



## AIMAGS AND SOUMS GREEN REGIONAL DEVELOPMENT INVESTMENT PROGRAM

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### **BACKGROUND OF THE PROJECT**

The program represents a fundamental paradigm shift in applying a transformative model to promote green territorial development and urban rural linkages, whereby livable human settlements aimag (province) and soum (subunit of an aimag) centers become anchors of green agribusinesses that promote sustainable, resilient, and high carbon sequestration rangeland management. Initially focusing on Mongolia's western aimags, the program will promote climate finance and private sector investment mechanisms that can be replicated across the country.

The program will be implemented with the financing of loans and grants from the Asian Development Bank (ADB), the Green Climate Fund (GCF) and the European Investment Bank (EIB).

The executing agency is the Ministry of Economy and Development (MED). The MED will implement the Investment Program together with the Ministry of Construction and Urban Development (MCUD), the Ministry of Food, Agriculture and Light Industry (MOFALI), and the Ministry of Finance (MOF), the implementing agencies.

The investment program will have a long term duration of 10 years.

**Under the project, the MED is seeking candidates for the following positions for the Ulaanbaatar Central PIU:**

1. Deputy coordinator for Construction and Urban Development
2. Chief Engineer

**for the Aimags PIU / Khovd /:**

1. Engineer

## TERMS OF REFERENCE FOR THE ULAANBAATAR CENTRAL PIU STAFF

### 1. DEPUTY COORDINATOR FOR CONSTRUCTION AND URBAN DEVELOPMENT

The objective of a Deputy Coordinator of Construction and Urban Development is to assist the PIU Coordinator in effectively planning, organizing, and implementing the construction and urban development sub-projects under the investment program.

#### Detailed Tasks and/or Expected Output

The Deputy Coordinator will assist the PIU Coordinator to perform his/her functions in implementing project activities, which include, but are not limited to the following:

- (i) assist the PIU Coordinator in planning, organizing, and implementing construction and urban development sub-projects and lead the engineering team of the ASDIP Central PIU and execute activities of the ASDIP program implementation related to construction and urban development sub-projects. Carry out the overall coordination of the activities of a hired team of engineers on monitoring the constructions works;
- (ii) provide leadership and guidance to the project teams, ensuring adherence to timelines, budgets, and quality standards;
- (iii) ensure liaison with and among all the project consultants, relevant government agencies, the project steering committee, ADB, and other relevant donors and entities in charge of the implementation of the project as well as other project stakeholders;
- (iv) ensure coordination and cooperation with other relevant investments related to the investment program;
- (v) carry out the project implementation in compliance with ADB's Safeguards Policy Statement (2009) and ADB guidelines and policies such as ADB's Procurement Guidelines, Guidelines on the Use of Consultants and ADB's Anticorruption Policy, as well as due diligence, loan assurances and covenants specific to the project and approved tranches of the projects;
- (vi) provide technical guidance to all the project team members as required, and coordinate all the consultant inputs related to urban development sub-projects;
- (vii) supervise collecting information and reporting per the requirements of ADB, including quarterly progress reports, project performance management system (PPMS), and facility administration manual (FAM) updates for ADB's missions, and submission of the required reports to ADB, GCF and EIB in a timely manner;
- (viii) assist in preparing, approving, implementing, and monitoring training, workshops, study tours, knowledge products, and capacity building activities as defined for the investment program, including capacity building for best practice and climate resilient long-term operation and maintenance of urban infrastructure;
- (ix) provide technical assistance to the investment program beneficiaries during the implementation of works;
- (x) prepare and update the implementation schedule of works for each sub-project site;
- (xi) support in elaboration of request for payments for the companies contracted for execution of the civil works for the urban development sub-projects;
- (xii) coordinate and monitor full range of work in the planning, implementation and supervision of the investment program, including ones for Tranches 1, 2 and 3;
- (xiii) proactively monitor and analyze the project costs and scheduling, and identify any possible loan savings, shortfalls, or delays as early as possible; and
- (xiv) perform any other project-related activities assigned by the PIU Coordinator.

