

Individual ToR for the Recovery and Reform Delivery Office

POSITION: ADMINISTRATIVE ASSISTANT (CATEGORY 3)

ToR Date of Issuance: December 27, 2023

Due Date for Applications: January 10, 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.

Administrative assistant will assist the RDO Executive Director with day-to-day administrative tasks and provide organizational and logistical support to the RDO team.

2. Position and reporting line

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 in a full-time mode. 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

- Performing daily administrative services to ensure efficient operation of the RDO;
- maintaining RDO calendar, scheduling meetings and appointments;
- making necessary travel arrangements for RDO project managers' business trips;
- processing correspondence, systematizing, and maintaining office files, both physically and virtually;
- preparing meeting materials, making and sharing minutes with stakeholders for timely decision-making;
- providing translation support (Ukrainian- English/English –Ukrainian);
- providing material and technical support, incl. procurement of goods and services for the office;
- making inputs to regular reports to donors in a required format;
- providing support to RDO consultants with monthly reporting;
- supporting preparation of RDO internal documents preparation when needed;
- assistance with the development of presentations and spreadsheets, collection and updating of data;

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.

- assistance with the recruitment process;
- performing ad-hoc tasks upon request of RDO project managers.

5. Qualifications, Skills, and Experience

5.1 Qualifications and skills

- At least a Bachelor's degree. Master's degree is an asset;
- fluency in Ukrainian and English;
- solid verbal and written communication skills;
- digital literacy, e.g., MS Office Suite, Google Workspace, etc.

5.2 Professional experience

- Preferably more than 5 years of general professional experience, minimum 1 year of experience relevant to the position, including administrative/project management support in international technical assistance projects, international organizations, non-governmental organizations, public service, business consultancy, etc.;
- experience in facilitating communications, scheduling meetings, and information management;
- knowledge of office and communication practices and procedures.

5.3 Other experience:

- Proven by relevant experience or training:
 - understanding of reform and recovery agenda in Ukraine and policy formulation processes;
 - strong planning and team management skills;
- experience in cooperation with government bodies, knowledge of their mandate and processes.

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 that 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 10, 2024 to the following address: rdo@kmu.gov.ua with a copy to rdo.team@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 tests. Only shortlisted candidates will be invited to an interview.

Individual ToR for the Recovery and Reform Delivery Office

POSITION: EXPERT (STAKEHOLDER ENGAGEMENT) (CATEGORY 2)

ToR Date of Issuance: December 27, 2023

Due Date for Applications: January 10, 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)². 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) Consulting and coordination of communication and cooperation with RDO partner organizations and stakeholders.
- 2) Analytical and administrative support, and other expert support to the Executive Director.

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 in a full-time mode. 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 located in Kyiv.

4. Main Duties and Responsibilities

- Maintaining regular communication and cooperation with the Secretariat of Cabinet of Ministers of Ukraine, line ministries, and other stakeholders;
- providing administrative and analytical support, e.g. within the RDO Multi-agency Donor Coordination Platform and other RDO work streams;
- communication with relevant analytical centres, partner non-governmental organizations, and projects to efficiently coordinate development of strategic documents, e.g. the Ukraine Plan, recovery plans, etc.;
- organizing, holding consultations, and collecting proposals to strategic documents and plans from civil society, international organizations, etc., as well as processing such proposals;
- overseeing deadlines for the provision of data and content to strategic documents and plans by civil society, non-governmental organizations, and projects, incl. providing feedback to submitted proposals and comments;
- contributing to the development of strategic documents, analytical papers, presentations, and other materials, as well as conducting necessary institutional research;

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- providing assistance with managing the government's matrix of reforms and monitoring of reforms implementation;
- monitoring and analysis of content, ensuring that developed documents and papers are prepared with the appropriate quality and within the agreed timescale;
- cooperation with experts of RDO and Recovery and Reform Support Teams regarding development of proposals, comments, and analytical papers to draft strategic documents, recovery plans, etc., as well as collecting, systemizing, and analysing necessary data;
- providing other expert support upon request of the Executive Director and senior project managers;
- 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 visibility of the recovery and reconstruction process and reforms implementation in cooperation with the RDO communication team and stakeholders.

5 Qualifications, Skills and Experience

5.1 Qualifications and skills

- Master's or higher degree in law, international relations, economics, business or public administration, or project management; other relevant specializations may apply;
- fluent in Ukrainian and English;
- proactivity, result orientation;
- Strong communication and presentation skills;
- Digital literacy.

5.2 Professional experience

- Minimum 5 years of general professional experience;
- minimum 3 years of experience in governmental sector, project management, international and non-governmental organizations, international technical projects, and/or consulting related to the field of assignment;
- previous experience in coordination contribution to the delivery of complex projects, project management in a dynamic and uncertain environment, active coordination, and communication with varied stakeholders.

5.3 Other experience

- Experience in cooperation with governmental bodies, knowledge of their mandate and processes;
- understanding of Ukraine's political and European integration agenda;
- understanding of Ukraine's recovery and reconstruction processes.

6. Funding Source

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