TERMS OF REFERENCE

Senior Project Manager, Private Equity and Investment Funds
(Sub-stream: Investments)

(Category 1)

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[1]) 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 RST assists the Ministry in building the capacity of the Department on the Investment Attraction and reinforcing its activities and operations with experts. The attraction of investments is one of the main priorities for the Government, setting an important framework for Ukraine's reconstruction and further development of the economy.

The Senior Project Manager on Private Equity and Investment Funds is expected to support the Ministry in the development and facilitation of cooperation with the key International Financial Institutions (IFI), Development Financial Institutions (DFI) and bilateral partners. The specific tasks are listed in section 4. We are looking for an organized, detail-oriented capable team player and a good communicator, able to coordinate communications with investors, IFIs, DFIs and other relevant stakeholders.
The role will focus on supporting the development of investment initiatives and strengthening the Ministry's capacity in private capital mobilisation, including investment funds and structured financing instruments.

2. Position and reporting line

Senior Project Manager on Private Equity and Investment Funds will be a full-time consultant at the RST at the Ministry. The consultant is expected to be based in Kyiv (subject to the Ministry's staff's security rules) and directly report to the Director of the RST.

3. Duration and proposed timeframe

The initial consultancy assignment is expected to start in October 2026. 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 / Responsibilities and Deliverables

Senior Project Manager on Private Equity and Investment Funds is expected to be involved into the following tasks:

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

- Supporting the development, structuring, and implementation of donor- and partner-funded investment instruments, including investment funds and grant facilities; in line with the Ministry's strategic priorities;
- Monitoring and analysing ongoing and planned investment programmes and initiatives supported by international partners;
- Contributing to the design and implementation of investment frameworks, including investment funds and other financing instruments;
- Providing analytical support for investment planning, including financial modelling, sector analysis, and assessment of investment needs;
- Assisting in the development of the Ministry's position in discussions and negotiations with international partners;
- Supporting stakeholder engagement and interagency coordination related to investment and financing initiatives;
- Supporting the development of tools and mechanisms to facilitate private capital mobilisation and improve the investment environment;
- Facilitating coordination and cooperation with IFIs, DFIs, bilateral donors, and private investors.

Senior Project Manager on Private Equity and Investment Funds will be expected to provide the following **deliverables**:

- Pipeline materials: project fiches, screening notes, and due diligence packages for investment committees and donor review;
- Analytical products: quarterly IFI activity reviews, financial model contributions, sector briefs, and roadmap inputs;
- Talking points and briefs: regularly updated key messages and background notes for high-level meetings;
- Coordination outputs: meeting minutes, stakeholder engagement logs, and interagency coordination reports;
- Presentations and reports: materials for conferences, workshops, and donor negotiations as required.

The specified tasks and expected deliverables can be modified and supplemented on request from the Ministry.

5. Qualifications, skills, and experience

5.1 Qualifications and skills:

- bachelor's or master's degree in Economics, Finance or other related fields;
- strong analytical, communication, and presentation skills;
- solid understanding of the economic principles, development finance, current macroeconomic context in Ukraine and the role of IFI' and DFI in it;
- ability to synthesize complex data and strong data structuring skills;
- excellent attention to detail, ability to juggle multiple projects and work under tight deadlines;
- advanced level of PC literacy (PowerPoint, Project, Excel, Word);
- fluency in Ukrainian and English.

5.2 Professional experience:

- minimum of 7 years of general professional experience;
- minimum 5 years of specific professional experience in financial sector, donor coordination, investor relations or consulting;
- relationship management and/ or business development experience would be helpful.

5.3 Other skills/experience:

- knowledge and professional experience in development finance, investment advisory, economic development, management consulting fields;
- experience working for international companies/ donor-led organisations is an asset;
- familiarity with Ukraine's current business environment challenges and EU integration processes.
- 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 which 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 **20 September, 23:59 (Kyiv time) to 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.