

TERMS OF REFERENCE FOR PROJECT COORDINATOR (PC)

A. INTRODUCTION

1. Project number: P159215	2. Organization name: Ministry of Labor and Social Protection
3. Project name: Mongolia Employment Support Project	3.1. Position: Project Coordinator (PC)
4. Contract duration: Beginning: Feb 2020 End: Sep 2021	4.1 This position reports to: Project Director
5. Project Background: The Mongolia Employment Support Project (MESP) aims to provide jobseekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities. The project consists of three components. Component 1 supports a comprehensive realignment of the current public employment service system to serve greater numbers of employers and jobseekers in a more client-driven service, with greater collaboration with private intermediation services. Component 2 strengthens the design, relevance, and demand orientation of select active labor market programs. Component 3 improves the quality of and access to labor market reporting and analysis to help institutional and non-institutional clients make more informed decisions and provides support for strengthening M&E and project management.	

B. FUNCTIONS

Key duties of this position:	<ol style="list-style-type: none"> 1. The Project Coordinator (PC) will be responsible for overseeing the project implementation, monitoring, and reporting. The PC will act as a coordinating point between the Ministry of Labor and Social Protection (MLSP), its implementing agencies, the Project Steering Committee (PSC) and the World Bank (WB) for all actions related to the project implementation. 2. The PC will act as the main technical focal point for the MESP sub-component 3.2 “Project management and monitoring”. 3. The PC will have overall responsibility for the adherence to environmental and social safeguards policies.
Responsibilities and tasks to be performed within the key duty 1:	
<ul style="list-style-type: none"> - Managing the Project Implementation Unit (PIU) and overseeing of the overall project implementation progress; - Coordinating and facilitating all communication between the MLSP, the PSC, the WB and other stakeholders as needed; - Ensuring that the timeline for the execution of each component is on track for achieving the Project Development Objectives (PDO); - Ensuring that the annual budget and disbursement plans for the project are prepared and approved in a timely matter and planned vs. actual variance analyses are regularly conducted. - Regularly updating the Project Director (PD) on the project implementation progress and relevant issues and assisting the PD in making effective and timely decisions; - Supporting the PD in facilitating the PSC meetings and regularly and efficiently coordinating the undertaking of follow-up actions recommended by the PSC; - Monitoring and supervising the performance of the PIU staff and ensuring the effective delivery of programming and administrative support to the project implementation; - Overseeing monitoring of the project implementation progress and ensuring the quality of progress reports and other reports for the MLSP, the PSC and the WB; 	

<ul style="list-style-type: none"> - Leading the organization of implementation support missions, a midterm review, a final review and other missions or reviews and ensuring the timely dissemination of results and implementation of follow-up actions; - Preparing project implementation and procurement plans and presenting them review and approval by the PSC and review and no objection by the WB; - Overseeing procurement activities and ensuring that goods and services obtained by the project are procured in accordance with the WB guidelines; - Communicating the project objectives and achievements to the public, media, policy makers and other stakeholders and effectively promoting the project visibility; - Performing any other tasks as reasonably assigned by the Project Director.
Responsibilities and tasks to be performed within the key duty 2:
<ul style="list-style-type: none"> - Acting as the main coordinator for effective delivery of the MESP sub-component 3.2 “Project management and monitoring”; - Providing support to labor market monitoring activities such technical audits and data collection efforts including regular tracer studies and satisfaction surveys of beneficiaries; - Performing any other tasks as reasonably assigned by the Project Director.
Responsibilities and tasks to be performed within the key duty 3:
<ul style="list-style-type: none"> - Guiding and supervising the PIU staff in building awareness if the relevant environmental and social safeguard policies and organizing training events; - Overseeing the adherence to environmental and social safeguards policies and guiding the PIU staff in the effective implementation of the project’s “Environmental and Social Management Framework”; - Supporting the relevant government agencies in developing sector-specific environment, health and safety guidelines for sectors that are common among microenterprises; - Performing any other tasks as reasonably assigned by the Project Director.

C. REQUIREMENTS

Education	A master’s degree in labor studies, social protection, project management or a related field.
Work experience & skills	<ul style="list-style-type: none"> - At least 8 years of directly relevant professional experience; - Knowledge and experience in project management; - Work experience in donor-funded projects would be an advantage.
Language skills	High proficiency in spoken and written Mongolian and English
Computer literacy	High proficiency in MS Office (Word, Excel, PowerPoint etc.) and excellent web navigation skills
Other skills	<ul style="list-style-type: none"> - High professional and personal integrity; - Strong leadership skills; - Ability to manage staff and teams; - Excellent communication and interpersonal skills; - Ability to collaborate effectively with diverse stakeholders; - Ability to work both independently and collaboratively in a team; - Organizational skills and the ability to concurrently handle multiple assignments.

D. CONTRACT DURATION

The initial duration of the consultancy service rendered will be **12 months** with a probationary period of **3 months**. The contract will be extendable on an annual basis subject to satisfactory performance.