

TERMS OF REFERENCE

Expert, Veteran Education, Employment and Entrepreneurship (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 Expert will be a full-time consultant at the RST at the Ministry and reporting directly to the RST Director. The Consultant is expected to be based in Kyiv (subject to the security rules for the Ministry's staff).

3. Assignment Start Date and Duration

The initial consultancy assignment is expected to start in May 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

The Consultant is expected to support the Ministry with the following:

- monitoring policy, legal and institutional developments related to veteran education, employment, entrepreneurship, and broader economic reintegration;
- conducting policy analysis to identify systemic gaps, implementation bottlenecks, and coordination challenges affecting veterans' access to education, employment services, business development support, and entrepreneurship opportunities;
- supporting the implementation of the Law on Veteran Entrepreneurship and related policy measures, including barriers to uptake, delivery, and practical application;
- preparing analytical notes, policy briefs, briefing materials, presentations, talking points, and summary updates on issues related to veteran education, employment, and entrepreneurship;

- developing evidence-based recommendations to improve policy design, service delivery arrangements, and interinstitutional coordination in the field of veteran economic reintegration;
- supporting the drafting of policy papers, concept notes, explanatory documents, and legal or regulatory amendments related to veteran education, employment, and entrepreneurship;
- presenting analytical findings and policy recommendations at meetings, consultations, working groups, and other events;
- 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;
- maintaining and managing relevant datasets;
- mentoring and coordination of the expert team assigned to the project;
- coordinating selected workstreams, follow-up actions, and stakeholder engagement processes;
- performing other tasks and responsibilities as assigned by the RST Director.

The Expert will be expected to provide the following **deliverables**:

- analytical assessment of the existing policy and regulatory framework for veteran education, employment, and entrepreneurship, including identified systemic gaps, implementation bottlenecks, and coordination challenges;
- a package of policy briefs, analytical notes, and evidence-based recommendations on priority reform issues related to veteran education, employment services, entrepreneurship support, and economic reintegration, prepared to support decision-making by the Ministry and discussions with stakeholders;
- a monitoring framework and related analytical tools for tracking implementation progress and outcomes of selected reforms, including the implementation of the Law on Veteran Entrepreneurship;
- briefing and presentation materials for the Ministry's leadership, working groups, consultations, and stakeholder engagement processes, including background notes, talking points, summary materials, and follow-up notes;
- progress reports on the assigned workstreams, summarising completed analytical work, key findings, outstanding issues, risks, and recommended next steps.

5. Qualifications, Skills, and Experience

5.1 Qualifications and Skills

- Master's degree in Political Science, Public Policy, Public Administration, Law or other related field;
- a degree in Economics, Social Policy, or Project Management will be an asset;
- strong analytical skills and ability to translate complex policy, institutional, and service delivery issues into clear findings and practical recommendations;
- excellent communication, negotiation, and stakeholder engagement skills with impeccable ethical standards;
- strong analytical and presentation skills, including the ability to assess complex legal and institutional issues and formulate practical, implementation-oriented recommendations;
- sound understanding of public administration processes, policy formulation, and institutional coordination mechanisms in Ukraine;
- ability to work on complex cross-sectoral assignments involving legal, institutional, and programmatic dimensions;

- proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Project) and Google Workspace tools;
- fluency in Ukrainian and English, both written and spoken.

5.2 Professional Experience

- minimum 5 years of general professional experience;
- minimum 3 years of relevant professional experience in policy analysis, public policy, economic policy, labour market policy, education policy, entrepreneurship support, or service delivery analysis or related fields;
- experience in project management and public administration will be an asset.

5.3 Other Competencies

- understanding of veterans policy, economic reintegration, employment, education, entrepreneurship support, or service delivery will be a significant asset;
- experience in cooperation with government institutions will be an asset;
- experience in international organisations, projects, or consulting environments will be 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 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 23:59 (Kyiv time), 18 May 2026 to hr@uraf.org.ua

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.