

TERMS OF REFERENCE

Project Manager (Improvement of International Financial Cooperation Process/Restoration of Ukraine)

1. Objective(s) and Linkages to Reforms

The Project Manager (Category 2, Improvement of International Financial Cooperation Process (Restoration of Ukraine)) will be a full-time consultant in the Recovery and Reform Support Team at the Ministry of Finance of Ukraine (MoF).

The Recovery and Reform Support Team (RST) was launched in October 2016. The RST is a group of Ukrainian professionals (non-public servants) funded on a temporary basis by donors that provides targeted technical support and assists the Ministry in the design and implementation of sectoral strategies and priority reforms.

Competencies of the RST include the following core capacities:

- Economic and legal analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.), and
- Reform programme planning, implementation and coordination (inc. performance indicators, progress reports, programme management, monitoring and coordination, preparation of project proposals etc.).

The Improvement of International Financial Cooperation Process reform area is aimed at creating a comprehensive approach to improving the process of cooperation with international financial institutions (IFIs), in particular by improving the monitoring of loan portfolio and disbursement level, improving the process of coordination of IFI projects, reviewing the processes inside the Ministry of Finance, etc.

To overcome the consequences of war and in view of the need to start the reconstruction process, one of the current priorities of the IFI reform is to organise an effective, coherent, transparent, and inclusive system for attracting financial support from various sources to finance Ukraine's immediate financial needs as well as future economic recovery and reconstruction, and provide support to the operations of the Ukraine Donor Platform (UDP).

Consulting services under this Assignment shall be focused on assistance in the following area:

- Work with the Recovery and Reform Delivery Office (RDO)/Secretariat of the Cabinet of Ministers of Ukraine (SCMU), the Ministry for Communities, Territories and Infrastructure Development of Ukraine, the State Agency for Restoration and Infrastructure Development, and other stakeholders on the coordination of the establishment of an effective system of attracting macro and financial support both for Ukraine's state budget and economic recovery and reconstruction, in particular through providing support to the operations of the UDP.

2. Position and Reporting Line

The Project Manager will support the RST in the stated focus area and will be subordinated to the Senior Project Manager and RST Director.

3. Duration and Proposed Timeframe

The initial consultancy assignment is expected to start in April 2026. Subject to the availability of funding, performance of the selected consultant and the specific needs of the RST, this appointment may be extended. The probation period is two months.

4. Main Duties, Responsibilities and Deliverables

Main duties and responsibilities:

Support to the facilitation of the reform implementation process:

- Engagement and cooperation with relevant stakeholders (experts, other ministries and government officials, municipalities, sovereign borrowers, donors, IFIs, and other counterparts) concerning issues of the reform;
- Support to the resolution of problems and obstacles encountered during implementation, identification and communication of issues requiring a decision of the RST Director.
- Legal and project management support (development of legislation, project/reform implementation plan, risk management, change management, etc.);
- Support with the organisation of meetings, events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals;
- Preparation of timely and quality reports and status updates on reform implementation progress to the Senior Project Manager and the RST Director as well as for publication.

Main anticipated deliverables:

- Support the efforts on the organisation of an effective system of attracting macro and financial support both for Ukraine's state budget and economic recovery and reconstruction, jointly with the RDO/SCMU, the Ministry for Communities, Territories and Infrastructure Development of Ukraine, the State Agency for Restoration and Infrastructure Development, and other stakeholders;
- Support the identification of government financing needs, matching recovery resources to priorities/needs and identifying gaps jointly with the RDO/SCMU, the Ministry for Communities, Territories and Infrastructure Development of Ukraine, the State Agency for Restoration and Infrastructure Development, and other stakeholders;
- Support to the development of reform plans and alignment of coordination efforts in legal aspects, jointly with the RDO/SCMU, the Ministry for Communities, Territories and Infrastructure Development of Ukraine, the State Agency for Restoration and Infrastructure Development, and other stakeholders;
- Support to the operations of the Ukraine Donor Platform;
- Preparation of talking points, written and visual content for various communication activities, including websites, social media, newsletters, and presentations;
- Support to the development of project management capacity at various levels by improving the legal framework with quick fixes and establishing better collaboration between the MoF, line ministries, IFIs, and foreign governments;
- Data collection, aggregation and monitoring, drafting of legal documents;
- Provide support to technical-level preparatory meetings among key stakeholders;
- Support project pipelines and other work underway.

5. Qualifications, Skills and Experience

5.1 ***Qualifications and skills:***

- At least a Bachelor's degree, preferably in Finance, Economics, Business administration;
- Strong organisational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in Ukrainian and English (No less than IELTS 6,5).

5.2 ***Professional experience:***

- Minimum 5 years of general professional experience (minimum 3 years of relevant professional experience in project implementation or advising on public finance related development projects or banks);

- Knowledge of respective regulatory frameworks will be a great asset.

5.3 **Other experience:**

- Experience in corporate governance and administration of large modern companies in Ukraine or abroad is an asset;
- Experience in developing and implementing comprehensive communication strategies, including preparing messages for various stakeholders is an asset;
- Experience of cooperation with IFIs is an asset;
- Experience in translating official documents, agreements and business correspondence is an asset;
- Familiarity with the reform agenda in Ukraine (especially in the financial sector), a good understanding of the policy formulation process 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 the MDA are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, 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) on 24 March 2026 to hr@uraf.org.ua. All submissions must include a completed [Application Form](#), [NDA Form](#), the candidate's Curriculum Vitae and contact details for three referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications that are 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 for applying unless the 6 months period has elapsed since they have 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.