

Individual ToR for the Recovery and Reform Delivery Office

POSITION: PROJECT MANAGER, SECRETARIAT ASSOCIATE (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)¹. 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) Comprehensive support of the Secretariat of the Multi-agency Donor Coordination Platform for Ukraine (Platform) operation from the Ukrainian side.
- 2) Contribution to monitoring and mapping of Ukraine's priority needs, international commitments, and pledges for addressing recovery needs in priority areas.

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

- Facilitating the timely and efficient functioning of the Secretariat for the Multi-agency Donor Coordination Platform from the Ukrainian side;
- Coordinating on all relevant files with the Brussels office of the Platform's Secretariat;
- Supporting the preparation and maintenance of corresponding materials for the Platform's Steering Committee meetings;
- Assisting in the development of respective materials (e.g. briefings, minutes) and delivery of follow-up tasks set by the Platform's Steering Committee meetings;
- Developing and implementing tools for effective monitoring of recovery needs and tracking committed and received financing;
- Providing analytical and other necessary support to ensure smooth work of the Platform's Secretariat from the Ukrainian side;

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

- Offering other necessary support to the SCMU in terms of cooperation with donors and international partners;
- Ensuring 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 the 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

- Minimum a Master's degree in international relations, law, economics, 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 analytical and presentation skills;
- Experience working with multidisciplinary teams 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, 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 with a copy to 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.