

Lawyer

The Lawyer will carry out a critical role in supporting the transformation of the Ukrainian Farmer Support Fund (FSF) into an EU-compliant Payment Agency (PA). The Lawyer will focus on ensuring that all legal frameworks, procedures, and documentation are aligned with EU standards, Ukrainian legislation, and international best practices to support the establishment and accreditation of the Payment Agency.

Legal Analysis and Compliance

- Conduct in-depth legal analysis to ensure that state support programs comply with Ukrainian legislation and EU CAP standards.
- Review and propose amendments to Ukrainian laws and regulations related to agricultural support and rural development to align them with EU requirements.
- Monitor and analyze changes in Ukrainian and EU legislation relevant to the Payment Agency's operations.
- Identify legal gaps and risks in program implementation and recommend mitigation strategies.

Legal Support for Institutional Transformation

- Provide legal support for the restructuring and transformation of FSF into an EU-compliant Payment Agency.
- Develop legal frameworks and procedures required for the accreditation of the Payment Agency by the European Commission.
- Draft and review agreements, contracts, and other legal documents related to state support programs and donor cooperation.
- Support the establishment of transparent administrative and control systems to ensure compliance with EU regulations.

Capacity Building and Training

- Assist in the preparation of training materials on legal compliance for Payment Agency staff and stakeholders.
- Conduct training sessions on EU legal requirements and procedures for staff, regional authorities, and other stakeholders.

Stakeholder Engagement

- Liaise with government bodies, regional authorities, agricultural unions, and donors to address legal questions and ensure coordinated efforts.
- Provide legal advice and support for drafting legislation related to support programs, payment mechanisms, and rural development.
- Prepare legal briefs and presentations for international donors, EU authorities, and national stakeholders.

Administration and On-the-Spot Control Specialist

- Support the Ministry of Agrarian Policy and Food (MAPF) in creating an EU-compliant "Payment Agency" to administer state support programs.
- Develop and implement administrative and control systems for the effective disbursement of state funds to agricultural producers.
- Ensure transparency and proper implementation of the state support programs, including production support grants and investment matching grants.

- The Administration Specialist and On-the-Spot Control role will ensure smooth administrative procedures, operational efficiency, and compliance with EU regulations throughout the implementation of agricultural support programmes.

Administration and Programme Implementation

- Ensure the proper administration and organization of state support programs for agricultural producers, particularly smallholders.
- Provide support in the establishment of administrative systems for the “Payment Agency” (PA) in line with EU standards.
- Coordinate with MAPF, FSF, and other key stakeholders to ensure efficient program rollout and monitoring.
- Assist in the implementation of the State Agrarian Register (SAR) by ensuring that administrative processes align with registration and payment systems.

On-the-Spot Control and Monitoring

- Design and implement effective on-the-spot controls to ensure the accurate distribution of state funds and grants to eligible agricultural producers.
- Develop inspection protocols and guidelines for field visits to ensure compliance with eligibility criteria, application requirements, and payment conditions.
- Conduct regular on-the-spot visits to verify the accuracy of applications, supporting documentation, and operational compliance.
- Coordinate the scheduling and execution of control visits in collaboration with regional authorities and MAPF.

Compliance and Reporting

- Ensure that all administrative procedures and on-the-spot controls adhere to EU standards and regulations.
- Collect, verify, and maintain accurate records of control visits and administrative actions taken.
- Report findings and recommendations for corrective actions or improvements to the Project Team Leader, MAPF, and other relevant stakeholders.
- Assist in the preparation of progress reports for the donor and other relevant authorities, ensuring timely submission of data and information.

Stakeholder Coordination

- Coordinate with MAPF, FSF, regional authorities, and other stakeholders to ensure proper administration of agricultural support programs.
- Collaborate with the IT Specialist to ensure that on-the-spot control data is accurately recorded in the information system for real-time tracking and monitoring.
- Serve as a liaison between national authorities, local authorities, and agricultural producers to ensure clarity of requirements and transparency of processes.

Capacity Building and Training

- Conduct training for regional authorities and PA staff on effective administrative procedures and control mechanisms.
- Develop training materials and guidelines to support the implementation of on-the-spot control activities.
- Provide ongoing support and troubleshooting to administrative staff involved in the disbursement of state funds.

Reporting and Documentation

- Prepare regular progress reports detailing the status of administrative processes and on-the-spot control activities.
- Maintain accurate records of control visits, inspections, and any administrative issues encountered.
- Ensure all documentation is in compliance with donor and EU reporting requirements.

IT specialist

The scope of work and deliverables for the expert will be as follows:

Programme Design and Implementation

- Development of and maintenance of the PA website to publish important information and forms for beneficiaries.
- Software updates and improvements depending on changes in legislation and EU requirements.

IT Processing

- Setting up the system for automated verification of compliance of applications with requirements.
- Integration with national and European platforms for reporting and auditing.

Compliance and Monitoring

- Monitoring the operation of information systems and eliminating technical problems.
- Implementation of technologies for storing and analysing big data (Big Data).

Stakeholder Engagement

- Ensure effective coordination with MAPF and regional authorities for program rollout.
- Technical support for users and provision of advice on the use of systems.

Capacity Building

- Conducting training sessions for employees of the PA on the use of information systems.
- Support MAPF/FSF as specialist in IT specialist (the expert should refer to IPRSA document on the Paying Management Unit)

Reporting and Documentation

Rural Development

- Prepare periodic progress reports for PMU management, MAPF, and donors.

Program Design and Implementation

- Support the design, development, and implementation of investment grant schemes for smallholder farmers, focusing on infrastructure development, machinery, and agricultural improvements.
- Develop guidelines and eligibility criteria for the investment grants based on EU CAP best practices, ensuring transparency and accessibility for smallholder farmers.
- Work closely with MAPF, FSF, and other stakeholders to ensure effective execution of the investment grant programs, including financial support for agricultural infrastructure and modernization.

Investment Grant Support Mechanisms

- Assist in designing matching grant schemes to leverage private investments in agricultural production, processing, and marketing, in line with EU practices.
- Develop the framework for providing investment grants to rural farmers, including defining eligible projects, financial limits, and conditions for disbursement.
- Provide recommendations for scaling and adapting investment grant programs to target specific rural development needs in Ukraine.

Monitoring and Compliance

- Establish systems to monitor and evaluate the implementation of investment grants, ensuring compliance with EU regulations and standards.
- Ensure that all grant recipients meet the eligibility criteria and that disbursement follows proper procedures.
- Conduct regular monitoring visits to verify that funds are being used effectively and for the intended purposes.

Stakeholder Coordination

- Coordinate with MAPF, local authorities, regional stakeholders, and donor organizations to align rural development strategies with EU investment standards.
- Facilitate communication between agricultural producers, local governments, and national authorities to ensure that the needs of rural communities are addressed through the investment grants.
- Engage with the EU Delegation, World Bank, and other international organizations to share progress and ensure that grant schemes are aligned with international expectations.

Capacity Building and Technical Support

- Provide technical assistance and capacity-building support to regional authorities, MAPF, and agricultural producers to ensure effective use of investment grants.
- Develop training materials and deliver training sessions to stakeholders on the proper application and management of investment grant funds.

Reporting and Documentation

- Prepare regular progress reports on the development, implementation, and monitoring of investment grant programs, including challenges, solutions, and recommendations for improvement.
- Ensure accurate record-keeping and documentation of grant applications, disbursements, and monitoring activities.
- Submit reports to the Project Team Leader, MAPF, and donor organizations as required, ensuring that reporting meets EU and donor standards.