TERMS OF REFERENCE

Senior Project Manager (Labour Market)

(Category 1)

1. Objective(s) and linkages to reforms

The Recovery and Reform Support Team (RST) at the Ministry of Economy and Environment of Ukraine (Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA[1]) programme that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST will assist in filling capacity gaps in the design and implementation of priority reform strategies and programmes, while strengthening links and partnerships between the Ministry's priorities and relevant donor support.

The full-scale war unleashed by Russia has changed Ukraine's economy and greatly challenged its labour market. To cope with ongoing war and post-war realities, the Government is already working on new labour legislation, policies and programmes to i) stimulate the labour market making it more liberalised; ii) simplify the 'entry' and 'exit' processes from labour relations to all involved parties; iii) re-design employment contract itself to ensure its flexibility and compliance with the up-to-date circumstances.

In addition, after receiving the EU candidate status, Ukraine's recovery efforts are anchored to the process of EU accession, as the EU integration agenda is embedded into the core objective of the government. Among others, this will require a significant improvement/upgrading of the labour policies and legislation.

In this context, the Senior Project Manager will contribute to the development and implementation of updated labour market reforms, including legislative modernisation, employment policy and active labour market programs adjustments, skills development initiatives, ensuring their alignment with post-war recovery priorities, bridging the mismatch between supply and demand in the labour market and Ukraine's EU accession commitments.

2. Position and reporting line

The Senior Project Manager will be a full-time consultant in the RST at the Ministry and reporting directly to the RST Director. The consultant is expected to be based in Kyiv.

3. Duration and proposed timeframe

The initial consultancy assignment is expected to start on September 2026. Duration of the assignment is subject to the availability of project funding, the consultant's performance, and the specific requirements of the RST.

4. Main Duties / Responsibilities and Deliverables

The Senior Project Manager is expected to provide assistance with the following:

- developing a detailed roadmap of modernisation of the labour-related and employment legislation including, but not limited to, setting a clearly defined goal and scope of work,

[1] Ukraine Recovery and Reform Architecture (URA) is a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union, to support critical recovery and reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD.

format and composition of the team responsibility for completing the tasks in the agreed timeframe, including the alignment of the new legislation with the EU acquis as well as the monitoring EU legislative developments in the field of Employment (chapter 19 of the acquis);

- providing organisational support to public consultations on new labour and employment legislation with international and local stakeholders; collecting and analysing provided feedback and, if relevant, incorporating such into a particular document (law, by-laws, strategies, plans, etc.);
- providing analytical and expert support in the development of active labour market policies and programmes to integrate veterans, IDPs, youth, vulnerable population groups (women, elderly 50+) and people with disabilities into the labour market and promote their employment;
- supporting the implementation of the Employment Strategy [2]through coordination with relevant stakeholders, monitoring progress against agreed objectives, and providing analytical and advisory inputs to inform policy adjustments and implementation decisions;
- assisting with medium-term labour market forecasting to bridge the gap between supply and demand in the labour market;
- contributing to the design and development of a comprehensive re-education and reskilling infrastructure by assessing existing mechanisms and skills gaps, proposing policy and institutional frameworks, and coordinating inputs from relevant public authorities, social partners, education providers, and international partners;
- providing analytical and expert support on additional ways to expand the labour force, including migration- and dual-intent-related policies, through the preparation of policy briefs, analytical notes, impact assessments, and evidence-based recommendations for decision-makers;
- providing strategic coordination of international partners and technical assistance within labour market, employment, skills, and State Employment Service reform domains, including ensuring alignment with government priorities, facilitating information exchange, and minimizing duplication of support, while not assuming operational project implementation responsibilities;
- supporting Ministry's daily tasks and activities within the labour and employment policies framework.

The Senior Project Manager will be expected to provide the following deliverables:

- Analytical and advisory support to the modernisation of labour and employment legislation, including active participation in the development of a roadmap outlining objectives, scope, timeline, and implementation responsibilities;
- Results of stakeholder consultations, including consolidated feedback and inputs to draft legislation, policies, and strategic documents;
- Analytical inputs and policy recommendations supporting the development and implementation of active labour market policies (ALMPs) for vulnerable groups, including veterans, IDPs and persons with disabilities;
- Monitoring and progress reports supporting the implementation of the Employment Strategy, including assessment of implementation status and key findings;
- Analysis of labour market trends, including medium-term forecasting and identification of supply–demand gaps;

[2] https://zakon.rada.gov.ua/laws/show/92-2026-%D1%80#n18

- Conceptual proposals and analytical inputs supporting the development of re-education and reskilling systems and measures to expand the labour force, including migration-related policies;
- Advisory and coordination inputs supporting the alignment of international assistance with government priorities, as well as ad hoc policy briefs and briefing materials.

5. Qualifications, skills and experience

5.1 Qualifications and skills:

- master's degree in Law, Management, Economics, Project Management, Public Policy or Business Administration;
- strong analytical, communication, and presentation skills;
- excellent verbal, written, and communication skills;
- advance level of PC literacy (PowerPoint, Project, Excel, Word);
- exceptional command of Ukrainian and fluency in English.

5.2 Professional experience:

- minimum 7 years of general professional experience;
- minimum 5 years of experience in project management or business administration;
- professional experience in economic research, labour and employment is an advantage.

5.3 Other competencies:

- strong understanding of economic processes and reforms in Ukraine, its labour market peculiarities, and political economy issues in the transition region;
- ability to operate independently in political and business environments; strong communicational and negotiation skills required for regular contact with senior national and international officials;
- experience working with multidisciplinary teams is an asset

6. Funding Source

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA), contributors to which are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Slovenia, Sweden, Switzerland, the United Kingdom, the United States, and the European Union.

Please note that selection and contracting will be subject to funding availability.

7. Submissions

Submissions must be prepared in English only and be delivered electronically **by 18 October,** 23:59 (Kyiv time) to **rstrecruiting2017@gmail.com**. All submissions must include a completed Application form, NDA Form, the candidate's Curriculum Vitae, contact details of three referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications which have been submitted using the correct template and are fully completed, will be considered.

Important notice: only Ukrainian nationals are eligible to apply; civil servants are not eligible to apply unless 6 months have elapsed since they left such employment

8. Selection Procedure

Following the evaluation of all applications received, selected candidates may be invited to a written test. Only shortlisted candidates will be invited to the interview.