



## **TERMS OF REFERENCE (ToR)**

### **TITLE: ADMINISTRATIVE OFFICER**

Project title: Operationalization of the International Think Tank for Landlocked Developing Countries

Implementing Agency: Ministry of Foreign Affairs of Mongolia

Contract type: Service Contract

Duration of Project: 2014-2016

### **1. Background**

The project is part of the Government of Mongolia and UNDP agreement /Country Programme Action Plan (CPAP)/ to cooperate in the field of operationalizing the International Think Tank (ITT) for Landlocked Developing Countries (ITT-LLDC) in Ulaanbaatar. The ITT is aimed at providing support for strategic interventions to enhance the development prospects of all LLDCs including Mongolia. The project document was signed on January 15, 2014 by the Government of Mongolia and the UNDP.

Lack of territorial access to the sea and remoteness from major growth poles and markets is often translated into high transport and transit costs for LLDCs. These additional costs impose severe constraints on socio-economic development, including on country competitiveness and human development outcomes. In Mongolia's case, the economy continues to be heavily influenced by its neighbours and therefore extremely vulnerable to their economic performance. As a landlocked country, Mongolia and the other LLDCs need to look beyond their immediate neighbours and diversify their sources and destinations of imports and exports. Greater engagement in regional and global trade, better management of transport and transit arrangement and sharing knowledge and experiences will be critical.

The ITT will provide a platform for such knowledge sharing, support for Intra-LLDC collaboration and other South-South engagement as well as for global cooperation. The idea of establishing a think tank for LLDCs originates in the International Ministerial Conference of Landlocked and Transit Developing Countries and Donor Countries and International Financial and Development Institutions on Transit Transport Cooperation, held in Almaty, Kazakhstan in 2003.

The overall goal of the International Think Tank is to use top-quality research and advocacy to improve the ability of landlocked developing countries to build capacity

with a view to benefiting from the international trade including multilateral trade negotiations, with the ultimate aim of raising human development and reducing poverty. It is the first international intergovernmental institution to set up in Mongolia and has great political importance for Mongolia's position on the international arena.

The project for Operationalization of the International Think Tank has 3 main outputs:

1. Establishment of a fully operational and well-resourced ITT within a secure legal framework
  - Drafting of the Charter of the International Think Tank including its Modus Operandi;
  - Networking of the International Think Tank;
  - Strengthening its financial capacity;
  - Improvement of the legal framework of the ITT;
2. Substantive outputs delivered in form of research papers and used for policy debate
  - Negotiating capacity of Mongolia and LLDCs is to be improved;
  - State of the art ITT's website and interactive web based platform are to be accessible worldwide;
3. Substantive outputs delivered from the ITT are to be used for policy debate and design by Government of Mongolia and other stakeholders
  - Research papers and reports are to be translated into Mongolian and used for policy debate;
  - Special events are to be organized in Mongolia;
  - Sea access for Mongolia is to be explored;

**Outputs will be demonstrated by:**

- Strengthened capacities in knowledge;
- Established institutional framework (legal and technical);
- Availability of tools and best practices;

The Administrative Officer will work under the direct supervision of the Interim Director. The Administrative Officer will provide support to project implementation and research works of the ITT-LLDC and get involved in the project management activities and implementation of daily administration tasks.

**2. Tasks and responsibilities**

The Administrative Officer will work within but not limited to the following objectives of the ITT under the direct supervision of the Interim Director:

- a) Producing and disseminating research and studies on trade-related topics, aid-for-trade, transport and transit, as well as databases on issues of interest to landlocked developing countries;

