**Terms of Reference**

**Senior Project Manager- International Financial Institutions**

**(Category 1)**

1. **Objective(s) and linkages to reforms**

In February 2023, the Cabinet of Ministers of Ukraine established the State Agency for Restoration and Infrastructure Development of Ukraine (**Agency**). This new state body was created based on the State Agency for Infrastructure Projects and the State Agency for Highways - Ukravtodor. The newly formed agency assumed responsibility for implementing projects related to the restoration of infrastructure, covering sectors such as transport, energy, social infrastructure, residential housing, civil defence, and more. Additionally, it was designated as the primary recipient and manager of external donor support to streamline post-war infrastructure reconstruction in Ukraine.

The war has significantly impaired the capacity of the Agency, manifesting in adverse effects on staffing, budget, and overall project management capabilities under challenging conditions.

Given the above challenges as well as the overall strain on critical infrastructure, substantial funding shortages, and broader complexities affecting the capacity and performance of the Agency, the EBRD is actively working to mobilise support, including via URA programme[[1]](#footnote-1). The primary objective of this support is to strengthen the capacity of both the Agency in project preparation and implementation.

To start with, the team of six experts will be embedded within the Agency (**RST Agency**), particularly within its International Cooperation Department whose primary role will be to enhance the Department's core responsibilities, which include initiating and managing new projects, preparing project proposals, coordinating project activities, and generating documentation for different project stages while ensuring compliance with legislative requirements. The team will facilitate cross-sectoral communication and engage with stakeholders. Also, they will be tasked with collecting and analysing data related to the Agency's project activities.

1. **Position and reporting line**

Senior Project Manager (IFIs) will be a full-time consultant at the Agency subordinated to the Team Lead and Head of the International Cooperation Department of the Agency.

1. **Duration and proposed timeframe**

The initial consultancy appointment is expected to start in June 2024 and has an estimated duration until August 2025. The duration of the assignment will depend on the availability of funding, the needs of the URA programme and the performance of the selected consultant.

1. **Main duties and responsibilities**

The Consultant is expected to:

* Manage projects, overseeing coordination at all stages from design and estimate documentation development to financial reporting.
* Prepare proposals for cooperation with donors and facilitate the attraction and execution of international technical assistance for infrastructure projects.
* Contribute to the development of project proposals.
* Provide high-quality support for existing projects, including communication with stakeholders, and ensuring compliance with implementation terms and conditions.
* Coordinate and facilitate communication within International Financial Institutions’ (IFIs) projects.
* Manage the planning, execution, and monitoring activities of international technical assistance initiatives, including ensuring project submission is done in compliance with Ukrainian regulations, and all required documentation is completed within specified timelines.
* Develop relevant documents in compliance with legal requirements for submission to the Government.
* Enhance and coordinate stakeholder communication, implementation protocols, and transparency in project initiation processes.
* Identify and coordinate all relevant stakeholders within the Agency involved in IFIs project implementation.
* Coordinate with other Agency departments and external stakeholders to establish streamlined procedures for enhancing the Agency's production capacity.
* Perform any additional tasks assigned by the Team Lead and management of the Agency.

**5. Qualifications, skills and experience**

**5.1. Qualifications and skills**

* Master’s degree in law, International Law, Public Administration, International relations, Business Management, Economics, Finance, or other relevant field.
* Strong analytical, communication, and presentation skills.
* Familiarity with project management software, financial management tools, and other relevant technology platforms.
* Project Management Professional (PMP) certification or certifications related to grant/project management is an asset.
* Fluency in Ukrainian and English.

**5.2. Professional experience**

* Minimum 7 years of general professional experience.
* Minimum 5 years of experience in project management, financial management, grant administration, or other related fields.
* Minimum 1 year of experience in management positions within organisations, institutions, or enterprises.
* Demonstrated experience in managing international technical assistance projects, including knowledge of relevant laws and regulations, compliance requirements, procurement rules, and reporting procedures.

**5.3. Other competencies**

* Experience in cooperation with IFIs, donor organisations and other international institutions.
* Excellent interpersonal skills and the ability to build and maintain effective relationships with internal and external stakeholders.
* Professional work experience in public administration positions is an asset.
* Experience in procurement is an asset.
* Impeccable ethical standards and leadership 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, 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.

**7. Submissions**

Submissions deadline: 23:59 (Kyiv time) 14 May 2024.Potential candidates should submit:

* Completed Application Form
* NDA Form
* CV
* Reference Letter from a recent/current supervisor (original in English or Ukrainian with English translation)
* Contact details of three further referees who, if contacted, can confirm the candidate's professional and/or educational background.

Please download the Application Form at [Link](https://docs.google.com/document/d/1ejOrwV41KJaSBeqlqTNkabcMKJiHKwZH/edit), the NDA Form at the [Link](https://docs.google.com/document/d/1R7Ha4vNL4q1ieXvsHSxBylDm_LtwDbOT/edit).The documents should be sent to [agencyvidnovlennia@gmail.com](mailto:agencyvidnovlennia@gmail.com) within the deadlines indicated.

Only applications that have been 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 left such employment.**

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates may be invited to the written tests. Only shortlisted candidates will be invited to the interview.

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. [↑](#footnote-ref-1)