

TERMS OF REFERENCE FOR CONSULTANTS

A. Background

1. The proposed knowledge and support technical assistance (TA) will be carried out by a core team of international and national experts with an estimated input of 36.0 person-months. To ensure consistency in due diligence and capacity strengthening, a consulting firm will be recruited to deliver the TA outputs. The consulting firm will be recruited using the quality-and cost-based selection method, using a quality–cost ratio of 90:10 by submitting a biodata technical proposal following the Asian Development Bank (ADB) Procurement Policy (2017, as amended from time to time) and its associated procurement staff instructions. The successful firm should have prior experience and demonstrated expertise in the food and agriculture sector with specific experience in food supply chain management. Experience working in Mongolia is preferred and highly desirable. All national consultants hired as part of this TA must be fluent in written and spoken English and possess graduate degrees or equivalent experience relevant to this TA. International specialists should have prior experience working in Mongolia, an understanding of the country context, and familiarity with concerned government institutions. All consultants will provide inputs to the reports, coordinated by the team leader who will provide overall supervision, oversight, and quality-control.

B. Terms of Reference

Table 1: Summary of Experts

National Specialists	Person-months
Food supply chain specialist/team leader	12.0
Agriculture and natural resources economist	8.0
Food safety and public health specialist	6.0
Finance specialist	4.0
Total	30.0
International Specialists	Person-months
Food supply chain specialist	3.0
Agriculture and natural resources economist	3.0
Total	6.0

Source: Asian Development Bank.

2. **Food supply chain specialist/team leader** (national, 12.0 person-months). The specialist will have the overall responsibility for the effective and timely implementation of the TA, ensuring the quality of all TA outputs described under the scope of services, and coordinating and consolidating inputs of government agencies and other specialists. The specialist will have a graduate degree in agriculture, natural resources, or relevant discipline, and at least 10 years of work experience in food supply chain management. Specific tasks will include the following:

- (i) assume the overall responsibility for the preparation, coordination and research of all reports, documents, and deliverables;
- (ii) develop outlines of the TA progress and final reports; assign work to the team specialists; compile inputs; and finalize progress and final reports;
- (iii) manage and ensure the timely implementation of TA activities, including (a) collecting data through surveys and interviews; (b) organizing project review workshops; and (c) supporting the relevant agencies in organizing relevant workshops, conferences, and study tours;
- (iv) lead the assessment on impacts of coronavirus disease (COVID-19) crisis on food supply chain disruptions;

- (v) lead the holistic assessment of vulnerability in food supply chains against a range of food insecurity risks in particular the improvement of logistics and storage systems and sustainable use of natural resources and managing climate risk;
- (vi) develop a rapid response plan to address food insecurity risk during COVID-19 crisis and the policy recommendations to establish more resilient food supply chains against a range of food insecurity risks beyond COVID-19 crisis;
- (vii) assign work responsibilities to the team members and reporting requirements in consultation with the executing and implementing agencies, ADB, team members and other key stakeholders and experts;
- (viii) conduct consultations with experts, stakeholders, and policy makers on the draft reports; and incorporate their feedback into the revised drafts; and
- (ix) participate in presenting the study findings in the TA review workshops, stakeholder consultation workshops, knowledge products, and conferences.

3. **Food supply chain specialist** (international, 3.0 person-months). The specialist will have a graduate degree in agriculture or related field with at least 10 years of experience related to food supply chain management. Experience in risk assessment and management in food supply chain as well as knowledge on digitalization of food supply chains are preferred. The specialist, in coordination with team leader and other experts, will be responsible for outputs related to technical aspects of fodder production, including seeds, suitability analysis, and climate smart agronomic practices. Specifically, the specialist will be responsible for the following tasks:

- (i) assume the overall responsibility for finalizing all reports, documents, and deliverables;
- (ii) lead the development of the study frameworks and analytical methodology;
- (iii) review the impact assessment of COVID-19 on food supply chain disruptions with national experts;
- (iv) support the holistic assessment of vulnerability in food supply chains against a range of food insecurity risks, reflecting international experiences;
- (v) identify the opportunities for public and private partnership to apply digital technologies to monitor prices along food supply chains and to strengthen the resilience of food supply chains, reflecting international best practices;
- (vi) reflect the international best practice on a rapid response plan to address food insecurity risk during COVID-19 crisis and the policy recommendations to establish resilient food supply chains against a range of food insecurity risks beyond COVID-19 crisis in collaboration with other experts; and
- (vii) provide relevant inputs as required to the TA reports and participate in presenting study findings at workshops and other events.

