

TERMS OF REFERENCE

Project title	Mongolia Emergency Relief and Employment Support Project (MERESP) IDA CREDIT# P174116
Location	Ulaanbaatar, Mongolia
Title of the assignment	Develop and update occupational standards
Type of contract	Consulting firm
Languages required	Mongolian
Duration of Contract	08/15/2024-11/29/2024

BACKGROUND

The Mongolia Emergency Relief and Employment Support Project (MERESP) financed by the World Bank, aims to provide job seekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities and to provide temporary relief to eligible workers in response to the COVID-19 crisis. MERESP has four distinct and interlinked components to achieve this objective. Component 1 intends to orient the current Public Employment Services (PES) toward more client-centric service providers with greater collaboration with private employment services. Component 2 will strengthen the design, relevance, and demand orientation of select active labor market programs. Component 3 plans to improve the quality and availability of labor market information and analysis to help institutional and non-institutional actors make informed decisions and provides support for strengthening M&E and management of the project. Component 4 provides financial relief to those eligible workers and their employers enrolled under the mandatory social insurance contribution scheme.

Component 2 of the project has 2 sub-components: 1) Micro-entrepreneur support measures and 2) Demand-based Skills Innovation Program which aims to implement integrated training measures to develop and upgrade occupational skills in compliance with the labor market demand, employers' requirements and individual needs and increase employment of citizens. The Concept Note for the Demand-based Skills Program (SIP) was approved by the Resolution No. 04 of the National Employment Council in February 3, 2023.

As stated in the SIP Concept note, the occupations and skills to be trained will be determined in line with the objectives of the New Recovery Policy, labor market demand and employers' requirements based on recommendations from professional associations (councils) and the competency-based curricula for the selected occupations and skills will be developed and updated based on occupational standards. Following the Concept Note, a detailed Implementation Guidelines of the Program approved by Decree No... of the Minister of Labor and Social Protection specifies 20 occupations in the labor market demand for the skills training to be delivered under the Demand-based Skills Program.¹

¹ Approved by Annex 2 of the Decree No... of the Minister of Labor and Social Protection dated on .. Oct 2023.

According to the project report², only 75 occupational standards/profiles were developed with support of different projects during 2014-2021, while most of them are outdated due to technological advances and changes in the labor market. Recently in Feb 2023, 20 occupational standards were developed and approved by the National Employment Council. On the other hand, statistics of the Ministry of Education and Science show that in the academic year of 2022-2023 TVET institutions provide training in 214 occupations in 16 sectors showing the need to develop more occupational standards to promote the training quality based on real demand.

Article 17.6 of the Law on Labor of Mongolia states that "Occupational standards shall define labor conditions and employee's work performance, experience, knowledge, skills, competencies, attitude, qualification level, and performance criteria." According to article 17.5 of the Law, the organization which represents and protects employers' rights and legitimate interests and professional associations shall jointly formulate occupational standards."

A methodology for developing occupational standards was approved by the Resolution No.04 of the Tripartite National Committee for Labor and Social Partnership³ in 2022.⁴ According to the methodology the National Employment Council shall coordinate the occupational standard development activities and review and approve the occupational standards submitted by sector councils.

Considering this situation, the Ministry of Labor and Social Protection is aiming to develop and update occupational standards to deliver skills training effectively and conduct prior learning assessment realistically in order to implement the Demand-based Skills Innovation Program successfully.

Development of occupational standards will make an important contribution to the workforce preparation and development by defining skills needs in the labor market, tailoring training programs in line with the needs and validating and certifying the skills.

Against this background, the Ministry of Labor and Social Protection plans to hire a consulting firm to develop and update occupational standards which will serve as a basic document for skills training programs and competency based curricula and assessment development.

Objective

The objective of this assignment is to develop and/ or update 20 occupational standards for the occupations in demand specified in the Implementation Guidelines of the Demand-based Skills Program.⁵

Scope of the work

² Report of the assignment to support ongoing development of job matching portal under the Labor market information system, Mongolia's Employment Support Project.

