

## Individual ToR for the Recovery and Reform Delivery Office

### POSITION: PROJECT MANAGER, ADVOCACY AND STAKEHOLDERS ENGAGEMENT (CATEGORY 2), MULTI-AGENCY DONOR COORDINATION PLATFORM FOR UKRAINE

ToR Date of Issuance: January 3, 2024

Due Date for Applications: January 17, 2024

#### 1. Objective(s) and linkages to Reforms

The Recovery and Reform Delivery Office (RDO) is one of the main cornerstones of the Ukraine Recovery and Reform Architecture Programme (URA<sup>1</sup>). It is placed in the Cabinet of Ministers of Ukraine and serves as an advisory body to the CMU, coordinating and analysing the processes of reforms implemented by the Ukrainian administration.

The consulting services under this Agreement will be mainly focused on:

- 1) Support to the operation of the Secretariat of the Multi-agency Donor Coordination Platform for Ukraine (Platform) from the Ukrainian side.
- 2) Consulting and assistance in the coordination of international stakeholders for the Ukrainian reconstruction and recovery purposes.

#### 2. Position and reporting line

This assignment is a full-time consultancy. The consultant will be reporting to the RDO Executive Director.

#### 3. Duration and proposed timeframe

The initial consultancy assignment is expected to start on January 29, 2024, and has an estimated duration of 6 months. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RDO, this appointment may be extended.

It is an obligatory requirement for candidates to be physically present in Kyiv.

#### 4. Main Duties and Responsibilities

- Providing operational support for the Multi-agency Donor Coordination Platform and other coordination formats, including tracking of the progress of tasks implementation;
- Coordinating on all relevant files with the Brussels office of the Platform's Secretariat;
- Maintaining the tracker with key engagement events on Ukraine recovery;
- Preparing minutes, editing external communications for clarity and accuracy;
- Coordinating with Recovery and Reform Support Teams (RSTs) when necessary;
- Providing analytical and other support to ensure the efficient operation of the Secretariat of the Multi-agency Donor Coordination Platform from the Ukrainian side;
- Coordinating Ukrainian stakeholders to ensure the timely delivery of requested information and materials for the preparation of Steering Committee meetings;

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<sup>1</sup> 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 reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD.

- Supporting communication and briefing efforts with Ukrainian stakeholders following the Platform's Steering Committee meetings;
- Assisting in the preparation for and conduct of roundtables, events, and presentations to garner support for the Platform's agenda;
- Ensuring that the Platform's operations align with strategic Government priorities, as defined in the Ukraine Plan;
- Developing communication and engagement instruments with local and international stakeholders, focusing on mobilizing civil society and local communities to support the Platform's agenda;
- Conducting analysis and mapping of international partners and stakeholders regarding their engagement in supporting recovery projects during the upcoming planning period;
- Supporting the identification of challenges and obstacles to the effective flow of financing and recovery project implementation, and developing and implementing efficient tools and instruments to increase the capacity of recovery projects;
- Providing timely and accurate inputs to monthly reporting to the donor;
- Providing regular and ad-hoc progress reports to the Executive Director, SCMU, and other stakeholders;
- Ensuring visibility of the recovery and reconstruction process in cooperation with the RDO communication team and stakeholders.

## **5 Qualifications, Skills and Experience**

### **5.1 Qualifications and skills**

- Master's degree in international relations, law, economics, finance, business, or public administration, etc.;
- Fluency in oral and written Ukrainian and English;
- Strong organizational, communication, and analytical skills;
- PC literacy (MS PowerPoint, Excel, Word, Visio).

### **5.2 Professional experience**

- Minimum 5 years of general professional experience;
- Minimum 3 years of experience in project management, public or business administration, consulting related to the field of assignment;
- Good understanding and experience in Ukraine's recovery and reconstruction processes;
- Experience in international organizations or projects is an asset.

### **5.3 Other experience**

- Proven successful team management track record;
- Good understanding of the reform and European integration agenda in Ukraine and policy formulation process;
- Good presentation skills;

## **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, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union.

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

## 7. Submissions

Submissions must be prepared in English only and delivered electronically by January 17, 2024 to the following address: [rdo@kmu.gov.ua](mailto:rdo@kmu.gov.ua) with a copy to [rdo.teem@gmail.com](mailto:rdo.teem@gmail.com)

All submissions must include:

- Completed, signed, and scanned/photographed Application Form;
- Completed, signed, and scanned/photographed Non-Disclosure Agreement Form;
- Applicant's CV;
- At least one reference letter from a recent supervisor/manager (in English, or Ukrainian with English translation), signed by the referee and scanned/photographed;
- Contact details for two further 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.

## 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.