

Terms of Reference
Financial Sustainability and Budget Assessment Expert
(Short-term Expert)

1. Background

The Swiss-Ukrainian project “Reducing Risk Factors for Non-Communicable Diseases (NCDs) in Ukraine”, supported by Switzerland through the Swiss Agency for Development and Cooperation (SDC), aims to reduce the burden of NCDs and prevent premature mortality by strengthening Ukraine’s capacity to promote healthy lifestyles, improve nutrition, and ensure access to safe, high-quality health services.

The Project operates at national, regional, and community levels across seven pilot oblasts: Khersonska, Dnipropetrovska, Poltavska, Cherkaska, Khmelnytska, Lvivska, and Rivnenska. Through policy development, primary healthcare strengthening, and community-based interventions, the Project seeks to improve prevention, service delivery, and quality of life for vulnerable populations.

The overarching goal of the project is to reduce the risk factors, morbidity, and mortality associated with non-communicable diseases (NCDs) among Ukrainians. To achieve this, the project will implement various policy and community-level interventions designed to reduce alcohol and tobacco consumption, promote physical activity and balanced nutrition, and raise public awareness about the risks of being overweight. These efforts will target both the general population and specific groups that are particularly vulnerable to NCDs.

The key Project outcomes are:

Outcome 1: A supportive policy environment at both national and regional levels to effectively address NCDs is created.

Outcome 2: Comprehensive and innovative approaches for NCD prevention in communities and schools are developed.

Outcome 3: The delivery of care for people with NCDs at the PHC level is strengthened.

Outcome 4: Quality of life for vulnerable people with NCDs is improved through enhanced home-based care.

These outcomes collectively aim to build a more resilient healthcare system, promote innovative prevention strategies, and deliver integrated care to vulnerable groups, ultimately improving health outcomes and system responsiveness.

A key area of Project support under Outcome 3 is the development, expansion, and long-term sustainability of outreach healthcare services for vulnerable populations. The Project currently supports 13 Mobile Medical Teams (MMTs) operating through six subgrants across seven pilot regions. As implementation progresses,

increasing emphasis is placed on assessing the financial sustainability of outreach services, evaluating financing options for their continuation, and supporting the transition towards locally owned and financed service delivery models integrated within the primary healthcare system.

At the same time, the Project increasingly utilizes grants, institutional support mechanisms, and direct financing arrangements across multiple outcomes. Under Outcome 2, support is provided to communities, educational institutions, and local partners to implement NCD prevention and health promotion initiatives. Under Outcome 1, the Project supports workforce development, regional knowledge hubs, and other capacity-strengthening interventions that may involve grant-supported or institutionally supported activities. These mechanisms require structured assessment of budgets, financial proposals, sustainability plans, and resource allocation approaches to ensure effective use of donor resources and long-term viability of supported interventions.

To support evidence-based decision-making and strengthen sustainability of Project investments, the Project requires specialized expertise in financial analysis, budget assessment, cost-effectiveness review, and evaluation of financial sustainability of supported initiatives and service delivery models.

2. Objective of the Assignment

Financial Sustainability and Budget Assessment Expert will provide technical expertise in the assessment of budgets and financial reports and proposals submitted by subgrantors, communities and Primary Health Care Centres (PHCs) under the Project's subgrant and support mechanisms.

The Expert will evaluate the compliance of proposed budgets with applicable financial, accounting, donor, and project requirements and prepare analytical recommendations to support decision-making regarding financing, cost-effectiveness, and sustainability of outreach healthcare services for vulnerable populations.

3. Scope of Work

The Expert will perform the following tasks:

3.1. Financial and Budget Review

- Review budget reports and proposals submitted by subgrantors, communities and PHCs participating in Project-supported initiatives.
- Assess compliance of proposed budgets with project financial regulations, donor requirements, accounting standards, and applicable Ukrainian legislation.
- Verify budget assumptions, cost calculations, and justification of proposed expenditures.

- Assess eligibility, reasonableness, and cost-effectiveness of budget items.
- Identify financial risks, inconsistencies, calculation errors, unsupported costs, and potential compliance issues.
- Provide recommendations for budget revisions and optimization where necessary.

3.2. Financial Analysis of Proposals

- Conduct comparative analysis of financial proposals received from subgrantors, communities and PHCs.
- Assess the financial feasibility of proposed outreach and home-based care service models.
- Evaluate projected operational costs, staffing expenditures, transportation costs, equipment requirements, and other relevant budget components.
- Analyse co-financing arrangements, local resource contributions, and other sustainability mechanisms.
- Assess the adequacy of financial planning for continuation of services beyond project support.

3.3. Sustainability Assessment

- Develop analytical assessments regarding the sustainability of outreach healthcare services for vulnerable populations.
- Evaluate the capacity of communities and PHCs to maintain proposed services using local budgets and available funding mechanisms.
- Identify financial sustainability risks and mitigation measures.
- Formulate recommendations for strengthening long-term financial viability of supported services.

3.4. Reporting and Technical Recommendations

- Prepare budget review reports and financial assessment summaries.
- Develop analytical matrices and scoring tools for financial evaluation of proposals, if required.
- Provide written recommendations regarding approval, conditional approval, or revision of submitted budgets.
- Present findings and recommendations to the Project team and relevant evaluation committees.
- Contribute to the development of financial guidance and recommendations for future rounds of support.

4. Deliverables

The Expert is expected to deliver:

- Budget assessment reports for all assigned proposals.
- Financial analysis of submitted subgrantors, communities and PHCs reports and proposals.

- Sustainability assessment reports related to outreach healthcare services.
- Consolidated analytical report containing key findings, recommendations, identified risks, and proposed mitigation measures.
- Other technical notes and recommendations as requested by the Project.

5. Working Relationships

The Financial and Budget Assessment Expert will report to the Project Manager and work in close coordination with:

- Finance Manager
- Procurement and Contract Manager.
- Outcome Coordinators.
- Subgrants, Community and PHC support teams.
- Evaluation and selection committees, where applicable.

6. Qualifications

- University degree in Finance, Accounting, Economics, Business Administration, Public Finance, or a related field.
- At least 5 years of professional experience in financial management, budget analysis, accounting, auditing, or financial assessment of donor-funded projects.
- Proven experience in reviewing budgets and financial proposals for grants, subgrants, or development projects.
- Strong knowledge of financial reporting, accounting principles, internal controls, and compliance requirements.
- Experience working with municipalities, healthcare institutions, or community development programmes is highly desirable.
- Knowledge of Ukrainian public finance and budgeting systems will be an advantage.
- Strong analytical and report-writing skills.
- Excellent command of Ukrainian; working knowledge of English is required.

7. Duration and Location

Contract type: Short-Term Expert (STE).

Level of effort: Up to 20 working days until October 31, 2026.

Duty station: Home-based, with occasional meetings in Kyiv or online, as requested by the Project team.

Interested candidates should submit their CV to Anzhelika.Maznova@gfa-group.de by 26 June 2026, indicating "Financial Sustainability and Budget Assessment Expert" in the subject line.