TERMS OF REFERENCE

Deputy Director of the Recovery and Reform Support Team

(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 (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 operates in key thematic streams, working closely with the Ministry on the implementation of strategic reforms and projects. These include:

- State Property Reform – aimed at enhancing the efficiency and transparency of state asset management.
- Public Investment Management Reform – focused on improving the planning, allocation, and oversight of public investments.
- Labor Market Reform – designed to modernize labor regulations and boost employment opportunities.
- Monitoring of Ukraine Plan Implementation and EU Screening Process – ensuring alignment with European integration requirements and tracking reform progress.
- Increasing Economic Complexity – supporting the development of high-value-added industries and innovation-driven growth.
- Attraction of investments for Ukraine's reconstruction and further development of the economy.
- Enhancing Institutional Sustainability of the Ministry– including public administration reform to strengthen governance and operational capacity.

The Deputy Director of the Recovery and Reform Support Team will oversee the strategic and operational management of the Team, including resource planning, consultant recruitment, project management, and collaboration with international partners. The Deputy will facilitate the monitoring of reform and recovery initiatives, ensuring regular communication and coordination with the Ministry, relevant ministries, and key stakeholders – including donors, government officials, and associations – to maintain alignment and coherence throughout Ukraine's reform and recovery process.

2. Position and reporting line

The Deputy Director will be a full-time consultant at the Recovery and Reform Support Team (RST) at the Ministry, reporting directly to the RST Director. The consultant is expected to be based in Kyiv.

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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.

3. Duration and proposed timeframe

The consultancy assignment 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.

4. Main Duties, Responsibilities and Deliverables

The RST Deputy Director will be expected to support the Director and the Ministry with the following:

- **Operational Management of the RST under the supervision of the Director:** overseeing resource planning, consultant recruitment and management, and coordination with the Ministry on planning and recruitment issues, acting as the primary RST contact for EBRD and EU Delegation (e.g.,), and managing projects, change initiatives, quality standards, and risk mitigation.
- **Managing RST operational planning and reporting processes under the supervision of the Director:** guiding the development of work plans, policies, budgets, and key documents for priority reforms and recovery initiatives in alignment with the Ukraine Plan, the Ministry's strategic objectives and international commitments..
- **Communication and Stakeholder Engagement**: maintaining regular communication with the Office of the Minister and Deputy Ministers, relevant line ministries and agencies, ensuring appropriate coordination and coherence among relevant programmes, projects and policies.
- **Stakeholder Coordination under the supervision of the Director**: supporting the Ministry in coordinating with key stakeholders - including donors, international technical assistance and advisory programmes, government officials, associations, employers, and others - while serving as an RST contact to ensure alignment with reform and recovery objectives.
- **Operational continuity and ad hoc task management:** ensuring continuity of RST operations through coordination and redistribution of responsibilities during transition periods, urgent assignments, or temporary capacity gaps within the team, including oversight and follow-up on ad hoc tasks delegated by the Ministry leadership or the RST Director.
- **Overseeing progress and results:** facilitating reform monitoring and recovery initiatives, supporting horizontal coordination across reform streams, and delivery outcomes regular progress reports

The Deputy Director will be expected to provide the following **deliverables**:

- development and implementation of strategic and operational plans for RST resource management, consultant recruitment process, and coordination with the Ministry regarding RST positions and consultant selection;
- preparation of annual work plans, policies, and budgets, and key documents for priority reforms and recovery initiatives in alignment with the Ukraine Plan government priorities and international commitments;
- preparation of high-quality reports on RST reform progress, challenges, and achievements, including quarterly, bi-annual, annual ITA reports and additional ad-hoc reports; ;
- establishment of effective, transparent, and structured communication with donors, international partners, government stakeholders, international technical assistance and advisory programmes, and colleagues within the URA Programme framework;
- ensuring operational continuity of the RST through effective redistribution and coordination of responsibilities during transition periods, urgent assignments and temporary capacity gaps, with timely follow-up on ad-hoc tasks and priority assignments;

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

5. Qualifications, Skills and Experience

5.1. *Qualifications and skills*

- master's degree in Law, Economics, Finances, Business, Public Policy, Public Administration, or a relevant field;
- records and ability to lead a team of experts, in particular in donor-funded projects, business or public organisations;
- impeccable ethical standards, and outstanding leadership skills;
- experience in high-level negotiations, strong organisational and communication skills;
- strong analytical skills with the ability to interpret complex legal, commercial, financial data, and policy implications;
- PC literacy (PowerPoint, Project, Excel, Word);
- excellent command of English and Ukrainian, both written and spoken.

5.2 Professional experience

Minimum of 10 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 experience in project management, public or business administration, and consulting (related to the field of the assignment); and
- at least 3 years of managerial experience (minimum 5 subordinates) in an organisation of comparable size.

5.3 Other experience

- knowledge and professional experience in economic and public policy development, strategic planning and project management;
- previous experience working for international companies/organisations;
- familiarity with current Ukraine's reform and recovery agenda, good understanding of policy formulation processes and policy dialogues;
- experience collaborating with government bodies, with a strong understanding of their mandates and processes;
- experience in leading an expert team and project delivery.

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 November 17, 23:59 (Kyiv time) to hr@uraf.org.ua. All submissions must include a completed Application form, NDA Form, the candidate's Curriculum Vitae, Reference Letter from a recent/current supervisor (original in English or Ukrainian with English translation), contact details of two 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.