TERMS OF REFERENCE

Job title: Event Coordinator
Project title: “Capacity Development for the Micro-Insurance Market” Project
Duty Station: Project Management Support Unit
Duration of appointment: from contract start date till 30 April, 2014

Background

The Government of Mongolia is continuing the implementation of a project “Capacity Building for the Micro-Insurance Market” project in collaboration with the Financial Regulatory Commission (FRC) of Mongolia with financial support of the Government of Luxemburg. As per request of the Government of Mongolia and the UNDP Mongolia, the project was extended for another year, commencing in 2013 and to end in May 2014 in order to continue remained incomplete activities, particularly launching a second micro-insurance product, a property insurance, expand project activities by cooperating with Ministry of Population Development and Social protection to increase coverage of contributory social insurance to informal sector.

The Financial Regulatory Commission and UNDP Mongolia will jointly organize forum for Insurance on 16-17 April, 2014 which in Mongolia will be a “first” for the financial sector in Mongolia. The Financial Regulatory Commission ”FRC” will promote the importance of insurance to the economy and the financial sector of Mongolia by holding a 2 day forum in Ulaanbaatar. The forum will bring together international insurance experts, international insurance regulators, international development agencies, Mongolian political and business leaders, Mongolian insurance companies and financial sector stakeholders in Mongolia. In order to facilitate the organization and completion of the events, the project would like to recruit an Event Coordinator, who would be engaged from contract start date till 30 April 2014.

Objectives of Assignment

Under direct supervision of National Project Manager (NPM) and overall guidance of National Project Director (NPD) of the project, Event Coordinator is responsible to ensure the arrangements, logistical, administrative and preparation of the above forum run timely and smoothly in high quality manner.

Scope of Work

1. Ensures smooth logistical preparation and execution focusing on achievement of the following results:
   • Smooth logistical preparation and execution of the event;
   • Prepare, send out, and confirm invitations;
   • Arrange needed procurements of meeting packages, venue booking, and other supporting materials and stationeries, prepare list of participants, confirmation with invitees prior to the event;
   • Assist the production of meeting proceedings;
To be the person-in-charge in logistics during the forum, including but not limited only to the following tasks:
- Participants registration
- Venue and meeting package preparation including meals and lunches
- Forum materials
- Liaise with Government counterparts under the direction and supervision of the NPM and NPD
- Arrange note taking, ensure the records are made
- Reporting

2. Daily update on the progress status to the NPM and project unit and keep all relevant parties informed on issues and challenges faced for further solution/decision;

3. Any other tasks related to forum activities delegated by the NPM.

Deliverables

The coordinator expected to deliver the following deliverables in both English and Mongolian languages to the project unit:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Date</th>
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<tbody>
<tr>
<td>1 Action Plan (in consultation with NPM)</td>
<td>to be submitted within three business days after signing the contract.</td>
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<tr>
<td>2 Event report and organized files</td>
<td>Within five business days after completion of the event</td>
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Organizational Setting:

During the contract period, the coordinator will be provided with an office space at the project unit and receive necessary support from the unit. The coordinator will be contracted by the project in accordance with the project procurement rules and regulations.

Qualifications/Competencies:

Education: Graduate degree in Economics, Social Science, Business, Law or any other areas

Experience and competencies:

3-5 years relevant work experience with government or NGOs;
Highly motivated and experienced in coordinating and planning events for international and national level;
Ability to liaise with government, donors and stakeholders in a professional and friendly manner;
Strong analytical and writing skills with proven skills in policy recommendations and problem identification and solving;
Applicants must be confident, persuasive, and able to communicate very well in Mongolian
Excellent administration, organizational and time management skills;
Excellent team work and participatory process skills;
Flexible in working hours—ability to work evening and weekends if necessary
Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines
Consistently approaches work with energy and a positive, constructive attitude
Good computer skills

**Language:**

- Excellent communication and reporting skills in Mongolian
- Excellent English language skills

**Remuneration and Schedule of Payments:**

All-inclusive fee will be paid in MNT amount based on the UN's Operational Rate of Exchange of the day payment to be paid on monthly basis. It is established on the basis of the level of responsibility of the assignment, and the experience and competencies of the individual engaged in relation to the local labor market.