TERMS OF REFERENCE

Team Lead
at the Ministry of Agrarian Policy and Food of Ukraine
(Category 1+)

1. Objective(s) and Linkages to Reforms

The European Bank for Reconstruction and Development (EBRD) in cooperation with the European Union and the Ministry of Agrarian Policy and Food of Ukraine (Ministry) is working on establishing the Recovery and Reform Support Team (RST) at the Ministry. RST will be a team of Ukrainian professionals (non-civil servants) temporarily funded by donors to provide specialized technical support and assist the Ministry in developing and implementing key recovery and reform priorities. The RST will help address capacity gaps in the design and execution of priority reform strategies and programs, while also enhancing coordination between the Ministry's priorities and donor support.

The RST will be placed under the umbrella 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 processes in Ukraine.

The RST will assist the Ministry in coordinating implementation of reforms in line with the Ministry's annual work plans, Ukraine's EU integration commitments, the Ukraine Facility Plan, and key strategic documents of the Government of Ukraine, including, but not limited to EU integration, agricultural finance, sustainable food production, land management, irrigation and water resources management, agri-food trade facilitation, and climate adaptation in the agricultural sector, etc.

In addition, the team will supports the Ministry in the EU integration process, particularly by assisting in preparations for EU-Ukraine bilateral meetings under the EU-Ukraine Association Agreement and the EU accession process (including assistance in preparation for screening meetings, coordinating inputs, and contributing to answers for the European Commission's questionnaires). The RST will also play a key role in coordinating donor assistance and contributing to reporting, including input for the Enlargement Report, particularly in relation to Chapter 11 (Agriculture and Rural Development), Chapter 12 (Food Safety, Veterinary and Phytosanitary Policy), Chapter 13 (Fisheries), Chapter 15 (Energy, including sustainable agriculture.

By supporting reforms in these key chapters, the RST will help to align Ukraine's agricultural policies with EU standards, enhance the sector's sustainability, improve food safety and veterinary controls, modernize fisheries management, integrate energy efficiency measures into agricultural production, and ensure compliance with environmental requirements.

2. Position and Reporting Line

For the period of the establishment of the RST, Team Lead will be a short-term consultant under the Ukraine Recovery and Reform Architecture programme. After the establishment of RST and subject to satisfactory performance, the Team Lead has an opportunity to become a full-time consultant at the Recovery and Reform Support Team (RST) at the Ministry of Agrarian Policy

and Food of Ukraine, at RST Director level. The Consultant should be based in Kyiv (subject to the security rules for the Ministry's staff).

Team Lead will be subordinated to and coordinated by designated Deputy Ministers.

3. Assignment Start Date and Duration

The initial consultancy assignment is expected to start in April 2025. Duration of the assignment is two months with the possibility of extension for additional two months subject to the availability of project funding, the consultant's performance. Subject to successful establishment of the RST, the assignment may be extended.

4. Main Duties and Responsibilities

The Team Lead will be expected to assist the Ministry with the following:

A. Strategic Leadership & Team Management:

- Support the Ministry with the establishment of RST;
- Establish a clear vision and long-term strategic goals of the RST, ensuring alignment with the Ministry's strategic priorities that go in line 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 relevant Ministry's units;
- Support coordination of strategic decision-making with Ministry leadership, regional authorities, and relevant stakeholders, as required.

B. Operational Oversight:

- Support overseeing 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 commitments, the Ukraine Plan, and key strategic documents of the Government;
- 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 Team Leadwill be 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, Ukraine Facility Plan, and key strategic documents of the Government;

- Recruitment and performance management of RST consultants;
- Coordination and execution of high-level strategic meetings, including Steering Committee (SC) meetings and consultations with key stakeholders;
- 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 Agricultural Sciences, Agribusiness, Agri-Food Economics, Rural Development, Land Management, Law, Public Policy, Economy or other related 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, Google docs).
- 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 agri-food and public policy development, strategic planning, and project management.
- Previous experience working for international companies/organisations.
- Familiarity with Ukraine's current reform agenda, a good understanding of policy formulation processes and policy dialogues in the agri-food industry.
- 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), 14 April 2025 to 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 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 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.