

## TERMS OF REFERENCE FOR PIU STAFF

### 1. PROJECT IMPLEMENTATION UNIT (PIU) COORDINATOR

The responsibilities of the PIU Coordinator will be to i) Provide overall project management and coordination for the Project with MOH, MOF, ADB and other implementing partners ii) Support and provide guidance to the entire PIU team iii) Oversee day-to-day implementation of project activities through technical guidance and in close coordination of Project Director ; iv) Ensure timely project outputs to achieve the project goal in consistence to the projects' performance monitoring framework; v) Ensure timely conduct of procurement processes under the project, including consultants, goods and civil works packages in line with ADB relevant policies and guidelines vi) Timely reporting to the MOH (EA) and ADB and relevant government bodies on the project implementation status.

The PIU coordinator will perform the following tasks:

- (i) Manage and provide guidance to the entire PIU team and the implementing agencies on a day-to-day basis, including the assignment of responsibility within the PIU;
- (ii) Ensure timely implementation of Project activities with close coordination of all Parties: MOF, MOH and ADB;
- (iii) Provide an overall guidance and monitor an implementation of all procurement of consulting services, Goods and Works planned in the procurement plan, accordance to the relevant government's and ADB's regulations;
- (iv) Ensure timely delivery and coordination of contractors engaged under the project
- (v) Establish strong working relationship with the Project Steering Committee (PSC) acting as Secretary to PSC and MOH departments;
- (vi) Report to the Project Director and MOH, Program Steering Committee (PSC);
- (vii) Effectively interface with other international partners, local governments, civil society organizations and private sector, involved in the health sector;
- (viii) Carry out effective monitoring of the implementation and ensure proper and timely reporting to MOH, MOF and ADB;
- (ix) Monitor the implementation of EMP, SGAP, LARP, and Redress Grievance Mechanism (GRM) activities and finalize reports to the MOH and ADB;
- (x) Arrange and provide all necessary support during ADB missions and APVAX program;
- (xi) Arrange for annual audits of project activities;

#### Key requirements:

- Postgraduate degree in medical science, public health and related social sciences field;
- At least 10 years of demonstrated experience in health sector services delivery and planning.
- Experience in different levels of health services institutions is an advantage including medical service institutions in rural areas, private sector and public sector.
- Proficient English level both in writing and verbal is required.

## 2. PROJECT MANAGER

Job functions of the project manager i) Implementation of the project "Improve Access to Health Services for Disadvantaged Groups Investment Program" ii) Strengthening primary health care and services iii) Improvement of regional and district general hospital care iv) Strengthening the health financing system v) Strengthening the procurement and financial management capacity of state-owned health institutions.

Under the direct supervision of the PIU Coordinator, the Project Manager will undertake the following tasks:

- (i) Ensure coordination of project procurement activities, including consulting services, goods and works, in consultation with MOH and implementing agencies;
- (ii) Develop an annual Project budget and monitor its spending;
- (iii) Monitor of consultants' performance, procurement of works and goods and ensure that procurement activities are in accordance with ADB guidelines and government requirements;
- (iv) Establish strong working relationship with the MOF, MOH, UCMO and UCHD and other stakeholders, including local government,
- (v) Develop annual and quarterly progress reports; to the MOH and ADB in line with the project in a format consistent with ADB's project performance management system;
- (vi) Arrange and provide all necessary support during ADB missions and APVAX program;
- (vii) Coordinate implementation of project activities related to policy reforms planned under the project;
- (viii) Coordinate implementation of the project capacity building activities;

### Key requirements:

- With postgraduate degree in public administration, public health, or social science;
- At least 5 years of demonstrated experience in team leadership, project planning, monitoring and evaluation, in particular projects involving both infrastructure development and health system reform activities.
- Prior experience with international funding agencies projects including ADB and International organization funded lending programs will be an advantage.
- Proficient English level both in writing and verbal is required.