#### Minimum Qualification Requirements

The Deputy Coordinator shall have (i) a minimum of a Bachelor's degree in Civil Engineering, Urban Planning, Architecture, or other related fields (Master's degree is preferred), (ii) a minimum of 10 years of experience in urban development projects and construction, with demonstrated leadership and project management skills; (iii) demonstrated experience in managing projects funded by ADB or other international financial institutions; (iv) familiarity with the multilateral institutions' policies and procedures; (v) strong understanding of urban planning principles, building codes, zoning regulations, and sustainable urban development practices; (vi) strong interpersonal and communication skills; and (vii) excellent written and verbal communication skills in English.

**Location:** Ulaanbaatar, Mongolia

## 2. CHIEF ENGINEER

The objective of the Chief Engineer is to provide expertise to the project team in contracting and managing the design and/or construction companies for the civil works and technical supervision in monitoring the progress of implementation the construction works foreseen in the Output -1 of the project and investment program.

### Detailed Tasks and/or Expected Output

The Chief Engineer will work closely with the civil works contractors and executing and implementing agencies. The Chief Engineer will report to the Deputy Coordinator of Construction and Urban Development and ASDIP PIU Coordinator, who will be the main link between ADB, the executing and implementing agencies, the PIUs, other consultants, and other concerned project entities including participating local government agencies.

More specifically, the Chief Engineer is expected to perform the following tasks:

- (i) provide technical expertise and support for contracting the detailed engineering design (DED) services, including the support for preparation and evaluation of the technical and engineering specifications and requirements, preparation of the bidding documents, contract management and other relevant engineering tasks;
- (ii) support the contracted companies in the optimization of DED for the civil engineering tasks, including the installation of heating systems and other energy efficiency works;
- (iii) ensure that all documents, permits for the preparation of DED and the execution of the civil works and other necessary decisions are technically correct and are in compliance with the requirements of the respective technical codes and standards, and are adequately consulted and discussed with the relevant parties, including the MCUD, technical expertise and other relevant agencies;
- (iv) provide support for contracting the civil works (support for preparation and evaluation of the technical specifications and requirements, technical supervision, preparation and evaluation of bidding documents, and other engineering tasks);
- (v) carry out overall coordination of the activities of the recruited team of engineers for the supervision of the civil works;
- (vi) carry out quality control of the civil works for thermal insulation, installation of equipment (biomass boilers, solar collectors, and photovoltaic systems), reconstruction of heating systems in multi-story residential buildings, and other required engineering tasks;
- (vii) provide technical assistance to beneficiaries during the implementation of works.
- (viii) ensure the application, obtaining and approval of all the required documentation and permits for each construction site; supervise and obtain all necessary approvals during the project implementation and completion; ensure that licenses and authorizations, as necessary and appropriate are in place, and proactively stop any works in case of withdrawal, suspension or expiration of such, immediately presenting a report in this respect to the beneficiary and the project manager;
- (ix) be responsible for the adequate filing of technical documentation;
- (x) participate in the technical committees at the advanced and final phases of completion of the civil works.
- (xi) prepare and update the schedule of works implementation for each site;
- (xii) ensure application of the sustainable and green and energy-efficient construction policy;
- (xiii) support in reviewing of interim payment certificates (IPCs) from the civil works contractors;
- (xiv) supervise the reconstruction of the urban infrastructure, including the water supply, heating, sewerage and other systems in the buildings constructed under the investment program;
- (xv) provide the bi-weekly progress reports of the civil works progress on the project sites.