³ Article 15.2. of the Law on Labor "The National Committee, comprised of equal number of representatives of the Government and national bodies that represent and protect the rights and legitimate interests of employers and employees, shall operate under the Government"

⁴ Article 103.2. 3 of the Law on Labor "The National Committee shall approve occupational standards"

⁵ See Annex 1 of this Terms of Reference for the selected 20 occupations.

<ul style="list-style-type: none"> • Develop and/or update the 20 occupational standards in accordance with the "Methodology for developing occupational standards" approved by the Tripartite National Committee for Labor and Social Partnership by Resolution with the participation of professional associations and councils, engineers, technicians and employers' representatives. • Organize 2 consultation workshops to introduce and discuss newly developed and updated occupational standards with participation of relevant government and non-governmental organizations, private sector and other stakeholders. • Improve and revise the occupational standards based on comments from the workshop participants and the MLSP and PIU. • Support the process for review and endorsement of the developed and/or updated occupational standards by the Training, Assessment and Research Institute for Labor and Social Protection and approval by the National Employment Council. 	
Deliverables	<ol style="list-style-type: none"> 1. Submission of the work plan and a list of working group members and participants to be involved in the OS development/ update by 22 Aug 2024⁶. 2. Submission of the first 10 occupational standards upon revision and finalization based on comments from the stakeholders that attended the consultation workshop-1 by 23 Sep 2024. 3. Submission of the remaining 10 occupational standards upon revision and finalization based on comments from the stakeholders that attended the consultation workshop-2 by 25 Oct 2024. 4. Submission of the final report of the assignment together with the 20 occupational standards finalized and approved by the National Employment Council by 29 Nov 2024.
Monitoring and progress control, including reporting requirements:	<p>The consulting firm will work under the guidance of the Project Director and the regular supervision of the MERESP PIU Coordinator. All reports and materials will be handed over to the MLSP/PIU.</p> <p>The performance of the consulting firm will be evaluated based on the following indicators:</p> <ol style="list-style-type: none"> 1. Completion of tasks specified in ToR; 2. Compliance with the established deadlines for submission of deliverables; 3. Quality of work.

⁶ The firm shall establish a multiple number of working groups depending on the selected occupations and ensure that the activities are organized in parallel.

Budget	<p>The total amount of the contract shall not exceed MNT 200,000,000. The contract amount shall cover the costs required for the assignment which includes fees and incentives for members of the working group/s who represent professional associations and councils, engineers, technicians, employers, etc. involved in the development and/or update of the 20 selected occupational standards and organization of 2 consultation workshops, working group meetings and relevant administration costs. The firm is expected to indicate separately in the budget proposal, the funds required for (i) newly developing an occupational standard, and (ii) for updating an existing standard. Budget for the organization of consultation workshops and working group meetings should not be less than 15 percent of the total budget of the contract.</p>
Payment schedule	<p>The consulting firm shall be paid as follows based on submission of the deliverables to the satisfaction of:</p> <ol style="list-style-type: none"> 1. 20 percent of the total amount upon satisfactory delivery of #1 2. 35 percent of the total amount upon satisfactory delivery of #2 3. 35 percent of the total amount upon satisfactory delivery of #3 4. 10 percent of the total amount upon satisfactory delivery of #4
Required skills and experience	<p>The consulting firm shall meet the following requirements:</p> <ol style="list-style-type: none"> 1. Be the organization that represents and protects the rights and legitimate interests of employers; 2. Having experience in successfully developing occupational standards; 3. Sound knowledge of relevant national legislation, practice and international labour standards; 4. Having worked in close cooperation with professional associations and councils and employers in developing occupational standards in the past.

Occupations in the labor market demand selected for skills training

Economic sector	Occupations	
Food production	1	Technological worker for producing flour made products
	2	Dairy production worker
	3	Food production equipment repairman
Agriculture	4	Green house farmer
	5	Fruit farmer
Industry	6	Weaving technology worker
	7	Hide and skin processing technology worker
Construction	8	Construction decoration worker
	9	Concrete worker
	10	Drywall installer
Mining	11	Heavy machinery operator
	12	Heavy machinery repairman
	13	Open and underground miner
Energy	14	Electrician
	15	Welder
Environment	16	Forest care and operation worker
Road and transportation	17	Railway worker
	18	Road worker
Information technology	19	Database administrator
	20	Information security worker