

**POSITION: Senior Project Manager, Public Administration Reform and EU Integration
(Category 1)**

ToR Date of Issuance: 10.09.2024

Due Date for Applications: 23.09.2024

1. Objective(s) and Linkages to Reforms

The Recovery and Reform Delivery Office (RDO) is part of the Ukraine Recovery and Reform Architecture Programme (URA), 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. It is placed in the Cabinet of Ministers of Ukraine (CMU) and serves as an advisory body to the CMU, providing coordination, expert and analytical support to reform planning and implementation by the Ukrainian administration.

Consulting services under this assignment will focus on assisting the CMU with the implementation of deliverables related to the EU accession process, particularly in the area of Public Administration Reform (PAR), including support to the development of the PAR Roadmap, policy formulation related to the Roadmap and review of the PAR & Public Finance Management Strategies.

2. Position and Reporting Lines

This assignment is a full-time consultancy. The consultant will report to the RDO Executive Director and work closely with the Secretariat of Cabinet of Ministers of Ukraine under the leadership of the relevant Deputy State Secretary.

3. Duration and Proposed Timeframe

The initial consultancy assignment is expected to start on 21 October 2024 and has an estimated duration until 31 August 2025. Subject to the availability of funding, the performance of the selected consultant and specific needs of the Government and RDO, this assignment may be extended.

Selected candidate will be required to be based in Kyiv.

4. Main Duties and Responsibilities

Support the SCMU in:

- Maintaining regular communication and cooperation with the CMU Secretariat (SCMU) and other relevant stakeholders, including the National Agency of Ukraine on Civil Service, Ministry of Justice of Ukraine, Ministry of Economy of Ukraine, Ministry of Digital Transformation of Ukraine, Ministry of Finance, Verkhovna Rada of Ukraine, Office of the President, Ministry for Communities and Territories Development, etc.
- Maintaining regular communication and facilitating inputs to PAR strategic framework and related processes in the context of EU accession with relevant stakeholders and external experts, including OECD/SIGMA, EU4PAR and others (including civil society organisations active in the field of PAR) as per guidance from the European Commission.
- Policy formulation and development and implementation of a consultation plan related to the PAR Roadmap and updated PAR & PFM Strategies.
- Providing analytical and expert support to the negotiating team in the area of PAR.

- Coordinating the preparation of a variety of analytical and technical materials in connection with above-mentioned processes.
- Preparing inputs and presentation materials for high-level meetings and other steps necessary to develop and monitor implementation of the PAR Roadmap.
- Organisation of public consultations, stakeholder coordination and ensuring follow-up as required.
- Drafting and review of reports related to the process of PAR Roadmap development and review of the PAR & PFM Strategies.
- Ensuring a close and regular cooperation and coordination with respective international technical assistance projects, including but not limited to EU4PAR, SIGMA/OECD, Natolin4CapacityBuilding, EU4DigitalUA, U-LEAD, etc.
- Ensuring seamless coordination of the PAR stream across all URA teams, including but not limited to the provision of guidance on PAR implementation and monitoring, facilitation of regular meetings, fostering inter-team communication, and providing comprehensive updates to programme stakeholders.

5. Main Anticipated Deliverables

- Support to the SCMU and other above-mentioned stakeholders in the formulation of inputs as part of preparation for the screening session with the European Commission on Cluster 1 “Fundamentals” in the area of PAR.
- Proposal of the SCMU’s plan to prepare for the screening session with the European Commission on Cluster 1 “Fundamentals” in the area of PAR, to elaborate PAR Roadmap and update the PAR & PFM Strategies.
- Proposals and inputs to the PAR Roadmap and other related documents.
- Support to the SCMU in organising and conducting consultations with stakeholders and civil society, supporting the SCMU in the consideration and processing of feedback received.
- Inputs and presentations for high-level meetings.
- Research and data collection on public administration issues in Ukraine.
- Inputs to communication materials on PAR.

6. Qualifications, Skills and Experience

6.1 Qualifications and Skills

- Master’s degree in public administration, law, business, economics or another relevant discipline;
- Fluency in Ukrainian and English;
- Experience in legislative drafting is preferred;
- Strong organisational management, communication and presentation skills;
- Digital literacy, e.g., MS Office Suite, Google Workspace, etc.

6.2 Professional Experience

- Minimum 7 years of general professional experience, out of which minimum 5 years of experience relevant to the position, including public or business administration and consulting related to the field of assignment. Minimum 3 years of experience in multi-stakeholder cooperation and coordination.
- Experience in working in international organisations and projects, consulting agencies and/or government bodies will be considered an asset.



- Good understanding of the OECD/SIGMA Principles of Public Administration, including the new standards for multi-level governance defined in their 2023 edition.
- Demonstrated knowledge and professional experience in the area of Public Administration Reform.
- Solid understanding of the EU integration agenda.
- Advanced experience in cooperation and coordination with government bodies. Knowledge of their mandate and processes is considered an asset.

6.3 Other Experience

- Proven by relevant experience or training:
 - Knowledge of policy formulation processes;
 - Strong planning and team management skills.
- Strong practical experience in building coalitions involving various stakeholders, strategic planning, preparation and conduct of multi-stakeholder advocacy and negotiations.

7. Funding Source

The funding source of this assignment is the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD. 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.

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 23 September 2024 to the following address: rdo@kmu.gov.ua

All submissions must include:

- Completed, signed, and scanned/photographed [Application Form](#);
- Completed, signed, and scanned/photographed [Non-Disclosure Agreement Form](#);
- applicant's CV;
- 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 duly completed will be considered.

9. 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.