

## **Terms of Reference for Smart Government II Senior Procurement 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 the 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 Senior Procurement Specialist who will work within the MDDIC's PIU set-up, report to the MDDIC leadership, and be responsible for leading all procurement aspects related areas for the project. He/she will be accountable for ensuring that all procurement financed under the credit is in compliance with the World Bank's procurement regulations and requirements.

## Scope of Work

- Ensure that all procurement activities are carried out in accordance with the respective provisions in the Financial Agreements, and the World Bank's Procurement Regulations for Borrowers under Investment Project Financing, Nov 2020;
- Develop a Project Procurement Manual for the World Bank's review and approval;
- Update the Project Procurement Strategy for Development (PPSD) as needed;
- Develop and update the annual project Procurement Plan (by methods of procurement, types, quantities, costs, delivery requirements, sources, etc), in line with the annual work plans and make necessary arrangements for the Project Steering Committee's approval and the World Bank's review as follow;
- Prepare and submit Procurement Plans for the Project for final approval through the Systematic, Tracking of Exchanges in Procurement (STEP) system (<https://step.worldbank.org/>);
- Use the STEP system for conducting and recording day-to-day procurement activities under the projects ensuring the lists of mandatory documents are uploaded in the STEP system;
- According to the Public Transparency Law, insert all the required monthly, quarterly, and annual Procurement Progress Reports and Procurement Plans, contract awards, and other information to the Transparency information system in a timely manner (<http://shilendans.gov.mn/>);
- Coordinate the preparation of the Terms of Reference (TORs) and technical specifications for services/goods/works, in close collaboration with technical specialists and concerned stakeholders, and review the TORs from the procurement point of view;
- Prepare procurement documents in accordance with the World Bank Standard Procurement Documents and obtain no objections from the World Bank;
- Identify sources and prepare notification of bidding opportunities through advertising as appropriate;
- Provide advice to evaluation committee members in the evaluation of the bidding documents/technical proposals/evaluation reports in accordance with the World Bank Procurement Regulations and requirements;
- Prepare and finalize Requests for Proposal packages for each consultancy requirement; in the capacity of procurement expert, introduce the bidding documents to the Evaluation Committee appointed by the Borrower to carry out the evaluation of bids (goods), non-consulting services (as Goods) or proposals (consultancy services) for its approval. The Evaluation Committee executes the evaluation of the bids/proposals and submits the Evaluation report and recommendations for a contract award to the designated decision-making authority. Upon the approval provided by the designated decision-making authority, the procurement specialist prepares the contract for countersigning.
- Draft contracts for the procurement of consultancy services, goods and trainings under the project in accordance with the World Bank's Procurement regulations, Nov 2020, and negotiate contracts;
- Manage all actions related to procurement-related information requests and disputes with consultants or suppliers and warranties for the goods procured;
- Ensure timely reception of the goods/services/works of the various contracts financed by the project in close collaboration with designated technical specialists, contract managers, and beneficiary agencies;
- File and keep records of all documents for audit and World Bank post-reviews;

- Liaise closely with the Government procurement agency of Mongolia;
- Report immediately any noted fraud and corruption or governance issues with procurement or other staff, bidders, and consultants;
- Ensure implementation and compliance with the provisions of the legal agreements with the Project Implementation Manual;
- Support capacity building in procurement management of staff that deals with procurement issues with an emphasis on World Bank Procurement Regulations and requirements;
- Guide, and mentor the Procurement Specialist to be hired for the PIU.
- Prepare monthly, quarterly, and annual procurement progress reports and submit them to the Bank and to MDDIC to provide project management with regular updates on procurement activities; and
- Carry out other necessary actions to facilitate effective and timely implementation of the project.

## **Qualifications and Experience Requirements**

### **Academic Qualifications**

- Bachelor's or master's degree in Procurement, Management, Accounting, Law, Business administration, Public Finance, ICT, or other similar discipline.
- Being certified by the Chartered Institute of Procurement and Supply (CIPS) Certification would be considered an advantage.

### **Work Experience**

- At least 4 years of progressive working experience handling procurement responsibilities for the project(s) funded by international development organizations, and overall, at least 8 years of working experience in the field;
- Proven track of records in handling procurements in the field of digital/ICT projects would be considered an advantage; and
- To demonstrate prior experience, please provide at least 2 reference letter(s) on successful completion of similar scope and nature assignments from previous clients or current employers in the capacity of procurement specialist for the project(s) funded by international development organizations.

### **General competencies**

- Track record of managing procurement-related planning and selection processes for government and donor-funded projects of a similar scale and technical nature;
- Familiarity with World Bank procurement processes and guidelines/regulations will be considered an advantage.
- Technical knowledge of ICT-related procurement is considered an advantage;
- Demonstrated detailed knowledge of Mongolia's public sector, contract laws, regulations, and relevant procedures;
- Demonstrated experience in managing the preparation, evaluation, negotiation, and delivery of large technical contracts and conducting procurement market assessments;
- Demonstrated experience in identifying and mitigating fiduciary risks related to procurement as well as managing procurement-related complaints;
- Demonstrated knowledge of business and purchasing practices, supply and price trends;
- Proven ability to work with individuals and teams in completing urgent, high-priority, and sensitive tasks.
- Proven ability to think analytically and strategically; and

- Proven ability to liaise and consult with multiple internal and external stakeholders in managing procurement-related processes.

### **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 Senior Procurement Specialist will work under the guidance of the Project Director and Project Coordinator, report directly to the PIU Project Coordinator, and work on a day-to-day basis with the officials appointed by the PIU Project Coordinator on technical matters related to each component implementation. The PIU Project Coordinator will also provide input to the evaluation of the consultant's performance to the Project Director.

### **Duration of the engagement**

The Senior Procurement Specialist will be hired for a period of 12 months subject to renewal on an annual basis based on satisfactory performance certified by MDDIC. The contract is expected to start in April 2025.

### **Deadline**

The candidate should submit the following documents no later than **4:00 PM, 04 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.

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:**

#103, 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)