4. **Agriculture and natural resources economist** (national, 8.0 person-months). The specialist will be responsible for contributing to and supporting the rapid assessment of vulnerability of food supply chains and the implications to food insecurity during the COVID-19 crisis and performing policy and institutional analysis to build more risk resilient food supply chains including through domestic stakeholder consultations. The specialist will have a graduate degree in natural resource management, economics or relevant discipline, and at least seven years of relevant work experience in agriculture, environment, and natural resources. Specific tasks include the following:

- (i) lead the monitoring of prices from production inputs, production, processing to retail based on official statistics, survey, interviews, and data analysis;
- (ii) lead the institutional and policy analysis to develop more risk resilient food supply chains, in particular developing the desirable policy coordination mechanisms between different agencies of the government;

- (iii) support the feasibility study to establish price monitoring system along food supply chains and emergency stock systems;
- (iv) work with the team leader to identify work responsibilities, including distribution of tasks and deliverables; and
- (v) participate in and present findings at workshops and conferences.

5. **Agriculture and natural resources economist** (international, 3.0 person-months). The specialist will be responsible for contributing to and supporting the rapid assessment of vulnerability of food supply chains and the implications to food insecurity during the COVID-19 crisis and performing policy and institutional analysis to build more risk resilient food supply chains through bringing international best practices. The specialist will have a graduate degree in natural resource management, economics, or relevant discipline, and at least seven years of relevant work experience in agriculture, environment, and natural resources. Specific tasks include the following:

- (i) review the monitoring of prices from production inputs, production, processing to retail based on official statistics, survey, interviews, and data analysis with national experts;
- (ii) review the rapid assessment of vulnerability of food supply chains and during the COVID-19 crisis with national experts;
- (iii) lead the feasibility study to establish price monitoring system along food supply chains and emergency stock systems, reflecting the international best practice;
- (iv) review the holistic assessment of vulnerability in food supply chains against a range of food insecurity risks and the institutional and policy analysis to develop more risk resilient food supply chains, reflecting the international best practices;
- (v) work with the team leader to identify work responsibilities, including distribution of tasks and deliverables; and
- (vi) participate in and present findings at workshops and conferences.

6. **Food safety and public health specialist** (national, 6.0 person-months). The specialist will be responsible for contributing to all relevant deliverables, focusing specifically on food safety, bio-security and public health issues. The specialist will have a graduate degree in public health, veterinary science, or related discipline, and at least seven years of work experience working on issues related to food safety, bio-security and public health. Specific tasks include the following:

- (i) lead the vulnerability assessment relating to food safety and bio-security arrangement throughout the food supply chains;
- (ii) work with team members on producing recommendations for more risk resilient and sustainable food supply chain in food safety and bio-security arrangement specifically;
- (iii) work with the team leader to identify work responsibilities, including distribution of tasks and deliverables;
- (iv) be the team focal point on food safety, bio-security, public health and animal health related issues and recommendations;
- (v) participate in and present findings at workshops and conferences; and
- (vi) conduct other work assigned by team leader.

7. **Finance specialist** (national, 4.0 person-months). The specialist will be responsible for leading the financial analysis to improve the risk resilience of food supply chains, highlighting the access to finance issues along the food supply chain and related investment opportunities. The specialist must be fluent in English and should have a postgraduate degree in finance or other relevant field, with a focus on food marketing and agriculture; seven or more years of experience in the policy and practice of investment (public and private); and demonstrated experience with

finance and risk analysis. Working closely with the team leader and team members the specialist will undertake the following:

- (i) lead the vulnerability assessment relating to access to finance throughout the food supply chains;
- (ii) conduct relevant research and stakeholder consultation to understand clearly the costs associated with any investment recommendations for more resilient food supply chains;
- (iii) prepare inputs to the analytical and diagnostic assessments;
- (iv) support preparation of action plan identifying the investment opportunities to develop more resilient food supply chains; and
- (v) provide relevant inputs as required to the TA reports and participate in presenting study findings at workshops and other events.

C. Reporting

8. All the deliverables should be submitted to the executing and implementing agencies, and ADB in printed and electronic copies within timelines. They should be of high quality and produced in Mongolian and English. The final outputs will be posted on the ADB website in both languages. National experts will be based in Mongolia while international specialists can be based in their home base depending on the entry condition to Mongolia due to COVID-19. After consultant mobilization, the consultants will submit the following:

- (i) inception report including the study framework and inception workshop by month 2;
- (ii) draft monitoring report on price along food supply chains by month 4;
- (iii) draft assessment report on impacts of COVID-19 on food supply chain disruptions by month 5;
- (iv) interim report including (ii), (iii) and the rapid response plan to address food insecurity risk during COVID-19 crisis by month 6;
- (v) draft holistic assessment report on the vulnerability in food supply chains against a range of food insecurity risk by month 10;
- (vi) draft policy strategy and action plan including the policy recommendations to establish more resilient food supply chains against a range of food insecurity risks by month 13;
- (vii) draft final TA report by month 15; and
- (viii) final TA report and knowledge sharing event by month 17.