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**TERMS OF REFERENCE**

January 14, 2022

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| Project title: | “Towards a Professional and Citizen-Centered Civil Service in Mongolia” |
| Title of the assignment: | Support to the Ethics Councils at the Agency level |
| Type of contract: | Individual contract |
| Contract duration | Up to 90 working days from February 2022 through July 2022 |

1. **Project Description**

The project “Towards a Professional and Citizen-centred Civil Service in Mongolia” (“Project”[[1]](#footnote-1)), was approved in February 2018 and will be implemented in 2018-2021, jointly with the Parliament of Mongolia, the Civil Service Council (CSC), the Cabinet Secretariat (CS) and other agencies involved in training of civil servants. The project is funded by the Government of Canada. The project will support the implementation of the civil service reform priorities towards creating a stable, impartial, professional and citizen-centred civil service and their implementation through capacity-building.

The Parliament of Mongolia approved the revision of the Civil Service Law (SCL) in December 2017. The overall aim of the CSL is to strengthen merit-based and performance driven culture and systems in the civil service of Mongolia.

On 19 January 2019, the Government approved the Procedure for the Code of Ethics for Administrative and Service Category Civil Servants, with a major conceptual change whereby Ethics Councils – a structure with much broadly specified purposes of preventing unethical conduct and handling of ethics related complaints, has been introduced.

Since 2020, there has been an activation of the Ethics councils in the public administration - Toolkit for Ethics Councils was approved in July 2021[[2]](#footnote-2). Of the 4’105 public institutions, over 2000 Ethics Councils have been established. With the help of local consultants CSC was able to deliver pilot training to over 260 members of the 44 organizations at the central government level. And an integrated register of all Ethics councils is now in use by CSC[[3]](#footnote-3)

The purpose of this assignment is to equip, nurture and strengthen newly established Councils through implementation of the national strategy, educational content, and conducting monitoring oversight.

1. **Scope of Work**
2. Implementation of the national strategy for Ethics Councils at agency level[[4]](#footnote-4):
   1. Oversee the implementation of the national register of newly formed Ethics Councils at agency level and define a route to link with the Human Resources management system developed by the CSC.
   2. Co-design an annual training schedule program drawing from the Toolkit.
   3. Provide guidance to incorporate into the Annual Business Plan of the Public administration organization as stipulated in the Art 53.1 of the Civil service law.
3. Advise and support roll-out of the ethics trainings in at agency level:
   1. Finalization of the “Ethics Dilemma – 100 cases” handbook drafted by CSC and further disseminate to Ethics Councils.
   2. Partner with the CSC’s Dispute Inspection Department in organizing, facilitating, monitoring, and collating feedback of the training for first batch of 5 ministries.
   3. Prepare integrated annual report of Ethics Councils at agency level, including qualitative review on status of adherence to the code of conduct and ethics.
   4. By partnering and exploring with the Ethics councils gather, classify at least 30 cases by nature, frequency, and detriment.
4. Training for national and sub-national government level Ethics Councils
   1. Organize up to 4 regional trainings for 21 aimag Governor’s Office Ethics Councils. Training shall be conducted in close coordination and synergy with the Competency based HRM team.
   2. Develop and launch of the online training for Ethics Councils with full access to all members of the ethics councils. Online training content shall be developed according to the methodology used by the Competency based HRM team: use of Google platform, four modules, interactive quizzes, self-assessment etc. must liaise closely with the Competency based HRM team.
5. **Expected Deliverables and Payment Schedule**

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| **Payment installments** | **Deliverables** | **Target Due Dates** |
| 1. 25% of the total fee | Progress report for Output 1 (tasks 1 – 3) | By 30 March 2022 |
| 1. 25% of the total fee | Progress report for Output 1 (tasks 4 – 5) | By 30 April 2022 |
| 1. 25% of the total fee | Progress report for Output 2 (tasks 1 – 2) | By 30 May 2022 |
| 1. 25% of the total fee | Progress report for Output 2 (tasks 3 – 5) | By 30 June 2022 |

1. **Institutional Arrangement**

The contractor shall report to the Project Manager. During the assignment, the consultant will work closely with the Civil Service Council of Mongolia, Cabinet Secretariat, and on needs basis with the Standing Committee on Ethics, Discipline and Accountability. The contractor shall provide feedback and draw lessons from the roll-out of the Competency Framework in the civil service which the Project is supporting.

1. **Qualifications of the Successful Individual Contractor**

* Master’s degree in philosophy, law, public policy, public administration, economics, and other related fields.
* At least 5 years of working knowledge of civil service and public administration in Mongolia.
* A proven track record of drafting policy documents, ethics related legal acts.
* Excellent facilitation skills as demonstrated by past trainings and workshops.
* Excellent writing skills in Mongolian language.
* Knowledge of English is an advantage.

1. **Criteria for Selection of the Best Offer**

Criteria for evaluation and selection of the best offer will be the Combined Scoring Method.

Technical scores – 70% and will, in turn, include the sum of written test (70%) and interview scores (30%);

Finance scores (price offer) - 30%.

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| **Criteria** | **Weight** | **Max. Point** |
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| **Technical criteria 1: Relevant experience** |  | **50** |
| At least 10 years of working knowledge of civil service and public administration in Mongolia. |  | 30 |
| A proven track record of drafting policy documents, ethics related legal acts. |  | 10 |
| Excellent facilitation skills as demonstrated by past trainings and workshops |  | 10 |
| **Technical criteria 2: Educational background** |  | **20** |
| Master’s degree in philosophy, law, public policy, public administration, economics, and other related fields. |  | 20 |
| **Technical criteria 3: Technical proposal** |  | **30** |
| A brief proposal describing the methodologies, work plan and timeframe |  | 30 |
| **Technical Score** | ***70*** | **100** |

**Documents to be submitted as part of the application:**

* **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
* **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
* **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
* **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

1. **Approval**

The ToR is prepared and submitted by:

Name: Khulangoo.P

Designation: Project Manager

The ToR is approved by:

Name: Barkhas L.

Designation: Program Officer

**ANNEXES**

1. Civil Service Law of Mongolia (2017)
2. Medium-Term Civil Service Reform Strategy and Implementation Action plan, Government of Mongolia (2007)
3. Draft Civil Service Reform concept paper (2018)
4. Gender Baseline Survey (2019)

1. See the project document at [www.mn.undp.org](http://www.mn.undp.org) [↑](#footnote-ref-1)
2. Training, Planning, Reporting tools [↑](#footnote-ref-2)
3. CSC endorsed the Comprehensive Guideline for Ethics Councils in July 2022 [↑](#footnote-ref-3)
4. Agencies for pilot have been identified by 5 January 2022 CSC’s all member meeting [↑](#footnote-ref-4)