

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

## **PROJECT MANAGER/ENGINEER-OUTPUT 1**

*Ref.No:ICS-12*

### **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/Engineer-Output 1 at the Project Implementation Unit (PIU) who will work on an intermittent basis.**

### **II. SCOPE OF WORKS**

3. Act as the mechanical/electrical engineering expert as required for Employer under FIDIC
4. Supervise collecting site progress information from construction supervision consultant for reporting requirements of ADB including, quarterly progress reports, project performance monitoring system and project administration manual (PAM) updates for ADB's mission, and submit required reports in a timely manner;
5. Preparation of materials for review and agreement of changes to the design appearing during construction, prompt settlement of replacement matters and, if needed, replacement of materials, structures, facilitation of remedial measures to the cause of delays and derogation of construction works as well as overall prevention of such a cause;
6. Timely preparation of relevant documents for Government Authorities and other agencies for allocating land for borrow pits, amendment of design and construction decisions, etc. within the competence of PIU;
7. Keeping necessary records on executed works during the construction project phases;
8. Supervise and support the Senior Engineer for technical acceptance of completed construction and assembly works, execution of necessary technical documentation and facilitation of preparing required reporting data on fulfillment of contractual obligations by the Engineer and Contractor;
9. Assist ADB in review missions, project completion mission, or any other special administration missions;
10. Render assistance to PIU procurement specialist in preparation and elaboration of documents in technical and engineering part;
11. Liaise closely with the project Implementing Agencies, Border Ports Administration and Mongolian Customs General Administration, as well as all other key stakeholders for smooth implementation of project works planned for Output 1;
12. Foster positive relationships with external partners and collaborators;

13. Monitor expenditures, ensuring cost-effectiveness and adherence to budget constraints;
14. Implement and oversee quality assurance processes for project deliverables;
15. Ensure compliance with relevant engineering standards and specifications
16. Develop and implement comprehensive project plans, ensuring alignment with project objectives and timelines;
17. Coordinate and lead project activities in collaboration with cross-functional teams;
18. Provide technical expertise in border efficiency solutions and trade facilitation;
19. Collaborate with engineering teams to ensure the effective implementation of infrastructure projects;
20. Engage with government agencies, border authorities, and other stakeholders to ensure project alignment with national strategies;
21. Foster positive relationships with external partners and collaborators;
22. Collaborate with the finance team to develop and manage project budgets;
23. Monitor expenditures, ensuring cost-effectiveness and adherence to budget constraints;
24. Implement and oversee quality assurance processes for project deliverables;
25. Ensure compliance with relevant engineering standards and specifications;
26. Identify potential risks to project implementation and develop strategies for mitigation;
27. Proactively address unforeseen challenges to prevent delays;
28. Monitor project progress against key performance indicators;
29. Prepare regular progress reports for internal and external stakeholders.

### **III. DURATION OF THE CONSULTANCY SERVICE**

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

### **IV. QUALIFICATIONS AND REQUIRED SKILLS:**

31. BS/MS in Mechanical (equivalent to the Mongolian Professional Index 0732) and/or Electrical Engineering;
32. Relevant experience in supervision of construction projects of not less than 7 years;
33. Proven experience in project management, preferably in infrastructure or trade facilitation projects;
34. Technical expertise in engineering, with a focus on border efficiency solutions;
35. Previous relevant experience working with international organizations is required;
36. Experience working in ADB financed project is desirable
37. Strong organizational and leadership skills;
38. Good knowledge of FIDIC;
39. Good knowledge of written and spoken English is an asset;
40. Excellent computer skills, working knowledge of Microsoft office applications.
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42. Excellent computer skills, working knowledge of Microsoft office and construction applications.