### Minimum Qualification Requirements

The Chief Engineer will (i) be a certified engineer in Mongolia and have extensive in-depth skills and proven practical experience in detailed engineering design, project management and supervision experience with minimum of 10 years of experience in engineering or project management; (ii) at least 8 years of working experience in the field of engineering and construction supervision for development aid initiatives and/or development projects, of which a minimum of 5 years' experience is in similar projects; (iii) excellent oral and written communication skills in English; (iv) have strong understanding of the technical aspects related to the infrastructure, energy, sustainable development, urban-rural, and project management principles; (v) preferable experience in implementing projects financed by international financial institutions (including ADB) in Mongolia; and (vi) the ability to work productively in a team with counterparts and wider project stakeholders.

**Location:** Ulaanbaatar, Mongolia

## TERMS OF REFERENCE FOR THE AIMAGS PIU STAFF / KHOVD /

At the aimag level, an aimag project implementation unit (APIU) will be established under the PIU in aimags targeted by the program, will report to the PIU, and liaise and coordinate with aimag government and soum administration the implementation of the program, and benefit from consulting services support. The APIU will benefit from the PIU technical support to prepare, implement, and monitor all groundwork and community level activities.

### 1. ENGINEER (APIU-Khovd aimag)

#### Objective of the Assignment

The objective of this position is to plan, design, and oversee the planning, design and construction of essential urban infrastructure such as roads, water supply systems, and sewage at the first stage of the project in Khovd aimag. This includes ensuring environmental sustainability, compliance with the technical standards and government regulations, and enhancing the overall quality of life in rural areas while fostering economic growth through urban and agribusiness development.

#### Scope of Work

The specialist will work in the aimag project implementation unit (APIU) and coordinate with other staff of APIU, MCUD, MOFALI, the aimag governor's office and each targeted soum governor's office. Also cooperating with suppliers and related organizations. The specialist will be supervised by the Monitoring and Evaluation Officer in APIU.

Tasks and responsibilities include, but are not limited to the following:

- (i) collaborate with the relevant aimag government departments, agencies, and the PIU to plan and design urban infrastructure improvements, including roads, water supply systems, and sewage systems;
- (ii) supervise the urban infrastructure planning, design and construction under the project, ensuring the infrastructure development is done in compliance with the design and technical specifications and contribute to rural living conditions enhancement;
- (iii) work closely with environmental specialists and local authorities to ensure sustainable land use practices that support livestock management and environmental conservation;
- (iv) collaborate with agriculture experts and local communities to identify opportunities for supporting agriculture, income generation, and job creation;
- (v) integrate infrastructure developments that facilitate agricultural activities and access to markets;
- (vi) maintain detailed project records, prepare comprehensive reports on infrastructure development;
- (vii) support the involuntary resettlement and environmental safeguard consultations and reporting;
- (viii) contribute to the operational framework for the ger area street development;
- (ix) implement the rangeland management processes in coordination with the relevant PIU staff;
- (x) assist the PIU in formulating agribusiness plans and preparing land acquisition, resettlement, and environment management plans (EMP) for approval; and
- (xi) collaborate closely with the PIU to facilitate communication with local infrastructure development and construction organizations, focusing on efficient project implementation.

#### Minimum Qualification Requirements

- (i) a Bachelor's degree or higher in a relevant field such as civil engineering, infrastructure or agricultural engineering, environmental science or a related discipline;
- (ii) minimum 4 years of experience in infrastructure development, civil/municipal engineering, and agribusiness.
- (iii) knowledge of pasture management and agribusiness is essential.
- (iv) proficiency in English is an advantage.

**Location:** Khovd aimag, Mongolia

## APPLICATION PROCEDURE

**Deadline:** All documents should be submitted both through the e-mail below and in person to the following contact address before **5:00 PM on 01 May 2024**.

- i Curriculum vitae in English and Mongolian, with recent photo taken within the last 6 months,
- ii Copies of diplomas and relevant certificates with English translation,
- iii Copy of national citizenship ID,
- iv Copies of the Labor and Social Insurance books (first page and subsequent pages indicating the employment mobility),
- v Reference or recommendation letters from current and/or previous employer,
- vi Cover letter in English.

The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. Only short-listed candidates will be contacted.

**Contact address:**

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Chingeltei District, J.Sambu Street  
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