

TERMS OF REFERENCE

Recovery and Reform Delivery Office

Deputy Executive Director (Category 1+)

1. Objective(s) and linkages to Reforms

The Recovery and Reform Delivery Office (RDO) 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 (EU), to support the Government of Ukraine in key reform, recovery and EU integration processes. It is placed in the Cabinet of Ministers of Ukraine (CMU) and serves as an advisory body to the CMU, providing coordination, expert and analytical support in the design and implementation of priority reform and recovery initiatives.

The Deputy Executive Director of the Recovery and Reform Delivery Office will oversee the strategic and operational management of the Office, including resource planning, consultant recruitment, project management, and collaboration with international partners. The Deputy will facilitate the monitoring of reform and recovery initiatives, ensuring regular communication and coordination with the Prime Minister's Office, the Secretariat of the Cabinet of Ministers, relevant ministries, and key stakeholders—including donors, government officials, and associations—to maintain alignment and coherence throughout Ukraine's reform and recovery process.

2. Position and reporting line

The Deputy Executive Director will be a full-time consultant at the Recovery and Reform Delivery Office (RDO) at the Cabinet of Ministers of Ukraine, reporting directly to the RDO Executive Director. The consultant is expected to be based in Kyiv.

3. Duration and proposed timeframe

The consultancy assignment is expected to start in December 2024 and has an estimated duration until 31 August 2025. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RDO and the Government of Ukraine, this appointment may be extended. Probation period is three months.

4. Main Duties and Responsibilities

The RDO Deputy Executive Director will be expected to support the Executive Director and Government of Ukraine with the following:

- **Strategic and Operational Management of the RDO:** overseeing resource planning, consultant recruitment and management, and coordination with the Government of Ukraine, acting as the primary RDO contact for international partners (e.g., EBRD and

EU Delegation), and managing projects, change initiatives, quality standards, and risk mitigation.

- **Coordination and Monitoring of Reform and Recovery Initiatives:** guiding the development of work plans, policies, budgets, and key documents for priority reforms and recovery initiatives in alignment with the annual Enlargement Report on Ukraine, the Ukraine Plan, and the Government's strategic objectives, devising solutions to challenges encountered and liaising with other URA Recovery and Reform Support Teams embedded within ministries and agencies to drive the implementation of reforms effectively.
- **Communication and Stakeholder Engagement:** maintaining regular communication with the Office of the Prime Minister, Secretariat of the Cabinet of Ministers, Cabinet of Ministers, relevant line ministries and agencies, ensuring appropriate coordination and coherence among relevant programmes, projects and policies.
- **Stakeholder Coordination:** supporting the Government of Ukraine in coordinating with key stakeholders—including donors, government officials, associations, employers, and others—while serving as an RDO contact to ensure alignment with reform and recovery objectives.
- **Overseeing progress and results:** facilitating reform monitoring, supporting horizontal reform implementation, and delivering regular progress reports.

Expected deliverables

The Deputy Executive Director will be expected to provide the following deliverables:

- Strategic and operational plans for RDO resource management, consultant recruitment, and coordination with the Government of Ukraine.
- Work plans, policies, budgets, and key documents for implementing priority reforms and recovery initiatives aligned with government and international objectives.
- Coordination frameworks and regular updates on engagements with donors, international partners, and key government stakeholders.
- Effective coordination mechanisms with URA Recovery and Reform Support Teams to ensure seamless implementation of reforms and recovery initiatives.
- Regular reports on RDO progress, challenges and achievements.

The specified lists of scope of work, services and expected deliverables can be modified and supplemented on request from the Government of Ukraine and agreement with the EBRD and EUD.

5. Qualifications, Skills and Experience

5.1. Qualifications and skills

- Master's degree in Law, Economics, Finances, Business, Public Policy, Public Administration, or a relevant field.

- Records and proven ability to lead a team of experts, in particular in donor-funded projects, business or public organisations.
- Impeccable ethical standards, and outstanding leadership skills.
- Experience in high-level negotiations, strong organisational and communication skills.
- Strong analytical skills with the ability to interpret complex legal, commercial, financial data, and policy implications.
- PC literacy (PowerPoint, Project, Excel, Word).
- Excellent command of English and Ukrainian, both written and spoken.

5.2 Professional experience

Minimum of 10 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.

5.3 Other experience

- Proven knowledge and professional experience in economic and public policy development, strategic planning and project management.
- Previous experience working for international companies/organisations.
- Familiarity with current Ukraine's reform and recovery agenda, good understanding of policy formulation processes and policy dialogues.
- Experience collaborating with government bodies, with a strong understanding of their mandates and processes.
- 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 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 delivered electronically by December 2, 2024 to the following address: ura.rstrecruitment@gmail.com

All submissions must include:

- completed, signed, and scanned/photographed [Application Form](#);
- completed, signed, and scanned/photographed [Non-Disclosure Agreement](#);
- applicant's CV;
- reference letter from a recent supervisor/manager (in English, or Ukrainian with English translation)

- contact details for 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 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 an interview.