Microsoft Office (MS Word, MS Excel and MS PowerPoint) and web skills are required;
- Ability to work independently;
- High standards of professional and work ethics;
- A good team player.

IV. Deliverables, estimated submissions date type

Deliverables/Outputs	Target Due Dates
Detailed work plan based on the TOR	2 weeks after signing the contract
Semi-annual Progress Report for 2024	5 July 2024
Annual Report for 2024	30 November 2024
Semi-annual Progress Report for 2025	5 July 2025
Annual Report for 2025	10 October 2025
Final report shall include all the tasks indicated in the TOR, findings and reflecting comments and suggestions received from the relevant stakeholders.	30 October 2025

V. Timeline

Calendar working days: 132 person-months (Intermittent)

22 days, Field office
110 days, Home office

VI. Payment Schedule

Deliverables/Outputs	Payment (Remuneration)
Semi-annual Progress Report for 2024	15%
Annual Report for 2024	20%

Semi-annual Progress Report for 2025	15%
Annual Report for 2025	20%
Final report Includes: All the tasks indicated in the TOR, findings and reflecting comments and suggestions received from the relevant stakeholders, including the EA and ADB.	30%