### 3. 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:

- (ix) Perform roles and responsibilities mentioned in the MOF order No.04
- (x) Work in close relation with the PIU Coordinator, MOH, MOF, and other PIU experts and consultants;
- (xi) Maintain the operating expenditures for the PIU;
- (xii) Report bank statements and issues certifications serving for customs or tax clearance;
- (xiii) Maintain the finance management information system;
- (xiv) Review and prepare payments of contracts;
- (xv) Prepare the withdrawal applications
- (xvi) Manage imprest account replenishment and financial status of the project;
- (xvii) Manage PIU operating expenditures and payment orders;
- (xviii) Prepare and maintain the bookkeeping system for all PIU operating costs;
- (xix) Keep record of all petty cash disburse and;
- (xx) Manage the bank operations for the eventual PIU contracts;
- (xxi) Arrange and provide all necessary support during ADB missions and APVAX program
- (xxii) 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.

#### 4. CONSULTANT SERVICES, HUMAN RESOURCE AND PLANNING SPECIALIST

The specialist will be stationed full time in the PIU in Ulaanbaatar and report to the PIU Coordinator. The Officer will ensure the proper preparation and implementation of planning and human resources development activities, and the monitoring and evaluation activities of the Project. The specialist will be responsible for executing the following tasks:

- (i) Perform all roles and responsibilities mentioned in the MOF order No.04;
- (ii) develop and obtain approvals of Terms of references for all international and national consultant's assignments to be engaged under the Project;
- (iii) in close coordination with Project manager and other PIU specialists, monitor the consultant's performance and coordinate consultant's assignments to prevent duplication of activities and resources and ensure timely and quality outputs;
- (iv) provide guidance on the implementation of EMP, SGAP, LARP, and Redress Grievance Mechanism (GRM) activities and prepare reports to the MOH and ADB;
  - (v) coordinate PIU's annual planning and budgeting exercise by involving all PIU staff;
  - (vi) assist the PIU coordinator to obtain an approval on PIU's annual planning and update;
  - (vii) assist PIU coordinator to evaluate PIU staff annual contract performance in accordance to the relevant regulations;
  - (viii) assist EA to recruit PIU staff in accordance to the ADB's Consultant Use Guide;
  - (ix) assist EA to renew PIU staff contracts and establish human resource database of PIU;
  - (x) update procurement plan as necessary when consultant recruitment plan is revised;
  - (xi) assist the PR, communication and training specialist to in implementing human resources development and training plans for the Project;
  - (xii) develop plans for sub-projects covering specific outputs of the Project as requested by the PIU Coordinator;
  - (xiii) coordinate and monitor the use of the international and national consultants hired by the Project to produce timely contributions;
  - (xiv) produce regular reports based on the DMF/PPMS to assess the performance of the Consultants and its recruitment status;

#### **Key requirements:**

- Postgraduate degree on social science, public administration, HR and other related field.
- Prior experience in project planning, implementation, capacity building and procurement in the health sector.
- Familiarity with ADB's consultant recruitment and procurement guidelines, social safeguards policy implementation and administration is an asset.
- Experience with international funding projects including ADB or International project will be an advantage.
- Proficient English language skill is a must.

## 5. 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.

## 6. SPECIALIST OF PRIMARY AND EMERGENCY HEALTHCARE

Improve access to primary and national emergency health care and services: i) To introduce reforms and changes in the system based on international best practices to improve the quality and availability of primary health care services, ii) Strengthening ambulance services by establishing a National Emergency Care Center (NECC) iii) Construction and handing over of a new standard primary health center building and a National Emergency Care Center (NECC) building at the selected location of the project.

