

TERMS OF REFERENCE

Senior Project Manager (Ukraine Facility Coordination and EU Integration) (Stream: Ukraine Plan Monitoring)

(Category 1)

1. Objective(s) and linkages to reforms

The Recovery and Reform Support Team (RST) at the Ministry of Economy and Environment of Ukraine (Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA¹) 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 Ministry is the designated National Coordinator for the Ukraine Plan. The National Coordinator's Team (NCT) oversees the monitoring of the Ukraine Plan, supported by the Subdivision on Coordination of Ukraine Plan Implementation. This Subdivision comprises nine civil servants and is to be reinforced by a sub-unit within the RST, which aids in coordinating reforms in alignment with the EU Commission's annual Enlargement Reports on Ukraine, the Ukraine Plan² implementation, Ukraine Facility Regulation #2024/792, the Framework Agreement between the EU and Ukraine on specific arrangements for the implementation of Union funding under the Ukraine Facility, and key strategic documents of the Government of Ukraine.

The NCT includes relevant departments from line ministries, supported by the RST teams in these ministries and the Recovery and Reform Delivery Office (RDO). All RSTs and the RDO are expected to support Ministry's staff in coordinating and monitoring the Ukraine Plan in collaboration with other line ministries and partners.

The sub-unit within the RST will serve as the main liaison for all RSTs, consolidating expertise and insights from line ministries and their reform support teams.

Importantly, the Ministry is one of the main stakeholders in the process of EU accession, being the lead for roughly a third of the negotiating chapters and contributing to all the rest of the negotiation chapters. These chapters cover areas such as public procurement, free movement of goods, freedom of movement for workers, right of establishment & freedom to provide services, intellectual property, economic policy, consumer protection, and more.

The progress of the accession process is inextricably linked to the ongoing reforms processes and the RST plays a key role in assisting the Ministry in moving it forward. Additionally, it requires support in organisational and project management efforts to ensure a continuous and effective preparation

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.

² <https://www.ukrainefacility.me.gov.ua/>

process for EU accession, as well as in monitoring and supporting the implementation of relevant opening and closing benchmarks in areas where the Ministry is in the lead.

The Senior Project Manager (Ukraine Facility Coordination and EU Integration), Team Lead (SPM) is expected to coordinate the team working on the coordination and monitoring of the implementation of the Ukraine Facility and the support to the EU accession process. The assignment will include stakeholder management in accordance with Ukrainian and international standards, coordinating the sub-unit within the RST, conducting analytical work with large datasets of information, assisting the Ministry in preparing various reports, analytical papers, reviews and analysis of legislation. The SPM is also expected to be a capable team player, able to assist in building coordination networks among relevant colleagues from other government agencies, ministries, RSTs, and the Reform Delivery Office of the Cabinet of Ministers (RDO) team.

2. Position and reporting line

The SPM will be a full-time consultant in the RST at the Ministry. The consultant is expected to be based in Kyiv (subject to the Ministry's staff's security rules).

The SPM will be subordinated to the Director of the RST at the Ministry. In a broader sense, SPM will be part of the National Coordinator's Team working on Ukraine Facility Coordination and Monitoring and Ministerial teams working on EU integration.

3. Duration and proposed timeframe

The initial consultancy appointment is expected to start in November 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 and responsibilities

The SPM is expected to provide support to the Ministry in the coordination and facilitation of RST activities related to implementation, monitoring and control as foreseen by the Ukraine Facility, and EU accession process.

The SPM is expected to assist in the following:

- leading the Team working on the Ukraine Facility implementation and EU accession management, ensuring the work is done timely and effectively;
- assisting in fostering engagement and cooperation with relevant stakeholders (primarily the Ministry and other line ministries officials, Government Office for European and Euro-Atlantic integration, Office of the Deputy Prime Minister for European and Euro-Atlantic Integration, national and sub-national government bodies, business community stakeholders, sovereign borrowers, as well as the European monitoring and control bodies, such as the European Commission, OLAF, ECA, EPPO, as well as other relevant donors, IFIs, and other relevant counterparts) concerning issues of the monitoring and control of Ukraine Facility implementation and the EU accession;
- building direct engagement with high-ranking stakeholders within the Ukrainian government to ensure timely and proper alerting to the existing and potential risks of non-performance;
- managing complex and interdependent processes touching upon the whole system of the Ukraine Facility functioning like assisting in internal management of the external audits, devising amendments to the Ukraine Plan, etc;

