**Terms of Reference**

**Expert (Donor Coordination)  
(Category 2)**

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

The Recovery and Reform Support Team (RST) at the Ministry of Economy of Ukraine (Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA)[[1]](#footnote-1) programme that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST will assist in filling capacity gaps in the design and implementation of priority reform strategies and programmes, while strengthening links and partnerships between the Ministry’s priorities and relevant donor support.

MinEconomy has developed strategic priority projects to recover the economy of Ukraine during both wartime and post-war. The implementation of most of these projects requires a significant amount of funds and joint efforts of all stakeholders.

The Ministry of Economy is focused on attracting investment and international technical and financial assistance, requiring close coordination with international donors and financial institutions (IFIs) in a coherent, systemic, transparent, and accountable manner. At the same time, there is a need in the public sector to strengthen the capacity to build business processes for effective collaboration with international partners. As a result, the Ministry of Economy seeks in-depth expertise in donor coordination.

**2. Position and reporting line**

The Expert (Donor Coordination) directly reports to the RST Director.

**3. Duration and proposed timeframe**

The initial consultancy assignment is expected to start on 30 September 2024 and has an estimated duration till 31 of August 2025.

**4. Main Duties, Responsibilities, and Deliverables**

**Duties and Responsibilities:**

* Providing analysis and technical input into designing and implementing donor-funded programs and projects.
* Assisting MinEconomy and its departments with preparing the terms of reference and other technical documentation to international partners and IFIs for MinEconomy’s strategic priority projects contributing to economic recovery.
* Supporting MinEconomy and RST in their engagement with international partners and IFIs, including but not limited to developing meeting agendas and facilitating the discussions.
* Assisting in developing and managing capacity-building initiatives to improve the Ministry's ability to conduct strategic and operational cooperation and coordination with international partners.
* Conducting ongoing funds needs assessment for the Ministry (including gaps analysis, mapping of the donors’ projects, identification of their priorities within the Ministry’s strategic project portfolio, etc.).
* Monitoring and evaluating the impact of donor-funded programs and projects on the economy of Ukraine.
* Preparing timely and quality reports and status updates on donor coordination progress.

**5. Qualifications, Skills, and Experience**

* 1. ***Qualifications and skills***:
* Master’s degree in economics, political science, international relations, project management, public policy or law.
* Strong analytical, communication, and presentation skills.
* Experience in multitasking and demonstrated ability to work in a team.
* Experience in technical advice, and donor coordination is an asset.
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset).
* Fluency in Ukrainian and English.
  1. ***Professional experience:***
* Minimum 5 years of general professional experience.
* Minimum 3 years of experience in economics and/or finance and/or international technical sector.
* Minimum 1-year experience in donor coordination assistance.
  1. ***Other experience:***
* Proven knowledge and skills in capacity building in drafting project proposals and technical documents is an asset.
* Experience in 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, 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 funding availability.

**7. Submissions**

Submissions must be prepared in English only and be delivered electronically by 18 September 2024 to [rstrecruiting2017@gmail.com](mailto:rstrecruiting2017@gmail.com). All submissions must include a completed [Application form](https://docs.google.com/document/d/1R6Qkl3zUiErtQUE4S_a55Bq4mEMI9p7p/edit#heading=h.gjdgxs), [NDA Form](https://docs.google.com/document/d/1nZR7uhfufOwYJE5O8TXsJ-qPFwRwfi-N/edit#heading=h.gjdgxs), the candidate’s Curriculum Vitae, together with the 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.

**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.**

**8. Selection Procedure**

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 recovery and 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)