

TERMS OF REFERENCE FOR PIU STAFF

1. FINANCIAL OFFICER

The finance officer will be stationed full time in the PIU in Ulaanbaatar and report to the PIU Coordinator and relative department responsible for finance and accounting at Ministry of Health. The Finance officer will be responsible for duties of daily financial transactions, accounting and auditing of the Project. During this assignment the Financial officer will be responsible for executing the following tasks:

- (i) Perform roles and responsibilities mentioned in the MOF order No.04
- (ii) Work in close relation with the PIU Coordinator, MOH, MOF, and other PIU experts and consultants;
- (iii) Maintain the operating expenditures for the PIU;
- (iv) Report bank statements and issues certifications serving for customs or tax clearance;
- (v) Maintain the finance management information system;
- (vi) Review and prepare payments of contracts;
- (vii) Prepare the withdrawal applications
- (viii) Manage imprest account replenishment and financial status of the project;
- (ix) Manage PIU operating expenditures and payment orders;
- (x) Prepare and maintain the bookkeeping system for all PIU operating costs;
- (xi) Keep record of all petty cash disburse and;
- (xii) Manage the bank operations for the eventual PIU contracts;
- (xiii) Arrange and provide all necessary support during ADB missions and APVAX program
- (xiv) Other duties as required by Project coordinator and MOH;

Key requirements:

- Postgraduate degree in finance and accounting
- At least 5 years of professional experience in finance and accounting
- Strong background in public private partnerships engagement and health sector
- Prior experience working in ADB-financed loan projects will be an advantage
- Proficient English language skill is a must.

2. CONTRACT SPECIALIST

The specialist will be stationed full time in the PIU in Ulaanbaatar and report to the PIU Coordinator. Contract specialist is responsible for contract management and provide necessary legal advice pertaining to the contracts and project implementation related matters. The specialist will draft, and participate in contract negotiations of civil works, consulting services, and goods to ensure its conditions and terms are in line with applicable national, international and ADB's policies and regulations and will undertake the following tasks:

- (i) Perform all roles and responsibilities mentioned in the MOF order No.04;
- (ii) Develop and implement procedures for contract management and administration in compliance with ADB and applicable Mongolian laws and regulations;
- (iii) Serve as the point of contact for Contractors on contractual performances. Act as contractual "middleman" between company employees and Client (MOH/PIU) ensuring timely review and approval/reconciliation of variations;
- (iv) On all standard and nonstandard contracts, provide recommendations and negotiate directly with Contractor until consensus has been reached;
- (v) Manage all records and documentation such as contract amendments, control of all contract correspondence, contact information sheets, status reports and other documents for all projects;
- (vi) Establish and maintain project filing system so that (a) records of procurement, consultant recruitment and contract management are integrated into the management system, and (b) files be handed over to the EA at project completion;
- (vii) Ensure contract close-out, extension or renewal with support from relevant specialists;
- (viii) Work closely with PIU finance officer to coordinate contractual requirements and payment conditions when required;
- (ix) In cooperation with Civil works expert and medical equipment experts, carry out on site contract implementation monitoring in particular civil works performance, equipment installation and maintenance and prepare report to the PIU coordinator;
- (x) Provide legal advice and solutions on ADB's social safeguards policy implementation issues, in which include resettlement plan and grievance redress mechanism (GRM);
- (xi) Carry out on site contract performance monitoring of civil works, equipment installation and maintenance and report to PIU coordinator on the status;
- (xii) Other duties as required;

Key requirements:

- Graduate degree in law or contract management and related field;
- At least 5 years of experience with contract management, administration and familiarity with procurement process legal field;
- Knowledge on procurement of civil works and goods; prior experience with international funded programs; is an asat
- Proficient English language skill is a must.

3. HEALTH FINANCING EXPERT

Support MOH in strengthening a strategic purchasing function and capacity through providing the coordinate activities related to the Outcome 3 Establishment of Strategic purchasing in healthcare;

- I) Oversee the work executed by the Consulting services for the establishment of the strategic purchaser team of all tasks in line with agreed outputs and deliverables;
- II) Oversee the work executed by international experts on the health economics and health technology assessment of all tasks in line with agreed outputs and deliverables;
- III) Provide coherence between health financing and strategic purchasing tasks in all ADB projects' activities
- IV) Coordinate the collaboration between activities of ADB projects and government organizations such as MOF, MOH, HIGO, and others involved in the health financing and strategic purchasing areas;
- v) Provide technical guidance to the consultancy team, will be responsible for timely submission of all deliverables of Consultancy service to PIU;
- vi) Coordinate stakeholders' meetings, consultative meetings, and workshops on health financing and strategic purchasing areas;
- vii) Coordinate implementation of capacity building activities under Output 3

Key requirements:

- Graduate degree of Economist finance or health economist with a postgraduate degree in public health, health management, and health system.
- At least 5 years of professional experience in health financing policy.
- English proficiency and consulting experience with Internationally funded projects will be given preference.

4. ADMINISTRATION, TRAINING AND PUBLIC RELATIONS SPECIALIST

The specialist will be stationed full time in the PIU in Ulaanbaatar and report to the PIU Coordinator. The administration, training and public relations specialist will be responsible for developing capacity building and training plan, communication content and ensure their successful implementation under the joint PIU. The specialist will perform the following tasks:

- (i) Plan and estimate budget required of all trainings and seminars organized under the PIU;
- (ii) Assist financial officers and project managers to finalize training and seminar agenda and budget estimation;
- (iii) Prepare training and event contracts and arrange required training facilities including equipment, venue and transportation,
- (iv) Facilitate consultation process with Project counterparts including MOH in planning and budgeting of training activities,
- (v) Carry out documentation of all training process and be responsible for dissemination of training and event briefings to the Public.
- (vi) Prepare timely news briefing on project implementation progress for wider social network and other forms of mass media,
- (vii) Document training and event outputs using various tools, including photos, videos and various forms of presentations,
- (viii) Engage active communication with project stakeholders on promoting project aim, outcomes and its implementation process.
- (ix) Develop training and event reports in compliance to the project PPMS and gender plan. Reports to PIU coordinator.
- (x) Keep photo and video archives and update;
- (xi) Update Project website on regular basis www.hsdp.org;
- (xii) Organizing, documenting, scheduling and organizing meetings in accordance with the clerical requirements of the day-to-day operations of the PIU
- (xiii) Delivering information to cooperating organizations and individuals, responsible for public relations and information, and ensuring normal operation of daily e-mails and project web pages
- (xiv) Participating in other timely activities that occur within the scope of the activities of the PIU and ensuring readiness
- (xv) Registration of official documents
- (xvi) Creation and registration of archives of the PIU

Key requirements:

- Graduate degree in public health, medicine or journalism;
- At least 3 years of experience in information, education and communication area; proficiency in written and oral English;
- Prior experience with international agencies and donor financed programs is an advantage; prior experience in health sector will be an advantage;
- An excellent communication skills and ability to work with diverse team members;
- Proficiency in Microsoft office programs, including Word, Excel, PowerPoint, and Access;