**TERMS OF REFERENCE**

Position Title: Project Coordinator

Agency: UNDP

Project: “Towards a professional and citizen‐centered civil service in Mongolia”

Type of Contract: Individual Contract

Duty Station: Ulaanbaatar, Mongolia

Employment duration: Five months assignment filling maternity leave

## **Project background**

United Nations Development Programme (UNDP), jointly with government agencies, including the Civil Service Council and the Cabinet Secretariat, is implementing a project “Towards a Professional and Citizen‐centered Civil Service in Mongolia”. The project supports the implementation of the civil service reform priorities towards creating a stable, impartial, professional and citizen‐centered civil service and its implementation through capacity‐building. The project also supports the implementation of the gender quotas for administrative posts in the civil service set by the Gender Equality Law, and citizen’s engagement in improving the quality of public services. The project is funded by the Government of Canada and UNDP and will be implemented through 2023.

## **Objective**

The assignment is designed as a temporary maternity replacement. Under the overall guidance and supervision of the National Project Director and UNDP Country Office Portfolio Officer, the contractor/ project coordinator is responsible for the day‐to‐day management of the project including planning, implementation, coordination, reporting, monitoring and evaluation. S/he is expected to provide both substantive and administrative support to the project.

The contractor/ project coordinator is accountable to both the Implementing Partner and UNDP for the overall management of the project and for the delivery of results (outputs) specified in the project work plan to the required standard of quality and within the specified constraints of time and cost

## **Scope of work**

Within the scope of this assignment, the selected Project Coordinator will carry out the following tasks:

* Ensure timely implementation of project activities as per work plan and monitor the progress against the initial project quality criteria and M&E indicators;
* Prepare clear Terms of References and work specifications for the procurement of goods, services and works in line with both UNDP and national rules and regulations;
* Ensure the quality and timeliness of goods, services and works delivered by sub‐contractors, through close supervision and pro‐active guidance;
* Substantive review and quality assurance of the deliverables from the consultants and subcontractors;
* Under the guidance of the Project Board, take a lead to building consensus among the project stakeholders on key results, expected outcomes and impacts of the project;
* Provide substantive support to relevant areas of civil service reforms, where needed;
* Provide guidance to the responsible parties on results‐based project management, Project Board or its appointed Project Assurance staff;
* Monitor project financial resources and accounting to ensure accuracy and reliability of financial reports;
* Manage and monitor project risks, issues, and lessons learned, and regularly update the Project Board on the status of risks;
* Mainstream gender aspects in the project activities, planning, monitoring and reporting;
* Coordinate synergy with other relevant projects and initiatives;
* Lead and manage project communications, advocacy and partnership strategies;
* Maintain the project documentations, manage the transfer of project deliverables, documents, files, equipment and materials to national counterparts and beneficiaries as relevant;
* Prepare and implement a strategy for sustaining the project results beyond the project duration;
* Other tasks as assigned.

## **Deliverables**

* The project is effectively and efficiently implemented in a transparent and accountable manner, in accordance with all applicable rules and regulations of the Government of Mongolia and the UNDP;
* Annual and quarterly/semi‐annual work plans are submitted to the National Project Director, UNDP and the Project Board for approval in timely manner;
* Quarterly/semi‐annual substantive progress reports and financial reports are submitted the National Project Director, UNDP and the Project Board for approval;

## **Reporting arrangements**

The Project Coordinator will report to National Project Director, UNDP Portfolio manager and the project Board.

## **Duration of the Assignment**

Total duration of the assignment is 5 months starting August 2019 until January of 2020.

## **Core Competencies:**

* Demonstrates commitment to UNDP’s mission, vision and values.
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability Functional Competencies:

*Management and Leadership*

* Strong managerial, leadership and decision‐making skills, ability to manage strategically;
* Focuses on impact and result for the client and responds positively to feedback;
* Consistently approaches to work with energy and a positive and constructive attitude;
* Excellent analytical and writing skills.

*Professionalism and knowledge management*

* Demonstrated professional competence and mastery of the subject matter (civil service reforms, and/or fields such as public administration, public sector human resource management, public sector value creation, public sector strategic management);
* Ability to maintain political neutrality/non‐partisanship;
* Demonstrated understanding and experience of gender equality issues in public administration, and ability to conduct gender analyses;
* Good understanding of Sustainable Development Goals (SDGs) and Sustainable Development Vision 2030 of Mongolia;

*Communication*

* Good communication skill both in writing and oral, including networking and interpersonal skills with all levels of the project stakeholder groups;
* Proven ability to persuade and influence others to cooperate;
* Commitment to teamwork and working across discipline;

*Client Orientation*

* Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion;
* Organizes and prioritizes work schedule to meet client needs and deadlines;
* Proven ability to build strong relations with partners, clients for positive feedback;

## **Expertise and qualifications**

Education:

* Advanced Degree in public administration, management, political science, law and/or related field;

Experience:

* A minimum 3 years of work experience in managing projects related to public administration, civil service and institutional/organizational development;
* Proven experience in project management in an international donor organization;
* Prior experience working for a government organization is an asset;
* Prior experience in civil service related research is an asset;

Language:

* Excellent knowledge of English and Mongolian languages is a must

Computer skills:

* Excellent command of MS Office

## **Recommended presentation of offer**

The following documents must be presented:

1. Cover Letter
2. Confirmation of Interest
3. Personal CV and/or P11 form
4. At least 3 professional references
5. Financial proposal that indicates the all-inclusive fixed total contract price, supported by breakdown of costs in MNT.

## **Criteria for Selection**

Selection Criteria is Combined Scoring Method – where the technical Qualifications will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%. Criteria for technical qualifications is shown in Annex 1. Candidates who successfully pass the screening process (80%) will be called for an interview (20%).

**ANNEX 1: Individual Scoring Sheet**

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| --- | --- | --- |
| **Criteria**  | **Weight**  | **Maximum point**  |
| **Technical Criteria 1: Education**  |  | **20** |
| Advanced Degree in public administration, management, political science, law and/or related field |  | 20 |
| **Technical Criteria 2: Professional Experience**  |  | **60** |
| A minimum 3 years of work experience in managing projects related to public administration, civil service and institutional/organizational development; |  | 20 |
| Proven experience in project management in an international donor organization |  | 30 |
| Prior experience working for a government organization is an asset; |  | 5 |
| Prior experience in civil service related research is an asset; |  | 5 |
| **Technical Criteria 3: Language and computer skills**  |  | **20** |
| Excellent command of English and Mongolian Languages  |  | 10 |
| Excellent command of MS. Office suite  |  | 10 |
| **Technical Score**  | 70 | **100** |

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| ***Weight for Technical Criteria***  |
| Weak: below 70%  | The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence |
| Satisfactory: 70-75%  | The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence |
| Good: 76-85%  | The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence |
| Very Good: 86-95% | The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence |
| Outstanding: 86-100% | The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence |