**TERMS OF REFERENCE**

**Public Finance Management Reform and Budget Expenditures Optimization**

**(Category 1, Senior Project Manager/Audit Coordinator)**

**1.** **Objective(s) and linkages to reforms**

The Recovery and Reform Support Team (RST) at the Ministry of Finance of Ukraine (MoF) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA)[[1]](#footnote-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 assists the Ministry in coordinating the implementation of reforms in line with the EU Commission's annual Enlargement Report on Ukraine, the Ukraine Plan, the Ukraine Plan developed to support the implementation of the Ukraine Facility Plan[[2]](#footnote-2), the provisions of the 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 National Coordinator’s Team will consist of the newly created Subdivision on Coordination of Ukraine Plan Implementation (Subdivision) within the Ministry of Economy (MinEconomy) which will be the main team tasked with overseeing the Ukraine Plan monitoring. The Subdivision will consist of nine civil servants and this team will be strengthened by the newly-created Sub-Unit within the RST of the MinEconomy. The National Coordinator’s Team, in a broader sense, will also include relevant departments in the line ministries strengthened by the RST teams of the respective line ministries, as well as by the Reform Delivery Office of the Cabinet of Ministers (RDO). All the RSTs and the RDO are expected to support the MinEconomy’s staff in coordinating and monitoring the implementation of the Ukraine Plan, including in cooperation with other line ministries, specifically the Ministry of Finance, and European partners.

A separate structural subdivision will be established within the Ministry of Finance, which will be staffed by civil servants and will verify the report on the implementation of measures set out in the Ukraine Plan by the Responsible Authorities.

The RST of the MinEconomy will serve as the main liaison point for all the RSTs helping bring together expertise and insights from all the line ministries and their respective reform support teams. Within the RST of MinEconomy, the Deputy Director of RST of the MinEconomy – Special Representative for Ukraine Plan Coordination and Monitoring (SEUP) will be appointed.

The RST at the Ministry of Finance will assist the MoF in the verification of the report on the implementation of measures set out in the Ukraine Plan by the Responsible Authorities.

The Senior Project Manager/Audit Coordinator (SPM) is expected to support the audit activities within the project as an experienced analyst of large databases, as well as an expert in preparing various reports in accordance with Ukrainian and international standards. The assignment will include analytical work with large datasets of information, assisting the Ministry of Finance in preparing various financial reports, analytical papers, and reviews in accordance with Ukrainian and international standards. 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 and ministries and the RDO.

**2. Position and reporting line**

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

Tasked with supporting the Ministry of Finance in its day-to-day activities, the SPM will provide support in auditing the implementation of the Ukraine Plan.

The SPM will be subordinated to the Director of the RST MoF but will be in close contact with the responsible Unit at the Ministry of Finance. The SPM will be supporting the performing of audits of the implementation of indicators under the Ukraine Plan, with which the Ministry of Finance is tasked.

**3. Duration and proposed timeframe**

The initial consultancy assignment is expected to start in October 2024 and has an estimated duration till August 2025. The assignment may be subsequently continued subject to the availability of funding, the consultant’s performance, and the specific needs of the RST. The probation period is three months.

**4.** **Main duties and responsibilities**

The SPM is expected to assist in the following:

* assisting in fostering engagement and cooperation with relevant stakeholders (primarily the Ministry of Finance) concerning issues of the audit of Ukraine Facility and Ukraine Plan implementation;
* contributing to conducting audit and financial analysis within the architecture of the audit of the Ukraine Plan;
* preparing timely and quality reports and status updates on reform implementation progress for the relevant Head of Department of the MoF, the Deputy Minister of Finance, the RST Director, and other stakeholders as assigned.

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

* financial analysis of key identified financial KPIs defined by the European Union’s Regulation, including auditing Ukraine’s performance on investment indicators;
* assessment of the use of macro-financial support within the framework of the Ukraine Facility as part of regular audits;
* monitoring reports (annual, monthly, weekly) in accordance with the requirements of the Ukraine Plan;
* data tables and charts for ongoing analysis of risks;
* regular reports on RST progress, challenges and achievements within the process of implementation of the Ukraine Plan.

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

**5. Qualifications, skills and experience**

**5.1 Qualifications and skills**:

* Master’s degree in Finance, Economics, Accounting/Auditing, Business Administration, International Relations or other related fields;
* internationally recognised certification for auditors would be an advantage;
* knowledge in managing and auditing the implementation of complex public sector investments/transactions;
* 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.

**5.2 Professional experience:**

* minimum of 7 years of general professional experience;
* minimum of 5 years of work experience within IFI or public finance-related development projects, auditing, or banking sector.

**5.3 Other competencies:**

* knowledge of the respective regulatory framework;
* proven knowledge and professional experience in finance and public policy development, strategic planning and project management;
* 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 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 that 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 29 September 2024, 23:59 (Kyiv time) to mof.rst@reforms.in.ua. All submissions must include a completed Application form, NDA Form, the candidate’s Curriculum Vitae, and contact details for three referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications that 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.

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. [↑](#footnote-ref-1)
2. https://www.ukrainefacility.me.gov.ua/ [↑](#footnote-ref-2)