**TERMS OF REFERENCE**

**Senior Project Manager- Team Lead**

**(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 on the basis of 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 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**

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

1. **Duration and proposed timeframe**

The initial consultation 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 Team Lead will be expected to assist the Agency with the following:

* Efficient strategic and operational team management: encompassing resource planning, consultant recruitment and management, coordination with Agency management, acting as a primary team contact for international partners (e.g., EBRD and EU Delegation), and management of projects, change, quality, and risk.
* Coordination and monitoring of joint capacity building projects implementation: contributing to work plans, policies, budgets, and pivotal documents for projects, devising solutions for encountered obstacles, fostering coordination among Agency, and stakeholders.
* Supporting stakeholder coordination: serving as a key team contact for coordinating with donors, government entities, and associations.
* Overseeing progress and results: facilitating joint capacity building projects monitoring, supporting horizontal implementation, and delivering regular progress reports.
* Other responsibilities include:
* Supporting communication on all projects with international partners, including activities such as international projects on standards and best practices for different areas of Agency expertise – procurement, construction project management, general project management, and methodology. Work with main counterparts - Agency, PMU, and Regional Services to transfer international standards and methodology
* Monitoring the necessary steps and actions required for internal coordination among various departments within the Agency.
* Facilitating communication between the Agency and international partners regarding joint capacity-building projects.
* Keeping all stakeholders informed about project progress, milestones, and potential challenges, while ensuring a cohesive and integrated approach to project activities.

Additionally, the Team Lead will undertake any other tasks assigned by management to support the Agency's objectives.

1. **Qualifications, skills and experience**

**5.1 Qualifications and skills:**

* Master’s degree in law, International Law, Public Administration, International Relations, Business Management, Public Policy or other related fields.
* Records and proven ability to lead a team of experts, in particular in donor-funded projects, business, or public organisations.
* Impeccable ethical standards, and outstanding leadership skills.
* Experience in high-level negotiations, and strong organisational and communication skills.
* Strong analytical skills with the ability to interpret complex legal, commercial, and financial data and policy implications.
* PC literacy (PowerPoint, Project, Excel, Word).
* Excellent command of English and Ukrainian, both written and spoken.

**5.2. Professional experience:**

Minimum of 10 years of general professional experience (working for international organisations and/or international technical assistance projects would be an advantage), of which:

* at least 5 years of proven experience in project management, public or business administration, and consulting (related to the field of the assignment); and
* at least 3 years of proven managerial experience (minimum 5 subordinates) in an organisation of comparable size.

**5.3 Other competencies:**

* + Proven knowledge and professional experience in economic and public policy development, strategic planning, and project management.
  + Previous experience working for international companies/organisations.
  + Familiarity with current Ukraine’s reform agenda, a good understanding of policy formulation processes and policy dialogues.
  + Experience in leading an expert team and project delivery.
  + Experience in procurement is an asset.

1. **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, selection and contracting will be subject to the availability of funding.

1. **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, which 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)