



MINISTRY OF LABOUR
AND SOCIAL
PROTECTION



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TERMS OF REFERENCE

Project title	Mongolia Emergency Relief and Employment Support Project IDA credit-P174116
Location	Ulaanbaatar, Mongolia
Title of the assignment	Consulting services to amend new occupations and update occupations that need changes into YAMAT-08
Post title	National consultants (2) to amend new occupations and update occupations that need changes into YAMAT-08
Contract type	Consultancy services
Languages required:	English and Mongolian
Contract duration	Six (6) months

BACKGROUND

The Mongolia Emergency Relief and Employment Support Project (MERESP) is financed by the World Bank and implemented by the Ministry of Labor and Social Protection (MLSP) in 2020-2024. The project aims to provide job seekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities and temporary relief to eligible workers in response to the COVID-19 crisis.

The MERESP consists of four components to achieve this objective.

- 1) Component 1 supports a comprehensive realignment of the current PES to serve more employers and job seekers in a more client-driven approach and greater collaboration with private intermediation services.
- 2) Component 2 strengthens the design and demand orientation of select active labor market programs.
- 3) Component 3 improves the quality of and access to labor market information and analysis and supports project management.
- 4) Component 4 provides temporary relief to the social insurance contributions of eligible workers and their employers.

In particular, under components 1 and 3, the MERESP has planned the following main activities aimed at: i) Improving the organization, processes, and tools of public employment services to make them more effective; ii) Strengthening the development of the labor market information system; iii) Expanding the labor market information system with additional necessary functions; iv) Capacity building of public employment services; v) Improving coordination between public and private employment services.

The first stage 'Mongolia Employment Support Project (2018-2022)' supported the redesigning of the Labor Market Information System (LMIS) based on the "eJob" platform by introducing the online job matching portal and eJob mobile application.

Job matching technology has functions including: i) creating and maintaining a database of vacant positions by occupational classifications of the National Occupational Classification Definition (YAMAT), ii) offering suitable jobs by comparing occupational names and codes, and iii) linking job seekers and employers. However, the current classification codes do not meet the requirements for ensuring the circulation of information required by modern technology, accurately linking the supply and demand of labor, and conducting quality job placement.

First, in 1993, YAMAT was approved by the Decree¹ of the Minister of Population Policy and Labor under the name 'Unified list of names of professional positions' developed based on the concept, basic principles, and structure of the Standard Classification of Occupations (ISCO-08) by the International Labor Organization. Since its adoption, YAMAT has been updated periodically in 1998² and 2010. YAMAT is a key indicator in the statistical sector and labor force surveys and is used in labor force comparison, job placement, and labor market information systems.

The MLSP has established a working group to update YAMAT in 2021 and is working on updating the professional classification of the manufacturing sector. In addition, in 2022, the project consultant (under World Bank financed MESP) reviewed 1,440 occupations, job titles, and requirements from the Municipal Employment Office and job intermediation organizations and coded 170 occupations used in the online job matching portal, of which 65 occupations were added to YAMAT.

However, there is a further need to re-review the whole YAMAT and update it to reflect the evolving nature of the labor market by adding emerging occupations due to new technologies and updating some of the changing occupations.

The MLSP suggests engaging two national consultants with expertise in labor market analysis, occupational research, and classification methodologies to ensure the relevance and accuracy of these amendments and updates to YAMAT. This TOR defines the scope of work, deliverables, performance evaluation, and reporting for the national consultants to provide technical support to the MLSP.

DUTIES AND RESPONSIBILITIES

Scope of Work:

The primary objective of this consultancy is to amend and update the YAMAT by amending new occupations and revising existing ones to reflect the current labor market dynamics.

The national consultants will work under the guidance and supervision of the MLSP/PIU of MERESP, consult with all relevant parties, and take the advice and recommendations of the WB team and MLSP/PIU.

Tasks: In particular, consultants will undertake the following:

1. Identifying the required necessary improvements and changes by re-reviewing the job descriptions of the entire YAMAT and its translations;
2. Conducting research and identifying occupations emerging with the technological progress and changes in the labor market but currently not included in the national index/codes of the YAMAT based on the review of available international experience such as the national occupational classification of OECD countries and studies of labor market undertaken in Mongolia;
3. In consultation with the relevant technical unit and experts of the MLSP, selecting industries with the need for updates, revisions, or modifications of existing occupations based on changes in job roles, skills requirements, and industry standards;
4. Conducting meetings with representatives of the relevant sectoral ministry, sectoral/professional associations, and social partners to gather inputs and feedback on required amendments and changes to the YAMAT in their respective sectors;
5. Developing detailed descriptions and classifications for new occupations identified, ensuring alignment with existing classification principles and standards of YAMAT and coding with six digits;

¹ Unified list of names of professional positions, Decree No. 235 of the Ministry of Population Policy and Labor of Mongolia dated December 31, 1993.

