

MINISTRY OF EDUCATION AND SCIENCE
L3594-MON Sustaining Access to and Quality of Education During Economic Difficulties
Project

Recruitment of national individual consultant/Financial Analyst

1. BACKGROUND

To increase efficiency of the education expenses, the MES has been working to strengthen systems for planning and managing education services and resources. It has started preparing the education sector budget proposals in electronic format from 2021. In addition, the MES developed geographic information system (GIS) based real-time information system to identify needs for school and kindergarten construction, expansion, and rehabilitation; to collect data and conduct analysis, and has been using the system to prepare the education sector investment plan. The laws on education were updated in 2023.

2. SCOPE OF THE CONSULTING SERVICE

The MES intends to recruit a consultant to perform tasks related to preparing budget proposals via digital system and investment needs, developing methods/approaches for budget preparation and investment proposals in accordance with the relevant policy and regulations, preparing an introduction on policy, regulations and methodologies that require to be updated in accordance with the Education Package Laws, analyzing the budget policy and planning, analyzing the performance-based variable cost for pre-primary and secondary education and cost performance of the school lunch program, and preparing reviews and recommendations for further improvements.

Detailed tasks and expected outputs:

- 1 Detailed workplan
- 2 Methods/approaches for implementing the policies and regulations of the digital budget proposals to be aligned to the education package law, introductions on the policies, regulations and approaches along with analysis and recommendations
- 3 Methods of calculating budget, finance, and variable costs in terms of the Education package Law, introductions on relevant policies and regulations on budget planning and allocation (the introductions will be prepared for the MES' affiliate agencies) (with support of the assistant)
- 4 Analysis and conclusion on digital education budget planning and preparation of e-reporting on performance; and identified ways and proposals to implement the public private partnership to increase their participation in order to support education sector digital development (with support of the assistant)
- 5 Model templates for education digital budget planning and preparation of performance e-reporting
- 6 Analysis and conclusion of the cost performance of the school lunch program of secondary education for 2022 and 2023 (with support of the assistant)
- 7 Analysis and conclusion of the actual performance of the variable cost pre-primary education for 2022 and 2023 (with support of the assistant)
- 8 Analysis and conclusion of the actual performance of the variable cost secondary education for 2022 and 2023 (with support of the assistant)
- 9 Identification of training needs on items listed above in 1-5 and conduct capacity-building training (with support of the assistant)
- 10 Training report which includes training program, cost estimate and evaluation

- 11 Professional and technical inputs provided to the key stakeholders including Finance and Investment Department of MES, GAE and EITC.

Minimum Qualification Requirements:

- A minimum of a master's degree or above in finance and economics;
- More than 5 years of experience in finance, economics, and accounting.
- Experience in (i) an efficient budget, budget planning, and expenditure, and (ii) collecting relevant data and information for decision making, and conducting analysis at sector-level (experience in education sector will be an advantage);
- Experience in research and comparative analysis of sector-level laws, policies, and regulations; and
- A certified accountant or financial auditor will be an advantage.
- Strong analytical, problem-solving solving, and reporting skills;
- Fluent English in speaking and writing;
- Strong communication skills;
- Team working skills; and
- Strong preparation and presentation skills using tools such as PowerPoint, photoshop, Canva etc.

Application process:

Interested applicants should submit an expression of interests consisting of the following documents, prepared in English and Mongolian languages.

- Cover letter (maximum two pages) explaining the reasons for applying for the position, describing how the candidate's qualification, skills and work experiences meet the selection criteria;
- Curriculum of vitae prepared in ADB template;
- A reference letter from the last employer;
- Copies of all diplomas and certificates;
- Other supporting documents (such as information on previously conducted similar works, experiences and proof of skills and qualifications etc.).

Interested applicants should submit an Expression of Interest (EOI) through ADB's CMS at the following link: https://selfservice.adb.org/OA_HTML/adb/xxcrs/jsp/ADBCsrnFwd.jsp?sel=194760

The shortlisted candidates must bring their original diplomas and certificates to the interviews.

Selection Procedure

Only the shortlisted candidates will be contacted and asked to have an interview with the Ministry of Education and Science's Consultant Selection Committee.

For inquiries, please contact G.Tuul, Procurement Specialist of Project Implementation Unit at 7766-0888 and tuul@eduproject.mn