

Terms of Reference
“SUPPORTING THE IMPLEMENTATION OF THE 2030 AGENDA IN MONGOLIA” PROJECT

Location	Orkhon aimag, Erdenet City
Application deadline	__ July, 2021
Type of Contract	Individual Contract
Post level	National consultant
Languages required	Mongolian
Duration of Contract	5 months (__ August 2021 – 31 December 2021, 110 working days)

BACKGROUND

United Nations Development Programme (UNDP) is working on project to support the implementation of the Sustainable Development Goals (SDGs) in Mongolia. Since 2019, UNDP Mongolia and the Governor's Office of Orkhon aimag have been collaborating to localize and accelerate the SDGs through translating it into national policies and aimag level development plans. Local government requested assistance from UNDP on their Smart Erdenet program to develop and experiment on Waste Management and Urban Mobility goal areas. The objective of the assignment is to support and coordinate on the Smart Erdenet initiative.

DUTIES AND RESPONSIBILITIES

Scope of work

The Contractor shall carry out the following specific tasks (110 days):

- Support the Smart Erdenet program development and implementation
- Assist in research and studies by collecting primary and secondary data sets and existing materials
- Facilitate discussions, workshops, trainings, and experiments,
- Coordinate and communicate between the stakeholders
- Perform daily tasks including documentation, reporting, scheduling, and other relevant tasks.

Expected Outputs and Deliverables

- Weekly reporting on the progress
- Monthly reporting meeting to the partners
- Final project completion report to be submitted to the Accelerator Lab of UNDP Country Office in Ulaanbaatar and Investment, development policy and planning department of Orkhon aimag.

Competency requirements:

- Relevant previous experience: government, project management, international organizations
- Knowledge and a proficient user of Microsoft Office productivity tools
- Communicates effectively when working in teams, independently, and online
- Good analytical skills in gathering and consolidating data and research for project design and implementation
- Outgoing and proactive person with a goal-oriented mindset

Payment schedule

All payments shall be made upon submission and acceptance by UNDP Country Office (Accelerator Lab) and approval of the Science Technology Park in Orkhon aimag. The payment will be posted monthly.

	Deliverables	Target Due Dates	Payment installments
1.	Sufficient monthly delivery	August 26, 2021	10% of total payment
2.	Sufficient monthly delivery	September 26, 2021	20% of total payment
3.	Sufficient monthly delivery	October 26, 2021	20% of total payment
4.	Sufficient monthly delivery	November 26, 2021	20% of total payment

5.	Deliverables of all tasks with approval of the relevant authorities & final report	December 25, 2021	30% of total payment
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Technical Criteria for Proposal Evaluation (Max 80 points of score)
A point-based scoring system is used for the technical criteria evaluation. Detailed breakdown of each criteria and their point is illustrated in Annex I. Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation.

Technical Criteria for Evaluation

- Criteria 1. Relevance of educational background – 20 points
- Criteria 2. Relevance of experience - 80 points

Annexes

- Annex I – Background and experience evaluation scoring guide

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Criteria	Max. Point
Technical criteria 1: Education	20
Criteria 1: - Undergraduate degree in related fields such as urban planning, public policy, engineering, environmental sciences and other relevant degree	[20]
Technical criteria 2: Professional experience	80
Criteria 2: • At least 2-4 years of work experience in the relevant fields: government, project management, international organizations • Experience in managing a project and delivering results effectively	[80]
Sum of Score	100 points

Approved by:  / Barkhas.L, PO)