

VACANCY NOTICE

L4052-MON: SECOND SHOCK-RESPONSIVE SOCIAL PROTECTION PROJECT

PROCUREMENT SPECIALIST

The Executing Agency of the project, the Ministry of Family, Labour and Social Protection (MFLSP) invites qualified candidates to fill the position of Procurement Specialist.

Project description:

With a worsening coronavirus disease (COVID-19) situation unfolding in the fourth quarter of 2020, the Government of Mongolia has requested urgent additional support for social protection measures to mitigate the socioeconomic impacts of the pandemic on poor and vulnerable groups. The project will (i) apply shock-responsive social protection principles to continue support for pro-poor child grant top-ups on a temporary basis through an established national social assistance program, and (ii) strengthen social welfare programs and systems for improved household resilience and government response to future crises. For more information of the project, and remaining procurement activities pls see <https://www.adb.org/projects/documents/mon-54214-002-rrp> and <https://www.adb.org/projects/documents/mon-54214-002-pp>

Detailed tasks:

Under the supervision of the Project Coordinator, the procurement specialist's responsibilities include:

1. Based on the project documents, and in collaboration with the EA 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 the EA and ADB
2. 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 EA 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;
3. 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 Policy and Regulations (2017, as amended from time to time), and Bid Evaluation Guide (2018, as amended from time to time) as required;
4. 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;
5. Carry out market surveys in relation to procurement of goods and consulting services as required;
6. Regularly monitor progress on procurement and prepare reports for the EA and ADB; coordinator and prepare the procurement part of PIU's quarterly and annual procurement reports;

7. Be responsible for the input of required data into ADB review mission and portfolio reports and provide information to the Project Steering Committee, MOF, EA and ADB as required;
8. Establish and maintain procurement filing system with all other relevant documents regularly in a systematic manner for ADB post review and government auditing;
9. Ensure key dates and plans of each procurement or recruitment process and signed contracts are strictly followed in coordination with the project coordinator;
10. Ensure that all equipment and other goods and services procured under the project meet the conditions of contracts before payment is made;
11. Together with the other PIU staff and in coordination with the EAs and IAs and other relevant stakeholders, arrange inspections of goods, and services being procured, as well as inspections of their delivery, storage, and distribution to the final destination to ensure timely availability and proper reception, installation, testing, and user training; ensure that the quality of the procured goods are verified against the specifications before signing acceptance documents for the goods; and
12. Identify bottlenecks and problems that negatively affect the smooth implementation of the project and propose remedial measures to PIU, MFLSP and ADB;
13. Upon the completion of the project, assist and collaborate with PIU staff on and provide inputs to the preparation of the Project Completion Report;

Requirements:

- Bachelor's degree in law, economics, business administration, engineering, or other relevant field;
- At least 3 years of direct relevant experience in the field of procurement for projects financed by multilateral financial institutions, including ADB and World Bank;
- The procurement specialist should have knowledge and familiarity with ADB's Procurement Policy and Regulations (2017), and Bid Evaluation Guide (2018)
- High professional and personal integrity;
- Oral and written English proficiency; and
- Strong communication and interpersonal skills, and computer skills.

If you meet the requirements of the advertised position, please visit https://selfservice.adb.org/OA_HTML/adb/xxcrs/jsp/ADBCsrnFwd.jsp?sel=206922 or cms.adb.org to apply for this assignment before 30 January 2025. Only short-listed candidate(s) will be contacted.