

## **TERMS OF REFERENCE**

**Assignment title:** Procurement Specialist  
**Project:** L3313MON-Regional Upgrades of Sanitary and Phytosanitary Measures for Trade Project  
**Duration:** 6 months  
**Location:** Ulaanbaatar, Mongolia

### **Background**

The Government of Mongolia (GOM) with support from the Asian Development Bank (ADB) is implementing the “Regional Upgrades of Sanitary and Phytosanitary Measures for Trade Project (Project). The Project aims to improve the Sanitary and Phytosanitary control, testing and inspection systems. The Executing Agency (EA) is the Ministry of Finance (MoF) and the implementing agencies are the Mongolian Customs General Administration (MCGA) and the General Agency for Veterinary Services (GAVS).

### **Objectives**

The EA is seeking to recruit a qualified Procurement Specialist as an individual consultant for 6 months of input on an intermittent basis. Under the supervision of the project coordinator, the Consultant will ensure the effective implementation of the project procurement plan and work closely with the EA, IA, ADB, and other PIU staff.

### **Minimum Qualifications/Selection Criteria**

- a) At least a bachelor's degree in construction, civil engineering, finance, business administration or law;
- b) At least 5 years of directly relevant experience in the field of works procurement for projects financed by multilateral financial institutions, including ADB and World Bank or major private sector companies;
- c) Have a strong understanding of all key project processes, including construction and engineering, procurement, project controls reporting and contract management;
- d) Formal training and accreditation in procurement and familiarity with ADB's Procurement Guidelines (2015), Consultant Guidelines (2013) and Bid Evaluation Guide (2018) will be an asset;
- e) Oral and written English proficiency;
- f) High professional and personal integrity;

### **Specific duties and responsibilities**

- i. Manage all risks and relationships to ensure works and goods contracts are completed in accordance with contract terms and conditions, scope of work, client requirements, corporate practices and project procedures;
- ii. Procure works, goods and consulting services in accordance with and the project procurement plan approved by ADB and the government, and its updates and ADB guidelines;
- iii. Plan and manage procurement activities including the establishment of bid evaluation committees (BECs), preparation of bid documents, coordinate the preparation of technical specifications and cost estimates with the EAs and IAs and technical experts for inclusion in the bidding documents, invitation for bids,

- bidders' inquiries, bid evaluation, preparation of bid evaluation minutes and reports for submission for ADB's review in accordance with the project procurement plan and ADB's guidelines and procedures;
- iv. Sit in the BECs and Consultant selection (CSCs) as the secretary and support and provide advice to the BECs and CSCs on ADB's Procurement Guidelines (2015), Guidelines on the Use of Consultants (2018), and Bid Evaluation Guide (2018) as required;
  - v. Carry out market surveys in relation to procurement of works, goods and consulting services as required;
  - vi. Based on the project documents, and in collaboration with the EA, develop, revise and maintain an up-to-date status of the procurement plan; and submit revisions ADB for review and approval on a regular basis and as requested by ADB;
  - vii. Prepare consultant recruitment documents such as consultant selection recruitment notices (CRSNs), request for proposals (RFP), expressions of interest (EOI) evaluation minutes and reports, technical proposal evaluation minutes and reports, contracts, and other submission documents for ADB's review;
  - viii. Together with the Environment Specialist, ensure that all contracts with civil works contractors incorporate the relevant provisions from the environment management plan (EMP);
  - ix. Be responsible for the input of required data into ADB review mission and portfolio reports;
  - x. Establish and maintain procurement filing system with all other relevant documents regularly in a systematic manner for ADB and government auditing;
  - xi. Ensure key dates and plans of each procurement or recruitment process and signed contracts are strictly followed in coordination with the project director and project coordinator;
  - xii. Regularly monitor progress on procurement and prepare reports for the EA and ADB;
  - xiii. Report progress of the procurement program on a monthly basis to the ADB, PIU project coordinator and prepare the procurement part of PIU's quarterly and annual procurement reports; and
  - xiv. Upon the completion of the project, assist and collaborate with PIU staff on and provide inputs to the preparation of the Project Completion Report;