

Terms of Reference

Analyst (Category 3)

1.Objective(s) and linkages to reforms

In February 2023, the Cabinet of Ministers of Ukraine established the State Agency for Restoration and Infrastructure Development of Ukraine (**Agency**). This new state body was created on the basis of the State Agency for Infrastructure Projects and the State Agency for Highways - Ukravtodor. The newly formed agency assumed responsibility for implementing projects related to the restoration of infrastructure, covering sectors such as transport, energy, social infrastructure, residential housing, civil defence, and more. Additionally, it was designated as the primary recipient and manager of external donor support to streamline post-war infrastructure reconstruction in Ukraine.

The war has significantly impaired the capacity of the Agency, manifesting in adverse effects on staffing, budget, and overall project management capabilities under challenging conditions.

Given the above challenges as well as overall strain on critical infrastructure, substantial funding shortages, and broader complexities affecting the capacity and performance of the Agency, the EBRD is actively working to mobilise support, including via URA programme¹. The primary objective of this support is to strengthen the capacity of both the Agency in project preparation and implementation.

2. Position and reporting line

Analyst will be a consultant at the Agency subordinated to the Team Lead and Head of the International Cooperation Department of the Agency.

3. Duration and proposed timeframe

The initial consultancy appointment is expected to start in October 2025. The duration of the assignment will depend on the availability of funding, the needs of the URA program and the performance of the selected consultant.

4. Main duties and responsibilities

The consultant is expected to:

- Conduct a comprehensive review of the Agency's ongoing projects to establish a centralized project database and input them into the CRM for effective monitoring purposes.
- Ensure meticulous data entry into the monitoring system, continuously update and maintain it, oversee compliance with deadlines, promptly identify any problematic tasks or delays in their execution.
- Coordinate meetings to review amendments, identify gaps, and analyze collected data to enhance the current project map and inform future project development.
- Develop databases containing information on current partners, investment package volumes, and projected deals to facilitate ongoing communication with all stakeholders.
- Prepare detailed reports and analytical summaries to disseminate findings to stakeholders, management, and other relevant parties.

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 reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD.

- Coordinate with other Agency departments and external stakeholders to establish streamlined procedures for enhancing the Agency's production capacity.
- Prepare timely and quality reports and status updates.
- Solid understanding of project management principles and ability to provide systematic operational support to the team in planning, coordination, and monitoring of the project activities.
- Perform any additional tasks assigned by Senior Project Manager/Team Lead and management of the Agency.

5. Qualifications, skills and experience

5.1. Qualifications and skills

- A Bachelor's degree in Finance, Economics, Mathematics, Statistics, Computer science, Engineering, Business administration, Legal or other relevant field.
- Strong analytical, communication, and presentation skills.
- Ability to produce summary tables, reports, and infographics based on analysed data.
- PC literacy (PowerPoint, Project, Excel, Word), knowledge of graphic and data visualisation applications is an asset.
- Fluency in Ukrainian and English.
- Experience in project management or direct involvement in supporting project management processes is an advantage.

5.2. Professional experience

- Minimum 3 years of general work experience.
- Minimum 1 year of work experience in analytics, economics, finance, business management or other field relevant to the assignment.
- Work experience in/with public administration institutions or enterprises is an asset.

5.3 Other competences

- Experience in cooperation with IFIs, donor organizations and other international institutions.
- Understanding of the broader business context, including industry dynamics, market trends, competitive landscape, and organizational goals.
- Impeccable ethical standards.

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, Slovenia, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union.

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 **16 September 2025, 23:59** (Kyiv time) to hr@uraf.org.ua

All submissions must include:

- completed [Application form](#),
- [NDA Form](#),
- the candidate's Curriculum Vitae,
- contact details of three 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 the written tests. Only shortlisted candidates will be invited to the interview.