

## **TERMS OF REFERENCE**

### **Director of the Recovery and Reform Support Team (RST) at the Ministry of National Unity of Ukraine**

#### **1. Objective(s) and Linkages to Reforms**

The Recovery and Reform Support Team (RST) at the Ministry of National Unity 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 strategic projects 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 reform and recovery processes in Ukraine. The RST assists the Ministry in line with the Ministry's annual work plans and key strategic documents of the Government of Ukraine, including policy development, cooperation with international stakeholders, and strategic 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).

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

#### **3. Assignment Start Date and Duration**

The initial consultancy assignment is expected to start in June 2025. 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 will be expected to assist the Ministry with the following:

##### **A. Strategic Leadership & Team Management:**

- Lead the RST ensuring alignment with the Ministry's strategic priorities.
- Oversee resource planning, recruitment, and performance management for all RST members;
- Support the coordination of policy development, and project implementation across relevant Ministry's Units;
- Support coordination of strategic decision-making with the Ministry's leadership, regional and local authorities, and relevant stakeholders, as required.

**B. Operational Oversight:**

- Support the effective execution of 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 work plans and initiatives, and key strategic documents of the Government;
- Deliver regular progress reports on the implementation 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 contact point for communications with international donors, IFIs, and key partners (e.g. the EBRD and the EU Delegation) as required.

**Expected Deliverables**

The RST Director will be expected to provide the following deliverables:

- Comprehensive project plans, policies, budgets and other key documents that align with the Ministry's strategic objectives;
- Recruitment and performance management of RST consultants;
- Development of strategic reports and briefs for donors, IFIs, and Ministry leadership;
- 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 EU Delegation.

**5. Qualifications, Skills and Experience****5.1 Qualifications and skills:**

- Master's degree in Law, Public Policy, International Relations, Political Science, Social Sciences or other relevant field.
- 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 competencies:

- Proven knowledge and professional experience in public policy development, strategic planning, and project management.
- Previous experience working for international companies/organisations.
- Familiarity with Ukraine's current reform and EU accession agenda, a good understanding of 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, 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), 5 June 2025 to [ura.rstrecruitment@gmail.com](mailto:ura.rstrecruitment@gmail.com). 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 education 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 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.