

BORDER EFFICIENCY FOR SUSTAINABLE TRADE PROJECT TERMS OF REFERENCE FOR CONSULTING SERVICES

PROJECT MANAGER/IT SPECIALIST-OUTPUT 3

Ref.No:ICS-13

I. BACKGROUND

1. The Government of Mongolia (GoM) commences the Border Efficiency for Sustainable Trade (BEST) Project with a loan from the Asian Development Bank (ADB). The objective of the Project is to increase Mongolia's trade, promote export diversification as provided in Mongolia's long-term development policy (Vision 2050), enhance resilient and sustainable integration into regional and global value chains – Connecting the Region for Shared and Sustainable Development (CAREC) 2030, and improve operational efficiency, resilience, and safety of the movement of goods and people in Mongolia's cross-border points.
2. The Project Executing Agency (EA) is the National Port Recovery Committee (NPRC) Office and Project Implementing Agencies are the Border Port Administration (BPA) and General Customs Administration (GCA) and as part of the Project the MoF is seeking to recruit **a qualified Project Manager/IT Specialist-Output 3 at the Project Implementation Unit (PIU) who will work on an intermittent basis.**

II. SCOPE OF WORKS

3. Manage ICT and consultant packages for output 3;
4. Work closely with the National Single Window working group;
5. Assist ADB in review missions, project completion mission, or any other special administration missions;
6. Render assistance to PIU procurement specialist in preparation and elaboration of documents in technical and engineering part;
7. Participate in preparation of Monthly, Quarterly and Annual narrative reports related to project implementation;
8. Liaise closely with output 2 IA, Mongolian Customs General Administration, as well as all other key stakeholders for smooth implementation of project works.
9. Develop and implement comprehensive IT strategies aligned with project objectives;
10. Coordinate the planning and execution of IT-related projects;
11. Oversee the development and implementation of IT systems to enhance border efficiency;
12. Collaborate with technology vendors and partners to ensure effective deployment;
13. Engage with relevant government agencies, IT stakeholders, and project partners;
14. Foster positive relationships to ensure project alignment with national IT strategies;
15. Implement and oversee data security and privacy measures in all IT solutions;
16. Ensure compliance with relevant data protection regulations;
17. Collaborate with the finance team to develop and manage the IT project budget;
18. Monitor IT expenditures, ensuring cost-effectiveness and adherence to budget constraints;
19. Implement quality assurance processes for IT deliverables;
20. Ensure compliance with industry standards and best practices;
21. Identify potential IT-related risks to project implementation and develop mitigation strategies;
22. Proactively address challenges to prevent delays and disruptions;

23. Monitor IT project progress against key performance indicators;
24. Prepare regular progress reports for internal and external stakeholders.

III. DURATION OF THE CONSULTANCY SERVICE

25. The duration of the consultancy service is 36 person-months.

IV. QUALIFICATIONS AND REQUIRED SKILLS:

26. BS/MS in Electrical Engineering/Information Technology, Computer Science or other discipline;
27. Relevant experience in supervision of construction projects of not less than 7 years;
28. Previous relevant experience working with international organizations is required;
29. Experience working in ADB financed project is desirable
30. Proven experience in project management, with a focus on IT solutions;
31. Strong technical expertise in IT systems development and implementation;
32. Knowledge of data security and privacy regulations
33. Good knowledge of FIDIC;
34. Good knowledge of written and spoken English is an asset.