



MINISTRY OF LABOUR  
AND SOCIAL  
PROTECTION



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## Mongolia Emergency Relief and Employment Support Project (MERESP) IDA CREDIT# P174116

### TERMS OF REFERENCE

#### A national consulting firm to support the Ministry of Labor and Social Protection in developing detailed descriptions of occupations included in the Ejob platform

#### Background

The Ministry of Labour and Social Protection (MLSP) of Mongolia is executing the Mongolia Emergency Relief and Employment Support Project (MERESP) with the aim of enhancing labor market opportunities for job seekers and micro-entrepreneurs in Mongolia while providing temporary relief to eligible workers in response to COVID-19. The project, implemented through a soft loan and technical assistance provided by the World Bank, spans the period from 2020 to 2024. The MERESP comprises four key components:

**Component 1:** Comprehensive realignment of the current public employment service system for an improved client-driven approach thorough collaboration with private intermediation services.

**Component 2:** Strengthening the design, relevance, and demand orientation of select active labor market programs.

**Component 3:** Enhancing the quality and availability of labor market information and analysis to help institutional and non-institutional actors with informed decision-making and reinforcing project monitoring and management.

**Component 4:** Provision of temporary relief to the Social Insurance contributions for eligible workers and their employers.

Under Component 1, the MERESP has planned to achieve the following main outcomes: (a) the development and implementation of the streamlined work organization based on the recommendations from the functional reviews; (b) the deployment of the Labour Market Information System (LMIS) and a technology-based job-matching tool; (c) physical upgrading of the GOLWS office to house the improved LMIS and facilitate streamlined work organizations and training facilities; and (d) capacity strengthening of PES through technical assistance and staff training.

**Labor market information system** [www.ejob.gov.mn](http://www.ejob.gov.mn)

The MLSP redesigned LMIS and launched the Ejob platform in late 2022. The platform consists of 3 subsystems and 13 modules, encompassing an online portal and a mobile application. The online portal and mobile application enable employers to register job vacancies, receive information, and

search for job seekers, while also allowing job seekers to submit their CVs, and vacancy information, and register their profiles as job seekers.

The platform assesses the compatibility between the job requirements and the job seeker's resume by analyzing various criteria, assigning points, and calculating a matching score. Therefore, to improve the matching function, the comprehensive details of the occupations, including occupational index/code, skills, job descriptions and tasks as outlined in the National Standard Classification of Occupations (NSCO), known as YAMAT-08, ought to be extracted from the Ejob platform.

**National classification of occupations (YAMAT-08 ) [www.yamat.mlsp.gov.mn](http://www.yamat.mlsp.gov.mn)**

YAMAT-08 comprises 10 major groups, encompassing a list of 4,218 occupations (at 6-digit level) representing the national index/code.

YAMAT-08 is utilized in the following areas in Mongolia:

- To conduct labor market and wage surveys and analysis;
- To study, estimate the demand for human resources, and plan education programs;
- Registration of employment - and unemployed citizens by each occupation and provision of employment mediation services;
- To collect, process, and compare to other countries' disaggregated data and occupation;
- To organize training activities;
- To use for organizational human resource activity (employment relationships);
- To conduct workplace assessments etc.

In 2019, the National Classification of Occupation (YAMAT-08) data were transferred into a digital form/version by the European Union project “Support to Employment Creation in Mongolia (SECIM).

The digital version of YAMAT (excel-based) as featured on the MLSP’s website provides the possibility of:

- Searching the occupation by the name or the code and by occupational group (main, sub, minor, and unit groups),
- Entering data every time when changes, such as amending or revising, have been officially made to the name of the occupation, index/ code, and assignment to relevant group (main, sub, minor, and unit groups),
- Placing on the website and available online for users the following documents on the classification of occupations:
  - The National classification of occupations – 08 /YAMAT-08/
  - The International standard classification of occupations ISCO-08.

In 2022 the MLSP engaged a National consultant under the MESP to assist in updating the YAMAT-08. As a result of the consultancy, a total of 65 occupational titles and their 6-digit codes were incorporated into the YAMAT-08. This update also aimed to enhance the job matching function within the "ejob" platform, facilitating improved job matching services.

The updated information, including the 6-digit codes for job titles in the YAMAT-08, was officially approved by Order No. A/143 issued by the MLSP (in July 2022). Later, these newly added occupation titles and assigned codes were incorporated into the “Ejob” platform. However, the

MLSP has resolved that the description and related tasks for each of these 65 occupations are required to be developed. Therefore, there is a need for developing descriptions and definitions, including a set of tasks and duties to be performed for the 65 jobs and occupations newly added to YAMAT-08.

(Additionally, the "eJob" platform now encompasses the skill sets for 75 occupations that are comprised of knowledge, attitudes, and skills necessary for the given employment/occupation. This inclusion aims to establish skill-based job-matching services and enhance employment services, labor market information, and analysis. The skill sets were described based on the occupational standards developed so far (75 occupations) and were undertaken by the national consultant as mentioned above).

This TOR is developed by the MLSP for recruiting a national consulting firm to develop comprehensive definitions and associated tasks and duties for 65 occupations recently included in YAMAT-08 and to enter the definitions and descriptions (at 6-digit level) into the respective platforms of the MLSP.

