

OFFICIAL USE

TERMS OF REFERENCE**Director of the Recovery and Reform Support Team (RST)
at the Ministry of Economy of Ukraine****1. Objective(s) and linkages to reforms**

The Recovery and Reform Support Team (RST) at the Ministry of Economy (Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA)¹ programme on a temporary basis by donors that provides targeted technical support and assists in the design and implementation of priority reforms.

The RST will support the Ministry in filling the capacity gaps in the design and implementation of priority reform and recovery strategies and programs while strengthening links and partnerships between the Ministry priorities and relevant donor support in regards to policy making in priority areas.

The team will assist the Ministry in coordinating the implementation of reforms in line with the EU Commission's annual Enlargement Report on Ukraine, the Ukraine Plan, and key strategic documents of the Government of Ukraine.

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 Deputy Ministers.

3. Duration and proposed timeframe

The initial consultancy assignment is expected to start in June 2024 and has an estimated duration till August 2025. The assignment may be subsequently continued subject to the availability of funding, the consultant's performance, and the specific needs 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:

- **Efficient strategic and operational RST management:** encompassing resource planning, consultant recruitment and management, coordination with Ministry management, acting as a primary RST contact for international partners (e.g., EBRD and EU Delegation), and management of projects, change, quality, and risk.

¹ Ukraine Recovery and Reform Architecture (URA) is a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union, to support critical recovery and reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD.

- **Coordination and monitoring of reform implementation:** contributing to work plans, policies, budgets, and pivotal documents for priority reforms in accordance to annual Enlargement Report on Ukraine, the Ukraine Plan, and key strategic documents of the Government, devising solutions for encountered obstacles, supporting the Ministry in designing conducive investment climate .
- **Communication:** maintaining regular communication with relevant units of MinEconomy, other ministries and agencies and regional authorities, ensuring appropriate coordination and coherence among relevant programmes, projects and policies, supporting the Ministry in stakeholder coordination (including with donors, government officials, associations, employers and others).
- **Supporting stakeholder coordination:** serving as a key RST contact for coordinating with donors, government entities, associations, and more, while ensuring alignment with reform objectives.
- **Overseeing progress and results:** facilitating reform monitoring, supporting horizontal reform implementation, and delivering regular progress reports.

Expected deliverables

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

- Work plans, policies, budgets and other key documents for implementation and monitoring of the reforms outlined in the annual Enlargement Report on Ukraine, Ukraine Plan, key strategic documents of the Government.
- Proposals for strategic documents, concept notes, drafts of legal regulation, and technical acts in the Ministry's priority areas.
- Recruitment of RST consultants as required.
- Facilitation of EU integration commitments implementation and support of MinEconomy role as a national coordinator for Ukraine Facility implementation.
- Ensuring integration of the RST's work with the agenda of MinEconomy and the team's alignment with its short-term priorities and plans.
- Regular reports on RST progress, challenges and achievements.

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

5. Qualifications, skills and experience

5.1 Qualifications and skills:

- Master's degree in Economics, Finance, Law, Management, Public Policy or other related fields.
- 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 competencies:

- 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 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 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, the largest donor.

Please note, 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), 28 May 2024 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 the contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications, which 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 the interview.