

**International Labour Organization**  
**Formalization of the Informal Economy Project**

Terms of Reference for a National consultant to develop standard  
employment contract templates

**Background**

The International Labour Organization (ILO), The Formalization of the Informal Economy Project, aims to provide technical support to tripartite constituents to foster the transition to the formality of informal workers and informal businesses in Mongolia. Under outcome 2, the project has planned to provide adequate employment relations services to workers in the informal economy.

A revision of the Labour Law was approved in 2021, which reflected the general principle that all forms of work should be treated equally, most notably introducing provisions that recognize the types of employment contract, including non-standard forms. Some non-standard forms of employment are predominantly informal and tend to be over-represented in the informal economy.

With this background, the Ministry of Labour and Social Protection (MLSP) has requested the technical support of the ILO in developing the standard templates for the types of employment contracts provided for in the Labour Law, as well as for employment in the retail trade and service sectors in general. It is expected that the use of verbal agreements between employees and employers, without signing an employment contract, will decrease as various types of employment contracts will have been developed. This is in line with the principle of formalization of the informal economy.

**Objective of the assignment**

The objective of the assignment is to develop standard contract templates for:

- 1) the types of employment contracts in accordance with Articles 62 to 71 of the Labour Law; and
- 2) employment contracts in the retail trade and service sectors.

**Scope of Work**

The National consultant will develop the standard contract templates in close cooperation with the ILO and the Labour Relations Policy Implementation and Coordination Department (LRPICD), MLSP.

- Develop draft templates.
- Templates will be filled out by the relevant group of people (pre-test). The project will cover the related costs.
- Finalise the standard templates as per suggested revisions.

**Deliverables**

1. Draft templates for employment contracts in Mongolian and English to be submitted by 20 January 2024.
2. The following finalised version of the standard templates in Mongolian and English is to be submitted by 29 February 2024.
  1. Employment contract for apprenticeship
  2. Employment contract for vocational training

3. Probationary employment contract
4. Employment contract with special terms and conditions
5. Part-time employment contract
6. Home work employment contract
7. Employment contract for remote work
8. Employment contract between individuals
9. Employment contract with assistant herders
10. Employment contracts with domestic workers
11. Employment contract for the retail trade and service sectors

### **Contract duration and estimated number of working days**

The assignment is expected to be undertaken from 25 December 2023 to 29 February 2024.  
The number of workdays: 40 working days.

### **Required skills and experience**

The National Consultant must have the following qualifications:

- A master's degree in labour studies, social protection, law or a related field.
- At least 12 years of directly relevant professional experience.
- High-level of research and analytical skills
- Proven experiences in labour relations, international labour standards and labour law
- Excellent written and spoken skills in Mongolian and English

### **How to apply**

Interested candidates are invited to submit the following documents to [ulaanbaatar@ilo.org](mailto:ulaanbaatar@ilo.org) by 19 December 2023.

- Letter of interest, explaining their skills and experience are relevant to the assignments.
- CV and a brief sample report from prior assignments of similar nature.
- Daily professional fee expressed in MNT.