**TERMS OF REFERENCE**

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

**(Category 1, Senior Project Manager)**

1. **Objective(s) and Linkages to Reforms**

The Senior Project Manager (Category 1, Public Finance Management Reform and Budget Expenditures Optimization) will be a full-time consultant in the Recovery and Reform Support Team at the Ministry of Finance of Ukraine (MoF).

The Recovery and Reform Support Team (RST) was launched in October 2016. It is a group of Ukrainian professionals (non-public servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry in the design and implementation of sectoral strategies and priority reforms.

Competencies of the RST include the following core capacities:

* Economic and legal analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.), and
* Reform programme planning, implementation and coordination (inc. performance indicators, progress reports, programme management, monitoring and coordination, project proposals preparation etc.).

A strong and effective Public Finance Management (PFM) system is essential for Ukraine to ensure sustainable economic development and efficient public service delivery, as well as to create a basis and stimulus for reforms in other areas. The importance of PFM is acknowledged in the PFM Reform Strategy 2022-2025 and the Action Plan for its implementation.

Consultancy services under this Assignment shall be focused on assistance in the following area:

* Improvement of performance-based budgeting at the local level, including the application of a gender-oriented approach in budgeting.
* Strengthening fiscal risks framework of local budgets.
1. **Position and Reporting Line**

The Senior Project Manager will support the RST in the stated reform focus area and will be subordinated to the Budget stream coordinator and RST Director.

1. **Duration and Proposed Timeframe**

The initial consultancy assignment is expected to start in October 2024 and has an estimated duration until August 2025. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, this appointment may be extended.

1. **Main Duties, Responsibilities and Deliverables**

***4.1 Main Duties and Responsibilities:***

Coordination and facilitation of reform implementation process:

* Сoordination and facilitation of RST activities;
* Engagement and cooperation with relevant stakeholders (experts, other Ministries and government officials, municipalities and other counterparts) concerning issues of the reform;
* Resolution of problems and obstacles encountered during implementation, identification and communication of issues requiring a decision of the RST Director.
* Project management support (development of project/reform implementation plan, risk management, change management, etc.);
* Organisation of meetings, events, round tables, conferences, and forums to engage stakeholders on key reform themes and policy proposals;
* Preparation of timely and quality reports and status updates on reform implementation progress to the RST Director, as well as for publication.

***4.2 Main Anticipated Deliverables:***

* A new methodology for assessing the fiscal risks of local budgets;
* Consolidated list of recommendations on the improvement of performance-based budgeting at the local level, including the application of a gender-oriented approach in budgeting;
* Consolidated list of recommendations on the improvement of legislation based on the results of performance-based budgeting implementation at the level of local budgets;
* The respective training programme is developed and delivered to key spending units on a local level;
* Regular progress reports on reform development and implementation.
1. **Qualifications, Skills and Experience**
	1. ***Qualifications and Skills***:
* At least a Bachelor’s degree, preferably in finance, economics, business administration. A foreign degree is an asset;
* Strong organisational management, communication and presentation skills;
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
* Fluency in Ukrainian and English.
	1. ***Professional Experience:***
* Preferably more than 7 years of general professional experience (minimum 5 years of relevant professional experience in project management, finance, audit, investment banking/corporate advisory, economic research and analysis, financial consulting);
* Knowledge of respective regulatory framework will be a great asset.
	1. ***Other Experience:***
* Proven knowledge and professional experience in finance management;
* Experience in public finance management is an asset;
* Familiarity with the reform agenda in Ukraine, understanding of the policy formulation process is an asset;
* Experience with government entities and their mandate and processes is an asset;
* Experience in working in multidisciplinary teams is an asset.
1. **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.

1. **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 which are 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 have left civil service employment.

1. **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.