<p><b>Scope of activities</b></p>	<p>1) Develop the definitions of occupations and descriptions of related tasks and duties.</p> <ul style="list-style-type: none"> <li>- Develop definitions and detailed descriptions for each of 65 occupations (detailed set of tasks and duties, and other descriptions as required by YAMAT-08) which were newly added to the National Standard Classification of Occupations (approved by Order No. A/143 of the Minister of Labor and Social Protection);</li> <li>- Discuss the developed job definitions, tasks, and duties, and other necessary descriptions, with relevant stakeholders, respective experts, and finalize for approval by the MLSP. (According to the Labor Law, the work of approval by the order of the Minister of the MLSP will be carried out by the MLSP)</li> </ul> <p>International experiences, especially European experiences should be considered when developing the definitions and descriptions by referring to the most latest literature and resources (in other words, the definition and descriptions shall reflect the current demands in the labor market).</p> <p>2) Provide technical assistance to the MLSP providing necessary IT solutions for further updating information in respective portals:</p> <ul style="list-style-type: none"> <li>- Support the MLSP and GOLWS in making ready the information to be uploaded into respective databases, as per the MLSP requirements/specifications.</li> <li>- Handover all finalized materials in hard and soft copies to the respective department/s of the MLSP (Labour Relations and Policy Implementation Coordination Department (LRPICD) and Employment Policy Implementation Coordination Department (EPICD)) and MERESP PIU;</li> <li>- After the approval of the Minister of Labor and Social Protection, enter all information into <a href="http://www.yamat.mlsp.gov.mn">www.yamat.mlsp.gov.mn</a>. Create a menu to enter "occupational description" and "tasks and duties" at the 6-digit level in the <a href="http://www.ejob.gov.mn">www.ejob.gov.mn</a> platform as per the MLSP requirements and upload the necessary information developed as above. Further, undertake some minor improvements to the YAMAT website/portal as per the MLSP requirements.</li> </ul>
<p><b>Deliverables</b></p>	<p><b>Deliverable 1:</b> Submission of the approved detailed work plan by July 01, 2024. The work plan will be approved by the Director General, EPECD, and the Director General, LRP Department, MLSP.</p> <p><b>Deliverable 2:</b> Submission of job definitions and descriptions of tasks for 65 occupations by September 20, 2024. (including examples of each occupation);</p> <p><b>Deliverable 3:</b> According to the document approved by the Minister of Labor and Social Protection, the report on adding information to the <a href="http://www.yamat.mlsp.gov.mn">www.yamat.mlsp.gov.mn</a> and <a href="http://www.ejob.gov.mn">www.ejob.gov.mn</a> systems shall be submitted by November 01, 2024.</p>

<p><b>Required expertise, qualifications, and competencies</b></p>	<p>The consulting team shall have at least 3 professional members.</p> <p><b><u>REQUIREMENTS FOR THE CONSULTING FIRM</u></b></p> <ul style="list-style-type: none"> <li>• Officially recognized and registered entity/institution/NGO;</li> <li>• The professional entity should have a competent team for developing detailed descriptions of occupations and related tasks and duties;</li> <li>• Have 1 member with intermediate information technology knowledge.</li> </ul> <p>The professional entity must have a team of key experts and consultants, who meet the following qualifications:</p> <p><b><u>Technical consultant (at least two consultants)</u></b></p> <ul style="list-style-type: none"> <li>• At least 5 years of professional experience in policy and/or operations related to employment, labor relations, national classification of occupations, job profiles, and skills development;</li> <li>• A sophisticated and proven knowledge and/or practice of applying the concept of occupations, occupational classification, occupational description, tasks, duties, etc;</li> <li>• The team shall have 2 members with at least a master's degree in labor economics, human resources, or other related fields;</li> <li>• Team members' experience in developing or updating the National classification of occupations and occupational descriptions will be an advantage;</li> <li>• English proficiency at the level above intermediate.</li> </ul> <p><b><u>IT consultant</u></b></p> <ul style="list-style-type: none"> <li>• University degree in IT, Computer sciences;</li> <li>• Minimum of 5 years of working experience with IT, IT technologies and information systems, computers, software;</li> <li>• Experience dealing with large and comprehensive data;</li> <li>• Good communication skills both in English and Mongolian languages.</li> </ul>
<p><b>Monitoring and progress control, including reporting requirements</b></p>	<p>The national consulting firm will work under the supervision of the MLSP and PIU.</p> <p>The performance of the consulting company will be evaluated based on the following indicators:</p> <ul style="list-style-type: none"> <li>-Completion of tasks specified in ToR;</li> <li>-Compliance with the established deadlines for submission of deliverables;</li> <li>-Quality of work;</li> </ul>
<p><b>Duration</b></p>	<p>The consulting firm will work from 22 June 2024 until 01 November 2024.</p>

<b>Reporting and payment</b>	<p>The total budget for consultancy services shall not exceed MNT <b>80.000.000</b></p> <p>Payment will be made in 3 installments as follows:</p> <ol style="list-style-type: none"><li>1. The first payment of 10 % of the total contract price upon satisfactory delivery of Deliverable #1;</li><li>2. Second payment of 70% of the total contract price upon satisfactory delivery of Deliverable #2.</li><li>3. Third payment of 20% of the total contract price upon satisfactory delivery of Deliverable #3.</li></ol>
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