

## **TERMS OF REFERENCE**

### **Expert (Donor Coordination) (Cross-Sectoral Stream)**

#### **(Category 2)**

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

The Recovery and Reform Support Team (RST) at the Ministry of Economy, Environment and Agriculture of Ukraine (Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA<sup>1</sup>) programme that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST will assist in filling capacity gaps in the design and implementation of priority reform strategies and programmes, while strengthening links and partnerships between the Ministry's priorities and relevant donor support.

The Ministry has developed strategic priority projects to recover the economy of Ukraine during both wartime and post-war. These projects cover several key streams of work supported by the Recovery and Reform Support Team (RST), including investment promotion, export development, business climate improvement, public investment management, and alignment with EU integration reforms. The successful implementation of most of these initiatives requires substantial resources and close coordination among all relevant stakeholders.

The Ministry is in charge of the Sectoral Working Group (SWG) on Economic Recovery, Industries and SMEs (ERISME) which is the technical tier of the Development Partners – Government of Ukraine coordination in the economic sector. The main purpose of the SWGs is improvement of coordination and interaction between all parties regarding attracting and using of all types of results-oriented aid flows (grants, technical cooperation, in-kind support, loans, guarantees) and aid information management, aligned to priorities identified in strategic GoU documents, sectoral priorities and ministerial action plans, and in complementarity to the ongoing work of the Ukraine Donor Platform. The SWG ERISME has three subgroups which cover SME-related programming, industrial policy, as well as investment attraction.

The Ministry is focused on attracting investment and international technical and financial assistance, requiring close coordination with international donors and financial institutions (IFIs) in a coherent, systemic, transparent, and accountable manner. At the same time, there is a need in the public sector to strengthen the capacity to build business processes for effective collaboration with international partners. As a result, the Ministry seeks in-depth expertise in donor coordination.

#### **2. Position and reporting line**

The Expert (Donor Coordination) The Administrative Assistant will be a full-time consultant in the RST at the Ministry and reporting directly to the RST Director. The consultant is expected to be based in Kyiv (subject to the Ministry's staff's security rules).

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<sup>1</sup> 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.

### 3. Duration and proposed timeframe

The initial consultancy assignment is expected to start in April 2025. Duration of the assignment is subject to the availability of project funding, the consultant's performance, and the specific requirements of the RST.

### 4. Main Duties, Responsibilities and Deliverables

The Expert (Donor Coordination) is expected to assist the RST and the Ministry with the following:

- providing support to the SWG, engagement with international partners and IFIs within its three subgroups, including but not limited to drafting and finalizing meeting minutes; ensuring timely circulation of agendas, materials and summaries; and coordinating the ongoing update and deduplication of the SWG and subgroup contact database;
- developing and managing capacity-building initiatives to improve the Ministry's ability to conduct strategic and operational cooperation and coordination with international partners;
- conducting an ongoing assessment of the Ministry's needs in international cooperation sector (including gaps analysis, mapping of the donors' projects, identification of their priorities within the Ministry's strategic project portfolio, etc.);
- monitoring and evaluating the impact of donor-funded programs and projects on the economy of Ukraine;
- providing analysis and technical input into designing and implementing donor-funded programs and projects, including coordination of the preparation of talking points, presentations and briefing materials for the Ministry of Economy, Environment and Agriculture of Ukraine, ensuring message alignment and timely delivery;
- preparing the terms of reference and other technical documentation to international partners and IFIs for Ministry's strategic priority projects contributing to economic recovery;
- preparing timely and quality reports and status updates on donor coordination progress.

The Expert (Donor Coordination) will be expected to provide the following **deliverables**:

- analytical briefs and technical inputs to support the design and implementation of donor-funded programs and projects;
- drafted terms of reference and related technical documentation/Terms of Reference (ToR) for submission to international partners and IFIs, aligned with Ministry's strategic priority projects;
- prepared agendas of SWG meetings, consolidation of materials, conducted protocol of the meeting, distribution of documents, updated data base of SWG participants and subgroups;
- prepared agendas, background materials, and summaries to support Ministry's and RST's engagement with international partners and IFIs, including facilitation of key discussions;
- designed and coordinated capacity-building activities aimed at enhancing the Ministry's strategic and operational cooperation with international partners;
- reports and analyses on the Ministry's needs in the international cooperation sector, including donor project mapping, gap assessments, and alignment with strategic priorities;
- Review and analysis of grant calls for SMEs and NGOs, including the collection and consolidation of relevant data into a structured database;
- monitoring and evaluation reports assessing the impact of donor-funded programs and projects on Ukraine's economy;
- timely status updates and progress reports on donor coordination efforts.

### 5. Qualifications, Skills, and Experience

#### 5.1 Qualifications and skills:

- master's degree in economics, political science, international relations, project management, public policy or law;
- strong analytical, communication, and presentation skills;
- experience in multitasking and demonstrated ability to work in a team;
- PC literacy (PowerPoint, Project, Excel, Word);
- fluency in Ukrainian and English.

### **5.2 Professional experience:**

- minimum 5 years of general professional experience;
- minimum 3 years of experience in economics or finance, preferably in the context of or international development cooperation;
- minimum 1 year experience in donor coordination assistance is an asset.

### **5.3 Other experience:**

- project proposals and ToR drafting skills will be considered an asset;
- experience in working with multicultural and multidisciplinary teams is an asset.

## **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, Slovenia, Sweden, Switzerland, the United Kingdom, the United States, and the European Union.

Please note that selection and contracting will be subject to funding availability.

## **7. Submissions**

Submissions must be prepared in English only and be delivered electronically by **03 May, 23:59 (Kyiv time)** to [rstrecruiting2017@gmail.com](mailto:rstrecruiting2017@gmail.com). All submissions must include a 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 a written test. Only shortlisted candidates will be invited to the interview.