- b) Promoting cooperation between landlocked developing countries with a view to strengthening their analytical capacity in key areas of transit transport, infrastructure investment, aid and trade facilitation, trade negotiations, poverty reduction and economic growth;
- c) Sharing information, networking with a view to coming up with a better understanding of challenges facing landlocked developing countries;
- d) Contributing to the formulation of strategies and policies aimed at the effective implementation of the Vienna Programme of Action through analytical studies and research on key issues;
- e) Fostering convergent views and approaches among landlocked developing countries with respect to global economic issues of interest to landlocked developing countries, such as effects of the global economic and financial crisis, climate change and food security;
- f) Establishing continual relationships with international organizations, including the United Nations system agencies and development partners with a view to mobilizing awareness of special needs of landlocked developing countries and financial and technical resources for the implementation of the project as well as identified studies and research;
- g) Making available to all landlocked developing countries, development partners and other partner research institutions, publications, research results and studies for the use and benefit of landlocked developing countries;

He/she will provide assistance to the Interim Director, UNDP Country Office and the Project Implementation Unit (PIU) in implementing project objectives.

### **3. Detailed duties and tasks**

#### Research/ studies

- Substantive input study papers/ research work on the case of development in general, trade related issues of LLDCs, especially LLDCs in the region of Central Asia;
- Substantive input to an evidence-based diagnosis on the specific and common issues faced by the LLDCs to propose solutions to the problems of LLDCs;
- Substantive input studies on sustainable development approaches for further implementation in LLDCs;

#### Project Management

- Works on the website, Facebook and Twitter content;
- Administration of the project main e-mail account and takes follow-up actions;
- Takes minutes of meetings and conferences and distributes them within 72 hours after the meeting;
- Provides substantive input to the organization of conferences and workshops to be held in and out of Mongolia by the ITT, ensuring logistical arrangements;
- Participates in meetings and conferences with stakeholders when required;
- Provide input to development of project documents in English and Mongolian;

- Check the quality of all project translations carried out by external parties when necessary;

#### Other activities

- Be able to work stable and ensures quality of products on timely manner;
- Any other duties as required by the Interim Director, Ministry of Foreign Affairs and the UNDP Country Office;

#### **4. Expected outputs and deliverables**

The Administrative Officer will submit the deliverables listed below to the Interim Director:

- a) A work plan with detailed activities and timeline of respective activities will be prepared in consultation with the Interim Director within 5 working days after the contract is signed;
- b) Monthly progress reports based on the activities of the ITT;
- c) Quarterly progress reports based on the activities of the ITT;
- d) Annual reports based on the activities carried out during one year;

#### **5. Contract Duration**

The contract duration is for 1 year. Renewal subject to satisfactory performance.

#### **6. Required qualifications and experiences**

##### **Education:**

- Bachelor or diploma in International and/or Commercial Law,
- Preferably master's degree in Economics, Business Administration or other related areas;

##### **Experiences:**

- A minimum of five years of work experience with Government organizations;

##### **Qualifications:**

- Strong research, analytical and reporting skills;
- Knowledge on international political economy, international development and/or sustainable development is an asset;
- Strong sense of integrity and team working skill are essential;
- Good personal organisation, communication and interpersonal skills;
- Fluency in spoken and written English and Russian and high level of computer literacy (Microsoft, Excel and other software);

### **Core competencies:**

- Demonstrates a strong commitment to Project mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Integrity;

### **Functional competencies:**

#### Knowledge Management and Learning

- Promotes knowledge management at the ITT for LLDCs and in UNDP and a learning environment in the office through leadership and personal example;
- Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills;

#### Development and Operational Effectiveness

- Ability to provide analytical inputs to strategic planning, result-based management and reporting;
- Ability to implement new systems and affect staff behavioural/ attitudinal change;

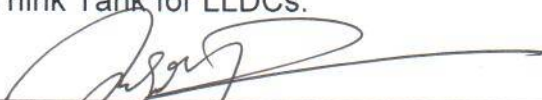
#### Management and Leadership

- Builds strong relationships with stakeholders, focuses on impact and result for the stakeholders and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities.

Note: The present TOR may be adjusted and modified, without changing the overall objective and the scope of work, on the basis of consultations.

### **7. Approval**

This ToR is approved by: Mr. E.Odbayar, Project Coordinator, Interim Director, International Think Tank for LLDCs.

Signature:  \_\_\_\_\_

Date of Signing: 01.12.2015