

**TERMS OF REFERENCE (TOR)**

August 3, 2022

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| Project title: | “SDG Aligned budgeting to transform employment in Mongolia” |
| Title of the assignment: | Event organizer |
| Type of contract: | Individual contract |
| Contract duration | 50 working days. Starting from 8 August through 14 October 2022. |

1. **Project Description**

The project “SDG-Aligned Budgeting to Transform Employment in Mongolia” aims to support increased employment and promotion of decent work in Mongolia. The Project plans to achieve its goal by conjoining two main streams of activities: i) enabling and promoting employability in Mongolia via direct interventions and policy improvements, and ii) improving the public finance management systems to absorb results-oriented, effective, and evidence-based policies and budget initiatives in employment and labor sectors.

The project duration is 42 months. This technical assistance project is funded by the European Union (EU) and complements the EU Direct Budget Support to Mongolia.

The Project is managed by UNDP in partnership with FAO and ILO and had the following four components:

* Component A. Bridging Policies with Budgets
* Component B. Budget Oversight and Transparency
* Component C. Employment Promotion: Boosting Employability
* Component D. Effective Application of International Labor Standards by Strengthening Institutions of Work

The project activities are aimed at improving the quality and accessibility of public services by ensuring the coherence of policies and budgets, introducing result-based budgeting, and meeting the goals and objectives specified in the long, medium, and short-term development policies in order to support the budget reforms initiated in Mongolia and to strengthen the capacity of government officials.

2-days training on the topic "Introducing result-based planning and budgeting" for

**Scope of Work**

Liaising with key departments of the UNDP on all logistical aspects of the event (e.g. venue, catering, etc);

Liaising with key departments of the UNDP and other stakeholders to ensure that invitations are dispatched in a timely manner and necessarily follow up actions are taken to maintain the list of participants;

1. Identify qualified vendors for events, trainings and study trips and supply a vendor list to the programme AFO Makes budget estimations of the different event components.

Compile and manage the list of attendees for local government training including travel and per diem needs. Manage event invitations,

1. Compile an event report at the end of the Package professionalization training and the trainings;
2. Assist NPM and Project team during Package Professionalization training ie. copying of training material, handling registration sheet, preparing training packet;

Convention of focal point in local governors’ office. This annual gathering will be most likely organized in the Governors’ office, with heavy logistical arrangement from the Project ie DSA, catering, venue arrangement etc.

**DELIVERABLES**

*August*

* Work plan with all the planned activities
* List of vendors to be used broken down by event
* Booking of venues and vendors after approval from UNDP
* Revised budget estimations for all events

*September*

* Final guest list with requirements
* Final travel plan with requirements
* Event materials printed and handover over to all guests

1. **Expected Deliverables and Payment Schedule**

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| --- | --- | --- | --- |
|  | **Deliverables** | **Period** | **Payment** |
| 1. | Inception report for august activities | 2022.10.10 | 50% |
| 2. | Final report for September activities | 2022.09.09 | 50% |

1. **Institutional Arrangement**

The contractor shall report to the Project Manager. During the assignment, the consultant will work closely with the Finance and Administrative Assistant of the PIU.

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

* Bachelor’s degree
* 5 years of experience in organizing events
* Proficient in Microsoft Office programs;
* Strong IT skills, knowledge of ATLAS system desirable
* Excellent writing skills in Mongolian language;
* Working level English (written and oral);

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

*Selection criteria is Combined Scoring method* – where the qualifications will be weighted a maximum of 70%, and combined with the price offer which will be weighted a max of 30%.

**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 past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
* **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: Ninjin Bolortsogoo

Designation: National Project Manager

The ToR is approved by:

Name: Barkhas.L

Designation: (PO)