Terms of Reference

Expert, Investment Projects

(Category 2)

1.Objective(s) and Linkages to Reforms

The Recovery and Reform Support Team (RST) at the Ministry of Economy and Environment of Ukraine (MinEconomy), Environment Sub-Team (hereinafter - RST) provides targeted technical support and assists the MinEconomy in the design and implementation of recovery and reform priorities. The team fills the capacity gaps in the design and implementation of priority reform strategies and programmes, while strengthening links and partnerships between the MinEconomy and relevant donor support. RST experts assist the MinEconomy in ensuring coordination and complementarity between RST and other relevant technical assistance projects.

The RST assists the Ministry in building the capacity to attract investments and reinforce activities and operations with partners. The capacity to manage investment projects is one of the key priorities and challenges for the Government and a critical element for the recovery of Ukraine and further development of the economy.

The Expert, Investment Projects is expected to support and participate in the pre-project preparation and other stages related to investment projects, as well as negotiations and investment promotion events with business and donor representatives arranged by the Ministry at local and international level. The assignment will include coordination of activities, preparation of materials and documents and close cooperation with the responsible officials in the Ministry. We are looking for an organized, attentive to details, capable team player and a good communicator, able to coordinate communications with investors and develop a portfolio of projects with various stakeholders.

2. Position and Reporting Line

The Expert, Investment Projects will be a full-time consultant in the RST of the MinEconomy and cooperate closely with the MinEconomy's Public Investment Department as well as all departments related to environmental protection. The consultant is expected to be based in Kyiv and directly report to the RST Team Lead.

3. Duration and Proposed Timeframe

The initial consultancy assignment is expected to start in **December 2026** and has an estimated duration until June 2027. The assignment may be extended subject to the availability of funding, consultant's performance, and the specific needs of the RST.

4. Main Duties / Responsibilities and Deliverables

The Expert is expected to be involved in the following tasks:

- Coordination and technical support in the development, analysis (assessment) and management of investment projects, in line with national regulations and recognized project management standards;
- Support in preparation and maintenance of project-related documentation (plans, schedules, budgets, reports etc) in line with regulations and MinEconomy internal standards;

- Support in budgeting and resource management of investment projects to ensure achievement of project objectives and regulatory compliance;
- Support in monitoring and control of project implementation and progress, preparation of analytical materials with assessment of project management effectiveness;
- Support the MinEconomy in facilitating investment dialogue with stakeholders, managing relations and communications with businesses and donors, preparing meetings and delegation visits, organizing investor outreach activities, and tracking progress in investment attraction efforts. Preparing meeting materials (presentations, minutes, reports etc), conducting outreach to stakeholders within and outside the Ministry as relevant.

The Expert is expected to provide the following deliverables:

- Documents and materials concerning investments projects, including on the conducted analysis of investment proposals / projects;
- Analytical materials (briefs, reports etc) on the topic of investments, expert recommendations;
- Presentations, written minutes and reports on meetings and events, contributions to working groups and meetings;
- Maintain/grow donor and partner contact databases;
- Regular reports on investment attraction activities and plan of activities for the following quarter.

The specified scope of work, services and expected deliverables can be modified and supplemented upon request from the Ministry.

5. Qualifications, skills, and experience

5.1 Qualifications and skills:

- Bachelor's degree in Economics, Finance, Management or other related fields, Master's degree is desirable;
- strong communication and analytical skills;
- practical experience in investments, public investments, project management including planning and development of projects, budgeting, reporting and control;
- excellent management skills, teamwork, ability to work under tight deadlines;
- excellent verbal, written, and communication skills;
- advanced level of PC literacy (PowerPoint, Project, Excel, Word);
- familiarity with modern project management tools and progress tracking systems (e.g., MS Project or equivalent platforms);
- fluency in Ukrainian and English;
- Impeccable ethical standards.

5.2 Professional experience:

- Minimum 5 years of general professional experience in business/ entrepreneurship and investment;
- Minimum 3 years in project management.

5.3 Other skills/experience:

- Experience working for large state-owned enterprises or international companies/ organisations is an asset;
- Knowledge of relevant national legislation and EU integration obligations 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 which are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Slovenia, Sweden, Switzerland, the United Kingdom and 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 **the 15th of December 23:59 (Kyiv time)** to rst.mepr@gmail.com. All submissions must include a completed Application form, NDA Form, the candidate's Curriculum Vitae, and contact details for three 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 civil service 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.