

## **Terms of Reference for Smart Government II Project: Project management Specialist**

### **Background Information**

Through World Bank's support, The Smart Government II Project aims to improve the usability and efficiency of online public services to citizens and businesses and to increase digital skills and digital-enabled jobs.

The Smart Government II Project has five components that collectively contribute to building a whole-of-government approach for public services and public sector transformation, and the development of Mongolia's digital economy:

*Component 1. Enabling Environment for Digital Transformation.* To strengthen policies and regulations for digital transformation, conduct change and stakeholder management for the Project's digital government investment and promote online engagement of citizens.

*Component 2. Transforming Digital Government.* To develop a digital service standard for public services and digitize selected public services, implement or enhance strategic digital services e.g. electronic procurement system, upgrade the National and Disaster Recovery Data Centres, and strengthen the Cybersecurity Incidence Response Team and Security of State Registration Data.

*Component 3: Growing the Digital Economy.* To provide digital skills training for civil servants and citizens, create digital-enabled jobs for 3,000 youths and support Small and Medium Enterprises to Adopt Digital Solutions.

*Component 4: Project Management Support.* To provide technical and operational support for project management and coordination, including financial management and disbursement, procurement, environmental and social risk and impact management, grievance redress mechanisms, and monitoring, reporting and evaluation.

*Component 5: Contingent Emergency Response.* To provision for immediate response to an Eligible Crisis or Emergency, as needed.

The Smart Government II Project will be implemented by the Ministry of Digital Development, innovation and Communications (MDDIC) as well as identified beneficiary agencies under the Project. The MDDIC as lead implementing agency will be responsible for overall implementation, fiduciary, Environment and Social Framework (ESF) compliance for the project.

### **Purpose of the Assignment**

MDDIC will house the Project Implementation Unit (PIU) for the Smart Government II Project and is looking to hire an individual consultant in the capacity of a Project management Specialist who will work within the MDDIC's PIU set-up, report to the MDDIC leadership and be responsible for coordinating and project managing all initiatives of the Project.

The Project management specialist will provide analytical and operational support to the implementation of the Project and work under the supervision of the Project Coordinator and in close collaboration with the Project Steering Committee.

### **Scope of Work**

The project management specialist shall deliver the following, but not limited to:

- Ensure effective and efficient project management activities of the Project;
- Establish and maintain processes for managing scope during the project lifecycle, setting quality and performance standards, and assessing risks;
- Assist Project Director and Project Coordinator in establishing prioritization, sequencing, and actions for the Project;
- Analyze project activities and performances, and identify and address constraints;
- Conduct risk assessments for the Project and introduce solutions to mitigate risks with other PIU staff and relevant stakeholders;
- Assign and monitor resources to ensure project efficiency and maximize deliverables through effective contract management;
- Work and cooperate with key stakeholders to update the Master Schedule on a weekly basis;
- Report project outcomes and/or risks to the appropriate management channels and escalate issues, as necessary, according to the project work plan;
- Ensure World Bank rules and regulations are implemented in all projects' activities, procurement and recruitment cases and others;
- Coordinate closely with other PIU staff on procurement, financial, monitoring and evaluation activities;
- Prepare meeting agendas for project meetings and annual reviews;
- Maintain strong working relationships with the MDDIC, beneficiary agencies, the World Bank, and other stakeholders; and
- Carry out any other relevant duties and responsibilities as assigned by the Project Director and Project Coordinator.

### **Qualifications and Experience Requirements**

#### **Academic Qualifications**

- Bachelor's or master's degree in business and/or Public Administration, Management, IT, Computer Science or any other relevant fields.
- Professional certification in project management such as PMP, PRINCE2, and any other relevant certification is desirable.

#### **Work Experience**

- At least four (4) years of experience in applying project management methodologies, particularly for the project(s) funded by the international development organizations and/or private enterprise.
- Working experience in handling project management responsibilities in the field of digital/ICT-related projects would be considered an advantage; and
- To demonstrate prior experience, please provide reference letter(s) on successful completion of similar scope and nature assignments from previous clients or current employers for the project(s) funded by international development organizations and/or private enterprises.

### **General Competencies**

- Strongly results-oriented and able to manage a complex and multi-faceted workload with minimal supervision;
- Familiarity with World Bank procurement processes and guidelines/regulations will be considered an advantage;
- Demonstrated experience in identifying and mitigating fiduciary risks related to project activities as well as managing project-related complaints;
- Ability for establishing and maintaining good working relationships to facilitate work goals;
- Ability to determine and review priorities, plan and meet deadlines;
- Good decision-making skills;
- Excellent negotiation skills;
- Team player, with good interpersonal skills, and proven ability to function effectively with multiple host-country counterparts and multi-disciplinary teams;
- Excellent skills in facilitation and coordination, and ability to resolve conflicts constructively;
- Ability to maintain strategic overview and manage priorities yet be detail-orientated within a dynamic, fast-paced environment;
- Strong problem-solving abilities; and
- Should demonstrate a high degree of professionalism and integrity.

### **Language and Computer skills**

- Candidates should be fluent in Mongolian and English and have strong writing and speaking skills in both languages.
- Be proficient in PC-based applications – MS Office programs and data management and have excellent web research and navigation skills.

### **Reporting Requirements**

The Project management Specialist will work under the guidance of the Project Director and Project Coordinator and coordinate as deemed necessary with the relevant stakeholders including the Client and the Bank.

### **Duration of the engagement**

The Project management Specialist will be hired for a period of 12 months subject to renewal on an annual basis based on satisfactory performance certified by MDDIC and with a six-month probation period. The contract is expected to start in April 2025.

### **Deadline**

The candidate should submit the following documents no later than **16:30 PM, 18 April 2025**.

1. Curriculum vitae in English with a recent photo taken within the last 6 months;
2. Copies of diplomas and relevant certificates\*;
3. Copy of national citizenship ID\*;
4. Copies of the Labor and Social Insurance books (first page and subsequent pages indicating the employment mobility)\*;
5. Reference or recommendation letters from current and/or previous employer;
6. Cover letter in English;
7. Any supporting document you may have to demonstrate your ability.

*\*Reference/statement from e-Mongolia is acceptable.*

*\*Law/legal background is an advantage*

Only those shortlisted candidates will be contacted. The application documents shall be submitted in person to the below address. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. If you need any further details, please feel free to contact us.

**Contact address:**

#105, Ministry of Digital Development, innovation and Communication, Central Post Building, Sukhbaatar square 1, PO Box 785, Ulaanbaatar 15160, Mongolia, Tel: +976-(51)-266114. This vacancy notice also can be found at [www.mddic.gov.mn](http://www.mddic.gov.mn)