² Decree No. A/315 dated November 3, 1998 of the Minister of Health and Social Protection of Mongolia on the approval of the National occupational classification and definition.

6. Updating and modifying the job descriptions and coding for existing occupations in selected industries as necessary;
7. Developing proposals for the integration of new occupations and changes into the YAMAT structure, including the need for amendments and revisions, the job titles, job descriptions with main objectives, job roles, proposals for adding codes of amending and updating occupations into basic, sub-group, small-group, and unit levels of the YAMAT, and the list of required technical competencies and skills for each selected occupation at the unit group (4-digit level) ;
8. Conducting discussion meetings with representatives of the relevant sectoral ministry, sectoral/professional associations, and social partners to discuss and gather feedback and validation on proposed amendments and changes to the YAMAT;
9. Finalizing proposals for amendments and revisions for each occupation according to the form as an attachment of the methodology for amendments and updates to YAMAT incorporating feedback and recommendations from stakeholders and discussions;
10. Assist the responsible unit and experts of the MLSP in reviewing the proposed amendments and finalize and approve them by Decree of the Minister of Labor and Social Protection, and enter information into the www.yamat.mlsp.gov.mn and ejob.gov.mn electronic system according to the approved documents.

Note: The respective technical unit of the MLSP/PIU will be in charge of organizing meetings in respective sectors.

Deliverables:

The consultants will prepare a work plan describing the schedule for deliverables in consultation with the relevant department of the MLSP and approve it by the MLSP.

Consultants will produce the following deliverables:

Deliverable 1: to be delivered by July 31, 2024:

- 1.1. Comprehensive research report detailing findings on new occupations due to changes in labor market dynamics and recommendations for YAMAT updates and based on feedback from consultation meetings with stakeholders of different sectors;
- 1.2. The list of occupations selected for new coding due to shifts in the labor market trends and updating based on changes in industry standards;
- 1.3. Report of the discussion meetings with focus on technical inputs and feedback provided by stakeholders of different sectors;

Deliverable 2: to be delivered by October 1, 2024:

- 2.1. The draft of amendments to YAMAT, including proposed descriptions and classifications for new and revised occupations, job roles, required skills, and competencies (incorporating feedback gathered from stakeholders and recommendations from discussions);

Deliverable 3: to be delivered by November 30, 2024:

- 3.1. An updated version of the YAMAT with new amendments and revisions of which relevant information entered into the electronic system of YAMAT www.yamat.mlsp.gov.mn;
- 3.2. A summary report for consultancy service and suggestions for further updating YAMAT and slides (PowerPoint).

Contract duration:

A contract will cover the period from June 15, 2024, to November 30, 2024 (6 months).

Contract Price:

The contract price is negotiable with the consultants. The total price of the contracts for two consultants will not exceed MNT 72,000,000 (USD 20,580), with each consultant's contract price MNT 36,000,000 (USD 10,290) and include all costs required to perform the deliverables identified in the TOR.

Consultants will deliver the products at no cost if any of the deliverables stipulated by this TOR cannot be produced before the contract ends due to justifiable circumstances, and for this reason, extending the contract duration.

Monitoring and progress control:

Consultants will work under the supervision of the MLSP and the MERESP PIU while performing the activities in this contract.

The performance of consultants is evaluated based on the following indicators:

- 1) Completion of tasks specified in ToR;
- 2) Compliance with the established deadlines for submission of deliverables;
- 3) Quality of work.

Reporting:

Consultants will report to the MLSP/PIU and World Bank. Consultants will fill out Deliverable acceptance forms for each scheduled deliverable to the MLSP/PIU before receiving the contract payments.

Schedule of payments:

The contract price is output-based regardless of the extension of the herein-specified duration. Payments shall be in three installments based on the list of deliverables.

The consultants will be paid in the following schedule:

Deliverable	Payment
Deliverable 1.1; 1.2 and 1.3	30% of consultancy fee
Deliverable 2.1	40% of consultancy fee
Deliverable 3.1 and 3.2	30% of consultancy fee

Payment will be made upon submission of the agreed deliverables and acceptance by the MLSP/PIU.

Confidentiality: Information obtained and reports produced in connection with this assignment are the property of the Ministry of Labor and Social Security (MLSP) and the World Bank. Selected consultants may not use this information for their own research or commercial purposes.

REQUIRED SKILLS AND EXPERIENCE

Consultants should meet the following requirements:

Educational Qualifications:

- The consultants should have a master's degree or higher degree in economics, labor economics, human resources, and other related fields;

Experience:

- The consultants should have at least five years of work experience in labor market analysis and occupational classifications;
- Demonstrated experience in analyzing, reviewing or updating YAMAT;
- Prior relevant experience with analyzing labor market dynamics in different sectors and working with sector stakeholders would be an advantage;

Competencies:

- Good analytical skills, ability to work independently;
- Excellent writing skills in the Mongolian;
- Proficiency in written and spoken English;

- Good teamwork skills and ability to manage complexities.