

Senior Project Manager: Urban Planning

1. Objective(s) and linkages to Reforms

The Recovery and Reform Support Team (RST) at the Ministry for Communities, Territories and Infrastructure Development of Ukraine (MCTID, Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA)¹ on a temporary basis by donors that provides targeted technical support and assist in the design and implementation of priority reforms.

Priority areas for the RST at the Ministry for Communities, Territories and Infrastructure Development of Ukraine will be:

- Transport Infrastructure;
- Municipal Infrastructure;
- Regional Development and Decentralisation;
- Digitalization;
- Public Administration Reform and Capacity Building.

Urban Planning Reform as part of Municipal Infrastructure is one of the top priorities of the Government of Ukraine and the Ministry. It is committed to digitalization of urban planning documentation and the provision of information in the urban planning cadastre at the state level, building a healthy and transparent system of planning and administrative services in urban development that will allow Ukraine to meet international standards, reducing and eliminating corruption risks, and ensuring comprehensive recovery from the full-scale Russian armed aggression against Ukraine, and aimed at:

- Implementation of the Law of Ukraine "On Amendments to Certain Legislative Acts of Ukraine on Land Use Planning" dated July 17, 2020, No. 711-IX, in particular, new requirements for the development of urban planning documentation;
- coordination of the processes of implementing the digitalisation of urban planning documentation and the introduction of an urban planning cadastre at the state level;
- establishment of a competitive market in the field of urban planning documentation development in accordance with the new requirements;
- creation of conditions for the quality development of urban planning documentation, primarily at the level of territorial communities (comprehensive plans for the spatial development of territories of the communities), including ensuring the creation of a cartographic basis, collection of initial data, and coordination of stakeholder interests;

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.

- enhancement of the institutional capacity of urban planning documentation developers, executive bodies of village, town and city councils, and regional state (military) administrations as customers of urban planning documentation development;
- establishment of cooperation with higher education institutions and educational platforms to ensure the implementation of modern approaches and practices, as well as the current legislative framework for the development of urban planning documentation in higher education curricula and short-term training programmes.

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

2. Position and reporting line

The Senior Project Manager on Urban Planning will be subordinated to the RST Director and work in close cooperation with the RST Deputy Director of Municipal Infrastructure and the MCTID Deputy Minister responsible for the Reform.

3. Duration and proposed timeframe

The initial consultancy appointment is expected to start in April 2024 and has an estimated duration until August 2025. 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

- Develop, prepare and coordinate the implementation of a strategic framework for Urban Planning Reform;
- ensure transparency of the reform design and implementation;
- draft policy, legislation and policy measures in the field of urban planning documentation;
- provide assistance to the implementation of legal acts developed in the field of urban planning, including but not limited to laws, regulations, state building codes and by-laws²;
- coordination of the implementation of Amendments to CMU resolution dates May 25, 2011 No. 559 "On Urban Cadastre";
- coordination of the implementation of Amendments to CMU resolution dates September 1, 2021 No. 926 "On the approval of the Procedure for the development, updating, amendment and approval of urban planning documentation" and others;
- develop analytical and informational materials on the implementation of urban planning reform;
- develop proposals for further steps to implement the urban planning reform;
- develop recommendations for strengthening the capacity of executive bodies of territorial communities with regards to urban planning, particularly development of urban planning documentation;

² Draft Law "On Amendments to Certain Legislative Acts of Ukraine on Reforming the Sphere of Urban Development" #5655 excluded.

- develop proposals for amendments to legislation and policy measures to implement digitalisation of urban planning documentation;
- analyse the best international practices of implementing digitalisation of urban planning documentation;
- participate in events on the implementation of digitalisation of urban planning documentation;
- hold meetings, and discussions on Urban Planning Reform;
- provide regular progress reports to the RST Director, the MCTID and other stakeholders;
- project management support (development of project/reform implementation plan, risk management, change management, stakeholder management, etc.) in urban planning;
- gather, develop and submit all relevant documents and materials (e.g. plans, reports, analyses and proposals) required for all relevant technical assistance projects and expert missions;
- other duties as assigned by the RST Director.

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

5. Qualifications, skills and experience

5.1 Qualifications and skills:

- Master's degree in Architecture, Urban Planning, Construction, Management, Law, Public or Business Administration;
- experience in high-level negotiations, strong communication and presentation skills;
- strong analytical skills with the ability to interpret complex legal, commercial and financial information;
- proven ability to lead a team of experts, in donor-funded projects, business or public organisations;
- impeccable ethical standards, and outstanding leadership skills;
- PC literacy in Microsoft software (PowerPoint, Project, Excel, Word; Visio is an asset), Google Apps (Gmail, Calendar, Google Docs);
- excellent command of English and Ukrainian, both written and spoken.

5.2 Professional experience:

- Minimum 7 years of general professional experience (working for international organisations and/or international technical assistance projects would be an advantage), of which preferably 5 years of experience in urban planning.

5.3 Other competencies:

- Proven knowledge and professional experience in development, analysis, implementation of policies and strategies in urban planning and/or public administration is a plus;

- familiarity with current Ukraine's reform agenda, good understanding of policy formulation processes and policy dialogues;
- experience with government institutions and their mandate and processes is 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 the MDA are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor.

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 April 01, 2024, 23:59 (Kyiv time) to recruitment.rstmctid@gmail.com

All submissions must include:

- completed [Application Form](#);
- candidate's Curriculum Vitae;
- reference letter from a recent supervisor/manager (in English, or Ukrainian with English translation);
- [NDA form](#);
- contact details for two further 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.