

## TERMS OF REFERENCE FOR CONSULTANCY SERVICE

Objective	To strengthen management and activities of the organization, consultancy service on human resource policy /1 person, 3 months/
Project name	“Smart government” project
Components	National Statistics Office of Mongolia, component of “Strengthening data processing of the statistical organization”
Project implementer	Government of Mongolia
Project number	5483-MN
Activity number	3.2.7c of the project procurement plan
Location	Ulaanbaatar, Mongolia
Procuring entity	National Statistics Office of Mongolia

### **1. Background**

The National Statistics Office is government organization providing statistical information about economy, population, society and environment of all aspects of country, regions, aimags and the municipal to government, citizens, and the enterprises.

The Structure of NSO is centralized and independent in providing services at national level. The NSO consists of branches of statistics departments and divisions in aimags, municipal and districts under respective governors.

The accordance with National Statistical Development Strategy 2011-2015, approved by 59<sup>th</sup> provision of State Great Khural in 2011, several targets to improve human resource of the Mongolian Statistics has been proposed and implemented. The NSDS 2017-2020 also covers, several activities to improve capacity of human resource of the statistics

#### Need and requirement:

NSO is implementing activities in NSDS strategy annual work plan. Some of those activities are being implemented by sending officers to specialized trainings in both domestic and foreign countries. However, as of today, there is not comprehensive policy developed on human resource, integrating the training.

Therefore, in order to keep the experienced and expert staffs, there need to be human resource policy that understands and maintains their workloads, includes training opportunities and helps to solve the possible social issues. Also, there are needs to renew rules and principals applied at both central and local offices, improves staffs knowledge on laws and legislation, archiving and documentation of the official recording, and set archiving standard.

## **2. Scope of Work**

Consultancy service includes following activities:

1. Investigate and determine the workloads of staffs at both central and local offices, do monitoring (to note, observe and interview the activities of staff for a certain period of time and to record a video if it is required) the workplaces, provide results and determine job descriptions
2. Develop comprehensive policy on human resource
3. Review rules and principles applied in both central and local offices for consistency and possible overlapping, and revise them
4. Improve the officials' knowledge on laws and legislations, archiving and documentation of the official records.

Consultancy service will be provided at central and local (National Statistics Office, municipal, district and aimags) level and comprises of following parts:

1. To investigate and determine the workloads of staffs at both central and local offices, do monitoring (to note, observe and interview the activities of staff for a certain period of time and to record a video if it is required) the workplaces, provide results and determine job descriptions
  - Investigate and determine the workloads of officials at central and local offices and provide results
  - Provide job descriptions
2. To develop comprehensive policy on human resource
  - Develop work plan with implementation phases
  - Conduct human resource survey of the institution
  - Assess the human resource capacity
  - Make assessment on training program
  - On about social security and provision of the officials
3. To review rules and principles applied in both central and local offices for consistency and possible overlapping, and revise them
  - Listing all the rules and principles and make an assessment on their law and legal basis
  - Review consistency and possible overlapping between rules and principles
  - Update
4. To improve the officials' knowledge on laws and legislations, archiving and documentation of the official records

- Improve the knowledge of the officials on laws and legislations, archiving and documentation of the official records
- Produce brief handbook on how to archive and document official records, distribute to the staffs and officials
- Determine lists of the official records which should be maintained by the organization
- Organize the official records and archives by standard archiving unit
- Report on documentation of official records should be maintained by the organization
- Provide list on missing official records

### **3. Expected results, Output**

1. Comprehensive policy on human resource will be produced.
2. Workloads of the officials at central and local offices will be balanced and job descriptions will be determined.
3. Rules and principles applied for both central and local offices will be consistent with related laws and provisions.
4. Officials' knowledge on law and legislations, archiving and documentation of the official records will be improved, official records and archiving of the organization will be kept and maintained at standards.

### **4. Duration**

Duration: 3 months  
Commencing: October 2019

### **5. Management and Organization**

The Individual Consultant will make agreement with the chairperson of National Statistics Office of Mongolia on the service and reports to the chairperson. On necessary situation, consultant will contact with administrations department and human resource division on any issues.

Changes to terms of reference of this consultancy service can be made only if objective and coverage of the service is not changed and parties agrees on the changes.

### **6. Qualification and work experience**

Person who provide consultancy service should satisfy following requirements:

- Master or higher degree on law and legislation, human resources or related field
- Minimum 10 year working experience
- Have working experience on making assessments workplace and producing job descriptions
- Have experience on organizing training on archiving and documentation of the official records and can provide consulting on it

- Demonstrated ability to produce policy document, conduct research and draw conclusion
- Able to work in countryside
- Able to handle the workload during consulting period

## **7. Consultancy fee**

Remuneration of the consulting service will be provided based on results. Fee is determined by Mongolian togrogs and all the relative costs and taxes are included in the fee.

If results of the service is satisfactory, proposed level of remuneration is paid in four instalment as noted below:

1 <sup>st</sup> payment:	10 percent, upon agreement and signature
2 <sup>nd</sup> payment:	10 percent, after delivery of the consultancy work plan and commencement of work plan
3 <sup>rd</sup> payment:	30 percent, upon delivery of the draft documents
Final payment:	50 percent, upon delivery of the final documents received (both hard and electronic)