TERMS OF REFERENCE

Veteran Services Legal Expert
(Category 2)

1. Objective(s) and Linkages to Reforms

The Recovery and Reform Support Team (RST) at the Ministry of Veteran Affairs of Ukraine (Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by donors to provide targeted technical support and assist the Ministry in the design and implementation of recovery and reform priorities. The RST assists 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 RST is part of the Ukraine Recovery and Reform Architecture (URA), 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.

The RST assists the Ministry in coordinating the implementation of reforms in line with the Ministry's annual work plans, Ukraine's EU integration commitments, the Ukraine Facility Plan, and key strategic documents of the Government of Ukraine. The team currently supports implementation of priority reforms in a number of areas, including: veteran transition reform, veteran access to healthcare and mental health support, veteran education, employment and entrepreneurship, veteran spaces and community reintegration.

2. Position and Reporting Line

The Veteran Services Legal Expert will be a full-time consultant with the Recovery and Reform Support Team (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 security rules for its staff).

3. Assignment Start Date and Duration

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

4. Main Duties and Responsibilities

The Veteran Services Legal Expert will be expected to assist the Ministry with the following:

- Conducting legal and regulatory analysis of the existing regulatory framework governing veteran service delivery across policy domains (social protection, healthcare, MHPSS, economic reintegration including employment and entrepreneurship, digital services);

- Preparing draft laws, by-laws, legal amendments, legal opinions, explanatory notes, comparative tables, concept papers, and other legal and policy documents related to veteran service delivery;
- Preparing legal opinions assessing risks and implications of proposed regulatory changes;
- Supporting preparation of technical requirements for the development of digital services for veterans, ensuring compliance with applicable legislation;
- Participating in working groups, inter-agency consultations, and professional events related to service delivery for veterans;
- Ensuring effective and timely coordination with relevant line ministries, and the representatives of the European Bank for Reconstruction and Development and the European Union Delegation in Kyiv as required;
- Preparing legal opinions and informational materials for meetings, presentations, and reports;
- Performing other tasks and responsibilities as assigned by the RST Director.

Expected Deliverables

The Veteran Services Legal Expert will be expected to provide the following deliverables:

- A package of draft legal and regulatory acts required to support implementation of veterans service delivery;
- A roadmap and/or action plan for the development and adoption of priority legal and regulatory changes in the field of veterans service delivery;
- Drafted materials for and legal input into interagency consultations, stakeholder meetings, working groups, and coordination processes;
- Contributions to technical requirements for digital tools and information systems in veterans service delivery, ensuring legal compliance;
- Regular progress reports on the development and implementation of regulatory changes in veteran service delivery, highlighting key milestones, challenges, and recommendations.

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Master's degree in Law or other related field.
- Strong legal drafting skills with demonstrated experience preparing legislative and regulatory documents.
- Sound understanding of Ukrainian administrative and public law, and of the regulatory framework governing social services and public administration and the EU acquis in the respective areas.
- Ability to assess legal risks and translate complex regulatory issues into clear, actionable recommendations.
- Strong communication and coordination skills with the ability to engage effectively with diverse stakeholders.
- PC literacy (Excel, Word).
- Excellent command of Ukrainian; good working knowledge of English, both written and spoken

5.2 Professional experience:

- Minimum of 5 years of general professional experience, of which at least 3 years of proven experience working with legal analyses, regulatory drafting, or practising public law.
- Demonstrated experience drafting legislative acts, subordinate legislation, or regulatory documents in the public sector.
- Experience engaging with public authorities and participating in inter-agency working groups or legislative consultations would be an advantage.

5.3 Other competencies:

- Familiarity with Ukraine's current reform agenda and public administration processes, in particular in the areas of veteran affairs, social policy, or digital transformation of public services.
- Experience working on digitalisation or e-governance projects in a legal capacity would be an advantage.
- Knowledge of international standards relevant to social services and veterans' rights would be an advantage.
- Experience working with or for international organisations or donor-funded projects would be an advantage.

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 the availability of funding.

7. Submissions

Submissions must be prepared in English only and be delivered electronically by 23:59 (Kyiv time), 22 June 2026 to hr@uraf.org.ua. All submissions must include a completed Application Form, the candidate's Curriculum Vitae, NDA form, and contact details of 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.