



REQUEST FOR EXPRESSION OF INTEREST

The Government of Mongolia has received a credit from the International Development Association toward the cost of the Strengthening Fiscal and Financial Stability Project (SFFSP), and it intends to improve fiscal policy and sustainability in a mineral-based economy, protect the poor and vulnerable, and restore confidence in the financial sector. The Ministry of Finance (MOF) will be responsible for the implementation of the project, including overall coordination, results monitoring. The Bank of Mongolia is seeking to hire a **Coordinating Consultant** for sub-component#C5.

SCOPE OF THE ASSIGNMENT

The Coordinating Consultant will undertake the following assignments, but not limited to:

Entity Related Specific Task

- The Coordinating consultant shall be a liaison between the PIU and the Bank of Mongolia and will act to relay information between the parties efficiently and effectively in order to achieve synergy and strong relations;
- The Coordinating Consultant will coordinate the work to be performed of all consultants hired under the sub-components C5. The consultant will perform these tasks under the guidance of the relevant beneficiary department and in close coordination with the PIU;
- Undertake other tasks related with Bank of Mongolia as it deemed necessary; and
- Provide translation services to the Bank of Mongolia as necessary.

Procurement Related Specific Tasks:

- Assist the Bank of Mongolia to initiate and implement activities planned under the procurement plan under Sub-Component#C5 with a clearly defined timeframe and outcomes;
- Prepare draft Terms of Reference according to the approved procurement plan that falls in line with the Sub-Components objectives. As part of this task the consultant will:
 - Ensure that draft TORs are reviewed by the Bank of Mongolia and/ or the PIU before finalizing them and to facilitate the procurement process;
 - Finalize the Terms of Reference taking into consideration inputs, comments and suggestions provided by the Bank of Mongolia, PIU and the World Bank task team;
- Prepare Technical Specifications for procurement of various goods, if any, that fall under the subcomponent as per the procurement plan. The Technical Specifications are subject to revision and comments to be provided by the PIU, which need to be properly addressed into a revised version of the Technical Specifications;
- Assist the PIU in facilitating various meetings or committees relevant to the Bank of Mongolia and Sub-Component#C5;
 - The activities to be coordinated may include, meetings of the Evaluation Committee and Steering Committee among others, where the consultant will be in charge of taking note of the discussions help and will prepare minutes of such meetings;

Finance Management Related Specific Tasks:

- The Coordinating Consultant will prepare request forms of disbursement, implementation action plans and develop detailed training plans for fulfilling Sub-Component objectives and prepare training requests in accordance with the standard forms;
- The Coordinating Consultant will assist the PIU in developing proposals for international, local training and capacity building events to be carried-out under the Sub-Component. This task will also include taking care of relevant logistic aspects such as preparing invitation letters, printing training materials, securing appropriate venues, organize field visits and prepare estimated budgets as well as completion reports for each activity;
- Assist in developing and finalizing training materials and incorporate comments and revisions received from Bank of Mongolia officials, World Bank Task Team and PIU;
- The Coordinating Consultant will support and provide the FM specialist a fully translated description of the training courses and results of training undergone overseas and locally;

Monitoring and Evaluation Specific Tasks:

- Assist the PIU in preparing, on a timely manner, monthly, semi-annually, annually reports as well as any other necessary information that might be requested by the M&E specialist at the PIU;

SHORTLISTING CRITERIA/CONSULTANT'S QUALIFICATIONS:

- ❖ **Education:** A suitable candidate should have preferably a postgraduate degree in relevant field: *finance, banking or economics*.
- ❖ **Experience:** Incumbent should have at least 5 *years* relevant professional experience. Specific experience of working in financial institutions and central government agencies would be an advantage;
- ❖ **Language skills:** *Fluent* written and spoken skills in *both English and Mongolian*.
- ❖ **Other skills:** a. Excellent interpersonal skills with the ability to function effectively, collaboratively, and promptly in a team environment; b. Be proficient in PC based applications such as Word, Excel and data management, and have excellent web research and navigation skills;

CONTRACT DURATION:

The consultant work is expected to commence in November, 2017. The duration of the assignment is for 12 months. The consultant will be selected in accordance with *the World Bank's Procurement Regulations for IPF Borrowers* (July 2016).

If you possess the above qualifications, please submit following documents in person:

1. **Cover letter indicating why she/he considers her/himself suitable for the position,**
2. **Detailed CV highlighting relevant skills/experience,**
3. **Copy of diplomas or certificates and,**
4. **2 reference letters from previous last two employers no later than 17:00 P.M, November 20, 2017.**

The submitted documents will not be returned to the applicants. **Please be noted that incomplete applications would not be considered for evaluation. Only selected candidate will be contacted. Candidates can be interviewed.**

Detailed terms of reference can be requested from procurement@sffs.mn

Contact address: Attn: Ms.Khaliun, Procurement Specialist, Strengthening Fiscal and Financial Stability Project Room #205, Negdsen undestnii 8/2, 4th khoroo, Chingeltei District, Ulaanbaatar, Mongolia; **Tel:** 70110582