

TERMS OF REFERENCE

Director of the Reform Support Team at the Ministry of Energy of Ukraine

ToR Date of Issuance: 13.02.2023

Due Date for Applications: 27.02.2023

1. Objective(s) and Scope of Services

The Reform Support Team at the Ministry of Energy of Ukraine (MinEnergy) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Reforms Architecture (URA)¹ programme that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms.

The RST at MinEnergy was launched in 2021 to assist the Ministry with the implementation of priority reforms in the following areas: integrated approach to the formulation of energy policy, ensuring efficient operation of energy markets, coal industry reform, improving energy efficiency, implementation of the National Emission Reduction Plan, public administration reform and capacity building.

Since February 2022, the RST has also assisted the Ministry in ensuring the stability of the energy system in the context of heavy damages inflicted on its critical infrastructure by the ongoing war in Ukraine. The team provides coordination, analytical and expert support to the Ministry in areas such as evaluation of damages, repair of critical infrastructure, formulation of energy sector related recovery plans and cooperation with international partners.

2. Position and Reporting Lines

The Director will be a full-time consultant at the Reform Support Team (RST) at the Ministry of Energy of Ukraine. The Consultant is expected to be based in Kyiv (subject to the security rules for the Ministry's staff).

The RST Director will be responsible for:

- effective operational management of the RST;
- overall coordination and monitoring of the implementation of priority reforms in MinEnergy;
- cooperation with donors and international financial institutions (IFIs).

The RST Director will be subordinated to and coordinated by the Minister of Energy of Ukraine.

¹ Ukraine Reforms 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.

3. Duration and Proposed Timeframe

This consultancy assignment is expected to start on 15 March 2023. Duration of the assignment will depend on the availability of funding, needs of the URA programme and performance of the selected consultant. The probation period is three months.

4. Main Duties, Responsibilities and Deliverables

4.1. Main Duties and Responsibilities

- Ensuring effective strategic and operational management of the RST:
 - overall resource planning, recruitment and management of the RST consultants;
 - coordination of work with Ministry management;
 - maintaining regular communication with international partner organisations and experts, notably with the EBRD and the EU Delegation;
 - project management, change management, quality and risk management.
- Overall coordination and monitoring of the implementation of reforms, emergency and recovery support:
 - providing input to the development of work plans, policies, budgets and other key documents to facilitate the reform and recovery process;
 - proposing solutions to resolving problems and obstacles encountered during implementation of the reform and recovery process;
 - maintaining regular communication with relevant units of MinEnergy, other ministries and agencies and regional authorities, ensuring appropriate coordination and coherence among relevant programmes, projects and policies;
 - supporting the Ministry in stakeholder coordination (including with donors, government officials, associations, employers and others);
 - accompanying the Minister and coordinating business trips outside Ukraine;
 - facilitating monitoring of progress and results within relevant programmes, projects and policies.

4.2. Main Anticipated Deliverables

- Development of reform implementation and recovery plans;
- Ensuring integration of the RST's work with the agenda of MinEnergy and the team's alignment with its short-term priorities and plans;
- Recruitment of RST consultants as required;
- Ensuring operations of Steering Committee (SC) meetings²;
- Preparation of regular progress reports;
- Implementation of planned activities in line with RST work plan.

5. Qualifications, Skills and Experience

5.1 Qualifications and Skills

- A Master's degree in Energy, Engineering, Economics, Finance, Law, Project Management or a related field;
- Proven ability to organize and lead teams in business or public organisations;
- Impeccable ethical standards;

² Steering Committee (SC) - an advisory, coordination and quality assurance mechanism to provide oversight of and continued commitment to the RST's achievement of key objectives and results, as well as effectively respond to the emerging needs of the government.

- Experience in high-level negotiations, strong communication and presentation skills;
- Strong analytical and programme management skills with the ability to interpret complex legal, commercial and financial information;
- PC literacy;
- Certifications in the area of public finance or public administration will be an advantage;
- International professional experience is an asset;
- Fluency in Ukrainian and English;
- Good interpersonal skills.

5.2 General Professional Experience

- More than 7 years of general professional experience;
- Minimum 5 years of proven managerial and investment experience in the energy sector in public or business organisations, consulting, international organisations.

5.3 Specific Professional Experience

- Proven knowledge and professional experience in the energy sector, green deal, green energy, public policy;
- Proven knowledge and professional experience in European energy regulation and adaptation to EU energy related *acquis*;
- Previous experience of working with international public and business organisations is an asset;
- Familiarity with the reform/recovery agenda in Ukraine, understanding of policy formulation and investment process is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance Criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines.
- Implementation of key performance indicators (KPIs) on time and on budget.
- Timely submission of monthly performance reports.

7. 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 Denmark, Finland, France, Germany, Italy, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union.

Please note that selection and contracting will be subject to the availability of funding.

8. Submissions

Submissions must be prepared in English only and delivered electronically by 27 February 2023 to the following address: rst.mev@gmail.com.

All submissions must include a completed Application Form, NDA Form, the candidate's Curriculum Vitae and Reference Letter (original in English, or Ukrainian with English translation) together with the contact details of two further referees who, if contacted, can attest to the professional background of the candidate.

Only applications who submit their application duly completed using the correct template 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 their last employment in public administration.

9. Selection Procedure

Following the evaluation of all applications received, selected candidates may be invited to a test. Only shortlisted candidates will be invited to the interview.