



**TERMS OF REFERENCE
for
ADMINISTRATION AND PROCUREMENT OFFICER**

Title	Administration and Procurement Officer of PIU
Duration	end of 2024 (12 person months, with possible extension)
Location	Ulaanbaatar, Mongolia
Reports to	Project Coordinator and Project Director, MES
Funded by:	GPE (Global Partnership for Education Project)

I.BACKGROUND

The Global Partnership for Education (GPE), of which Mongolia is a partner, has adopted a new strategic plan for the period 2021-2025, entitled “GPE 2025.” In light of the education challenges that GPE partner countries face, particularly following the pandemic, this plan is an ambitious one and sets out the following goal: “to accelerate progress, learning outcomes and gender equality through equitable, inclusive and resilient education systems fit for the 21st century.” To implement the new plan, the GPE made the Education Sector Plan Implementation Grant (ESPIG) Multiplier Grant, dedicated to supporting the implementation of national Education Sector Plans accessible to certain countries to leverage additional external financing for education.

The Ministry of Education and Science (MES) of Mongolia applied for the GPE Multiplier Grant, intending to complement three projects respectively funded and implemented by the Japan International Cooperation Agency (JICA), Korean International Cooperation Agency (KOICA) and Save the Children (SC). These projects are strengthening school feeding as well as equity and inclusion within the education system in Mongolia. The Multiplier will also enable the MES and partners to address the need to recover from the learning loss caused by the COVID-19 pandemic.

The project has three main components, which are described below:

Component 1: Inclusive education

The MES is strongly committed to ensuring that all children, especially children with special needs, have equal access to quality inclusive education. Within this component, it is aimed that access and quality of education for children with special needs are improved by strengthening capacity of primary and secondary education teachers in public schools.

The Inclusive Education component will complement the ongoing teacher professional development program by further integrating inclusive pedagogy in-service teacher training courses and building the capacities of teachers on inclusive education in primary and secondary schools.

The funds from the GPE also will enable effective support to the implementation of related policies and regulations by allowing an increase of the scope of the current projects implemented by Save the Children and JICA and the involvement of more teachers from mainstream schools.

Component 2: School lunch

The proposed program would help to implement the Government Action Plan (2020-2024), which aims to increase the budget for student meals and transform primary and secondary schools' "School Snack" program into a "School Lunch Program." The proposed initiative will make a substantial contribution to enhancing access to education by improving food production and

services within schools. It will also result in good improvements in students' eating habits, health, and well-being.

With the potential KOICA project aiming at primary and both lower and upper secondary, MES will be able to achieve its plan to provide students with safe, healthy and nutritious food. Through this project target schools will have a renovated and fully equipped meal service area and a Training Center for Dietitians and Chefs will be established at the Mongolian State University of Science and Technology. Other expected outputs include guidelines for school meal service management, enhanced capacity of school cooks and nutrition staff and improved awareness of stakeholders of the importance of healthy school meals.

Component 3: Blended Learning

The component on 'Blended learning' will support the MES to further mobilize the education partners to jointly design and implement a professional development program for education personnel and in-service teachers. The Teacher Professional Development program will improve teachers' classroom and online teaching methodologies, as well as their confidence in delivering blended learning.

To accelerate the education recovery, the MES wishes to prioritize blended learning, which is a combination of online instruction and self-paced learning with classroom teaching. This component will design a blended learning model, that will be piloted in primary and secondary schools (number to be determined). The integration of the blended learning model in school will enable learners to reconnect to the school environment and engage in a variety of learning opportunities inside and outside the classroom. In case of further school disruption and closure, such a blended learning model could be pivoted to a distance learning program, which will enable learning continuity.

The GPE Multiplier will act as a catalyst, and this component will build on and strengthen the ongoing distance education programs supported by education partners such as UNICEF and the World Bank.

II. SCOPE of WORK

The Administration and Procurement Officer will execute various office support tasks, emphasizing attention to detail, discretion, and the introduction of innovative approaches to enhance efficiency. The role includes managing and coordinating all procurement activities, including consultant recruitment, following GPE, Mongolian procurement guidelines, procedures, and national laws and regulations. (12 person months, with possible extension)

III. DETAILED TASKS

A. Duties as Administration Officer:

1. Organize the office and optimize procedures for efficient functioning.
2. Ensure timely sorting and distribution of communications.
3. Maintain accurate and valid records, updating them as needed.
4. Schedule and plan meetings and appointments.
5. Monitor and manage office supplies, addressing shortages.
6. Resolve office-related malfunctions and respond to requests promptly.
7. Coordinate with others to ensure compliance with established policies.
8. Build and maintain trusting relationships with suppliers, customers/partners, and colleagues.
9. Perform archiving duties to organize and store documents.
10. Undertake receptionist duties as required.
11. Fulfill additional duties as needed.

B. Duties as Procurement Officer:

1. Manage and coordinate all procurement activities, including consultant recruitment, in consultation with executing and implementing agencies, following Mongolian procurement guidelines, procedures, and national laws and regulations.
2. Plan and oversee procurement activities, encompassing the establishment of bid evaluation committees, preparation of bid documents, invitation for bids, bidders' inquiries, bid evaluation, preparation of bid evaluation minutes and reports, contract negotiations with selected bidders, and submissions for GA's review in line with the project procurement plan.
3. Arrange inspections for procured goods, works, and services, ensuring timely availability and proper reception, installation, testing, and user training.
4. Inspect the quality of procured goods by collecting data and information from manufacturers, distributors, and suppliers for verification against specifications before accepting the goods.
5. Collect and maintain comprehensive records of procurement activities under the projects for audits and references by GA and the government.

IV. QUALIFICATIONS and EXPERIENCES

1. Bachelor's degree in law, finance, and engineering or other relevant fields. A Master's degree and other advanced degrees will be advantageous.
2. At least 2 years of project procurement experience with "Law of Mongolia on procurement of goods, works and services with state and local funds"
3. Strong communication skills in Mongolian and English and written and oral English proficiency
4. Excellent time management skills and ability to multi-task and prioritize work
5. Strong organizational and planning skills
6. Possession of an A3 certificate for procurement of goods, works and services to be funded by the state budget
7. Effective telephone communication and customer service skills
8. Extremely proficient with Microsoft Office software with an understanding of office equipment
9. Have experience working as a government officer for a government agency, which will be advantageous.

V. APPLICATION PROCESS

Interested individuals are requested to send his/her 1). resume and a 2). cover letter explaining the reasons for applying for the position, and describing how the candidate's qualifications, skills, and work experiences meet the requirements of the job via email to coordinator.equalproject@gmail.com no later than **Mar 08, 2024, 5 PM**. We accept the application in PDF format.

Only the short-listed candidates will be contacted and asked to (i) have a job interview with the selection committee; and (ii) provide proof of work experience and original copies of diplomas and certificates at the interview.

ENABLING EQUITY TO ADVANCE LEARNING PROJECT