

Terms of Reference

Senior Project Manager (IFI- and Donor-funded Projects) (Category 1)

1. Objective(s) and linkages to reforms

In February 2023, the Cabinet of Ministers of Ukraine established the State Agency for Restoration and Infrastructure Development of Ukraine (Agency). This new state body was created on the basis of the State Agency for Infrastructure Projects and the State Agency for Highways - Ukravtodor. The newly formed agency assumed responsibility for implementing projects related to the restoration of infrastructure, covering sectors such as transport, energy, social infrastructure, residential housing, civil defence, and more. Additionally, it was designated as the primary recipient and manager of external donor support to streamline post-war infrastructure reconstruction in Ukraine.

The war has significantly impaired the capacity of the Agency, manifesting in adverse effects on staffing, budget, and overall project management capabilities under challenging conditions.

Given the above challenges as well as overall strain on critical infrastructure, substantial funding shortages, and broader complexities affecting the capacity and performance of the Agency, the EBRD is actively working to mobilise support, including via URA programme¹. The primary objective of this support is to strengthen the capacity of both the Agency in project preparation and implementation.

2. Position and reporting line

Senior Project Manager (**IFI- and Donor-funded**) will be a full-time consultant at the Agency subordinated to the Team Lead.

The position requires availability for in-person work in Kyiv as a priority, with remote work as needed.

3. Duration and proposed timeframe

The initial consultancy appointment is expected to start in August 2026. The duration of the assignment will depend on the availability of funding, the needs of the URA programme and the performance of the selected consultant.

4. Main duties and responsibilities

The consultant is expected to:

- Prepare proposals for cooperation with donors and facilitate the attraction and execution of international technical assistance for infrastructure projects.
- Contribute to the development of project proposals.
- Coordinate and facilitate communication within **IFI- and Donor-funded** projects.
- Oversee the implementation and delivery of IFI- and donor-funded projects, including projects related to border crossing point infrastructure development.
- Identify and coordinate all relevant stakeholders within the Agency involved in project implementation.
- Manage the planning, execution, and monitoring activities of **IFI- and Donor-funded** initiatives, including ensuring grant/loan registration is done in compliance with Ukrainian regulations, and all required documentation is completed within specified timelines.

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

- Enhance and coordinate stakeholder communication, implementation protocols, and transparency in project initiation processes.
- Coordinate with other Agency departments and external stakeholders to establish streamlined procedures for enhancing the Agency's production capacity.
- Perform any additional tasks assigned by Team Lead and management of the Agency.
- Prepare timely and quality reports and status updates.

5. Qualifications, skills and experience

5.1. Qualifications and skills

- Master's degree in Law, International Law, Public administration, International relations, Business management, Economics, Finance or other relevant field.
- Strong analytical, communication and presentation skills.
- Familiarity with project management software, financial management tools, and other relevant technology platforms.
- Strong understanding of the state public investment project cycle and ongoing Public Investment Management (PIM) reform processes.
- Project Management Professional (PMP) certification or certifications related to grant/project management is an asset.
- Fluency in Ukrainian and English.

5.2. Professional experience

- Minimum 7 years of general professional experience.
- Minimum 5 years of experience in project management, international project management, grant/loan administration, or other related fields.
- Demonstrated experience in managing grant or loan-funded projects, including knowledge of relevant laws and regulations, compliance requirements, procurement rules and reporting procedures.

5.3. Other competencies

- Experience in cooperation with IFIs, donor organizations and other international institutions.
- Excellent interpersonal skills and the ability to build and maintain effective relationships with internal and external stakeholders.
- Professional work experience in public administration positions is an asset.
- Impeccable ethical standards and leadership skills.

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

Please note, 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 July 12, 23:59 (Kyiv time) to hr@uraf.org.ua

All submissions must include:

- 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 the written tests. Only shortlisted candidates will be invited to the interview.