- ensuring coordination with the Verkhovna Rada, as well as with the civil society and business associations, including on monitoring projects by the non-governmental stakeholders, and matching the governmental needs with the non-governmental stakeholders' capacities;
- providing policy solutions for complex processes like the EU integration within the Ministry, outlining key bottlenecks and suggesting policy options on managing the said processes;
- assisting in the resolution of problems and obstacles encountered during implementation, identification and communication of issues pertaining to the coordination, monitoring, and control of the Ukraine Plan and the EU accession process;
- providing project management support with a particular focus on reforms in priority sectors (development of project/reform implementation plan, risk management, change management, etc.);
- contributing to the coordination of the preparation of timely and quality reports and status updates on reform implementation progress to the RST Director, and other stakeholders as assigned, as well as for publication;
- contributing to the development of policies related to the development and approval of reforms;
- facilitating a comprehensive assessment of the state of implementation and progress of sectoral reforms;
- supporting the development and refinement of reform action plans and prioritisation frameworks across key sectors;
- strengthening the project management capacity by improving the legal and operational framework and establishing better collaboration between the Ministry, line ministries, IFIs, and the EU;
- participating in joint working groups, meetings, and discussions with the Ministry, business, and other stakeholders related to the project;
- organising and ensuring the quality of research, collection and analysis of data from various sources in order to provide necessary reporting information;
- creating and updating matrices to track the implementation of the Ukraine Plan and the progress of the EU accession process within the Ministry;
- quality control of the creation of slide decks and the implementation of tools for automatic data collection;
- assisting with the forecast/analysis of potential scenarios of events and developing recommendations for response;
- acting as the focal point for cooperation with RST teams in relevant ministries to ensure coherent implementation of the priority sectors reforms of the Ukraine Plan.

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

- regular (bi-weekly or monthly as agreed by the Ministry) monitoring progress reports in accordance with the indicators and timelines set by the Head of the National Coordinator Sub-Division, the Deputy Minister, the RST Director and other stakeholders as assigned;
- regular updates of data tables and charts for ongoing analysis of implementation risks and tracking progress of activities implementation for the Head of the National Coordinator Division, the Deputy Minister, and the RST Director;
- ad-hoc reports on progress towards upcoming steps for the Ukraine Plan implementation, the Ukraine Facility provision implementation, and EU accession process for the Head of the National Coordinator Sub-Division, the Deputy Minister, the RST Director and other stakeholders as assigned;

- data presentations in the form of slide decks, infographics, and analytical tables/graphs in support of necessary reporting information;
- quarterly internal reports on RST progress on the coordination and monitoring of Ukraine Facility implementation, and the EU accession process, as well as challenges and achievements in these processes.

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

5. Qualifications, skills and experience

5.1 Qualifications and skills:

- master's degree in Economics, Finance, Law, Management, Public Policy or other related fields;
- strong analytical, communication, and presentation skills;
- excellent verbal, written, and communication skills;
- advanced level of PC literacy (PowerPoint, Project, Excel, Word);
- fluency in Ukrainian and English;
- good interpersonal skills;
- impeccable ethical standards.

5.2 Professional experience:

Minimum of 7 years of general professional experience (working for international organisations and/or international technical assistance projects would be an advantage), of which:

- at least 5 years of proven experience in project management, public or business administration, and consulting (related to the field of the assignment); and
- at least 2 years of proven analytical experience.

5.3 Other competencies:

- proven knowledge and professional experience in economic and public policy development, EU integration, strategic planning and project management;
- proven experience of stakeholder coordination;
- previous experience working for international companies/organisations;
- relevant professional experience in IFI will be an asset;
- familiarity with Ukraine's current reform agenda, and a good understanding of policy formulation processes and policy dialogues.

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 12 October, 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.