- i) Support the MOH to establish patient-centered integrated care model of PHC and emergency medical services in line with the health financing reform;
- ii) Oversee the work executed by the Consulting services for primary healthcare development team's of all tasks in line with agreed outputs and deliverables;
- iii) Provide mentorship to The Consulting services for primary healthcare development team on strengthen continuity of care among primary and tertiary levels having clear criteria for referral and providing trainings and guidance to primary health care providers;
- i) Coordinate the Consulting services for primary healthcare development team's all tasks with the PIU liaise with officials of the MOH and other organizations involved in the focus areas;
- ii) Coordinate the piloting of the new integrated care model in selected (new) PHCs and report PIU on the implementation and impact of the new model;
- iii) Oversee the work executed by The Consulting service "Establishment of the emergency medical services" of all tasks in line with agreed outputs and deliverables;
- iv) Oversee (from the technical point of view) the performance of the following tasks specified in the TOR of The Consulting service "Establishment of the emergency medical services": situational analysis, strengthening of the emergency medical services;
- v) Provide coordination to The Consulting services "Establishment of the emergency medical services" on the development and implementation of a plan to guarantee rational and efficient use of EMS backed up by telemedicine and air service;
- vi) Coordinate with the engineering bureau responsible for design and supervision of construction works and equipment of new FHCs and SNCs as well as the EMS call center.
- vii) Coordinate the overall implementation of the project Output 1
- viii) Coordinate activities of contractors and consultants engaged under Output 1
- ix) Coordinate implementation of capacity building activities under Output 1
- x) Review and suggest adaptations on TOR of consultants under Output 1
- xi) Ensure timely delivery of technical reports and deliverables by consultants under Output 1
- xii) Coordinate stakeholders' meetings, consultative meetings and workshops under Output 1

### Key requirements:

1. Medical doctors with postgraduate degree in public health and postgraduate degree in health promotion will be given preference.
2. At least 5 years of experience in planning, policy implementation and evaluation of PHC;
3. Proficient English language skill is a must.

## 7. SPECIALIST OF MEDICAL CARE AND SERVICES

Improving access to medical care services in the province: i) Construction of a gender-sensitive, model hospital to provide care in surgery, obstetrics and other fields in Khan-uul and Chingeltai districts ii) construction of an extension to the regional diagnostic and treatment center of Khovd province and general hospital of Uvs province iii) Development of training materials, medical organizing training in the fields of care services, management systems, maintenance, contracts, information technology, etc. iv) Creating an independent medical management system

- i) Support the MOH to refine the organization of the health care service delivery system in line with the health financing reform;
- ii) Oversee the work executed by the Hospital planning and management consulting entities (The Consultant) of all tasks in line with agreed outputs and deliverables;
- iii) Oversee (from a technical point of view) the performance of the following tasks specified in the TOR of The Consultant: hospital planning, hospital management, Maintenance Facility Management;
- iv) Coordinate The Consultant's all tasks with the PIU liaise with officials of the MOH and other organizations involved in the focus areas;
- v) Support (from a technical point of view) the process of procurement of competent consultants who will manage the procurement of works (contractors) for the construction, rehabilitation, extension, or modernization of the hospitals supported under the program following a design and build model; support the process of hiring consultants for the planning and procurement of medical and non-medical equipment for the same hospitals;
- vi) Assist and supervise both type of consultants with the implementation of their assignments;
- vii) Assure regular reporting on project progress to the PIU or executing agency
- viii) Coordinate the overall implementation of the project Output 2
- ix) Coordinate activities of contractors and consultants engaged under Output 2
- x) Coordinate implementation of capacity building activities under Output 2
- i) Coordinate stakeholders' meetings, consultative meetings and workshops under Output 2
- ii) Review and suggest adaptations on TOR of consultants under Output 2
- i) Ensure timely delivery of technical reports and deliverables by consultants under Output 2

### Key requirements:

- Medical doctors with postgraduate degree in public health, health systems, or related field;
- At least 5 years of experience in planning, policy implementation and organization of hospital services
- English proficiency

## **8. 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.



## 9. 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](http://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;

## **10. DRIVER**

The driver will be stationed full time in the PIU in Ulaanbaatar and will perform duties of driver and delivering letters and parcels. The Driver will be responsible for executing the following tasks:

- Perform all roles and responsibilities mentioned in the MOF order No.04;
- Maintain and ensure technical check-ups and services of the vehicle;
- Frequent travel to countryside on duty;
- Delivery of official letters and parcels, as required;
- Duties of day to day office supply, supervised by Administration and Finance officer;
- Assist with other duties in the office as and when required for functioning of PIU;

### **Key requirements:**

- Licensed driver with experience over 10 years with License of B and C type.
- Excellent off-road driving experience will be an asset. ability to work with a team environment, with excellent safe driving records.