TERMS OF REFERENCE

Director of the Recovery and Reform Support Team (RST) at the Ministry of Digital Transformation of Ukraine

1. Objective(s) and Linkages to Reforms

The Recovery and Reform Support Team (RST) at the Ministry of Digital Transformation of Ukraine (Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by donors to provide targeted technical support and assist the Ministry in the design and implementation of recovery and reform priorities. The RST assists 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 RST is part of the Ukraine Recovery and Reform Architecture (URA), 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.

The RST assists the Ministry in coordinating the implementation of reforms in line with the Ministry's annual work plans, Ukraine's EU integration requirements, the Ukraine Facility Plan, and key strategic documents of the Government of Ukraine. The team currently supports implementation of priority reforms in a number of areas, including: digitalization of public services, digital reforms for transparency and revenue growth, cybersecurity and cloud policy, electronic communications.

2. Position and Reporting Line

The Director will be a full-time consultant at the Recovery and Reform Support Team (RST) at the Ministry. The Consultant is expected to be based in Kyiv (subject to the security rules for the Ministry's staff). If required by the security situation, the Ministry may introduce remote working arrangements for the RST experts, as deemed necessary.

The Director will be subordinated to and coordinated by a designated Deputy Minister.

3. Assignment Start Date and Duration

The initial consultancy assignment is expected to start in November 2026. Duration of the assignment is subject to the availability of project funding, the consultant's performance, and the specific requirements of the RST. The probation period is three months.

4. Main Duties and Responsibilities

The RST Director is expected to assist the Ministry with the following:

A. Strategic Leadership & Team Management:

- Lead the RST to ensure alignment with the Ministry's strategic priorities, in line also with the EU integration process;

- Oversee resource planning, recruitment, and performance management for all RST members;
- Support the coordination of policy development, reform implementation, and recovery efforts across the relevant Ministry units;
- Support coordination of strategic decision-making with Ministry leadership, regional authorities, and relevant stakeholders, as required;
- Support the EU integration process by assisting the Ministry as required in preparing for the various stages of the accession process;
- Coordinating and contributing to assessments of the Ukrainian legislation for compliance with the EU acquis.

B. Operational Oversight:

- Support the oversight of effective execution of reform and recovery projects, including policy design, work plans, budgets, risk management, monitoring and reporting;
- Contribute to the formulation of key documents in relation to priority reforms in accordance with the Ministry's annual work plans, Ukraine's EU integration requirements, the Ukraine Plan, and key strategic documents of the Government;
- Monitor achievement of reform objectives within the RST's scope of work and address implementation obstacles;
- Deliver regular progress reports on the implementation progress of RST projects.

C. Stakeholder Coordination and Donor Engagement:

- Maintain regular communication with relevant units of the Ministry, other ministries and agencies, regional authorities, and relevant experts of the URA architecture, to ensure appropriate coordination and coherence among relevant programmes, projects and policies;
- Support the Ministry in stakeholder coordination (including with donors, government officials, professional associations, civil society and others);
- Act as the executive point of contact for communications with international donors, IFIs, and key partners (e.g. the EBRD and the EU Delegation) as required.

Expected Deliverables

The RST Director is expected to provide the following deliverables:

- Comprehensive reform and recovery plans, policies, budgets and other key documents that align with the Ministry's objectives, Ukraine's EU integration commitments, the Ukraine Facility Plan, and key strategic documents of the Government;
- Recruitment and performance management of RST consultants;
- Development of strategic reports and briefs for donors, IFIs, and Ministry's leadership, highlighting progress and impact of reforms and recovery initiatives;
- Coordination and execution of high-level strategic meetings, including Steering Committee (SC) meetings and consultations with key stakeholders;
- Timely and effective monitoring of programme results and submission of progress reports on RST work;
- Proposals for strategic documents, concept notes, drafts of legal acts, and technical acts in the Ministry's priority areas, as required.

The specified scope of work, services and expected deliverables can be modified and supplemented upon request from the Ministry and by agreement with the EBRD and the EU Delegation in Kyiv.

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Master's degree in Digital Policy, Public Policy/Administration, Law or other related field.
- Proven ability to lead a team of experts, in particular in donor-funded projects, business or public organisations. Proven knowledge and professional experience in digital and public policy development, strategic planning, project management.
- Experience in high-level negotiations, strong organisational and communication skills.
- Strong analytical skills with the ability to interpret complex legal, commercial, financial data, and draw policy implications.
- PC literacy (Office 365: PowerPoint, Project, Excel, Word).
- Excellent command of English and Ukrainian, both written and oral.
- Impeccable ethical standards and outstanding leadership skills.

5.2 Professional experience:

Minimum of 8 years of general professional experience (working for international organisations and/or international technical assistance projects would be an advantage), of which:

- at least 5 years of proven experience in project management, public or business administration, and consulting (related to the field of the assignment); and
- at least 3 years of proven managerial experience (minimum 5 subordinates) in an organisation of comparable size;
- Proven track record in donor coordination and managing international technical assistance initiatives.

5.3 Other competencies:

- Familiarity with EU acquis under Chapter 10 (Digital Transformation and Media).
- Previous experience working for international companies/organisations.
- Familiarity with Ukraine's current reform agenda, a good understanding of national policy formulation processes and policy dialogues.
- Experience in leading an expert team and project delivery.

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 and the United States, and the European Union.

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

7. Submissions

Submissions must be prepared in English only and be delivered electronically by 23:59 (Kyiv time), 20 November 2026 to hr@uraf.org.ua. All submissions must include a completed Application Form, the candidate's Curriculum Vitae, NDA form, one Reference Letter from a recent supervisor/manager (in English, or Ukrainian with English translation), and contact details of two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications that have been submitted using the correct template and are duly 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 civil service 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.