

TERMS OF REFERENCE**Expert on Stakeholder Engagement
(Category 2)**

ToR Date of Issuance: May 22, 2024

Due Date for Applications: June 5, 2024

1. Objective(s) and Linkages to Reforms

The Recovery and Reform Support Team (RST) at the Ministry of Energy of Ukraine (the Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA)¹ programme that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST at the Ministry was launched in 2021 to assist the Ministry with the implementation of priority reforms in the following areas: an integrated approach to the formulation of energy policy, ensuring efficient operation of energy markets, coal industry reform, improving energy efficiency, implementation of the National Emission Reduction Plan, public administration reform and capacity building.

Since February 2022, the RST has also assisted the Ministry in ensuring the stability of the energy system in the context of heavy damages inflicted on its critical infrastructure by the ongoing war in Ukraine. The team provides coordination, analytical and expert support to the Ministry in areas such as evaluation of damages, repair of critical infrastructure, formulation of energy sector-related recovery plans and cooperation with international partners.

2. Position and Reporting Lines

The Expert on Stakeholder Engagement within the Emergency Aid Hub (the Hub) will be a full-time consultant in the RST at the Ministry.

The Expert will be responsible for advising and supporting the Ministry, the Hub, and other stakeholders on all matters related to the interaction of the Hub with the stakeholders: domestic and foreign partner organisations, government agencies and other structures that ensure the implementation of the processes of receiving, warehousing, processing, distribution, transportation and control of the use of material resources.

The Expert will be subordinated to and coordinated by the RST Director, the Project Manager and the Head of the Hub.

The Expert will work in close cooperation with the relevant departments of the Ministry.

The Expert on Stakeholder Engagement will report to the RST Director.

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.

3. Duration and Proposed Timeframe

This consultancy assignment is expected to start in June, 2024. The estimated duration of the assignment is until 30 September, 2024 with possible extension till 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.

4. Main Duties, Responsibilities

- assisting in project management related to cooperation with partners;
- managing risks and changes in the processes of cooperation with partners;
- providing necessary support and advisory services for coordination and communication activities with all stakeholders involved;
- ensuring proper organization and provision of aid processes in cooperation with partners;
- coordinating logistics centers, transport organizations, embassies, representative offices, international and charitable organizations, and other organizations involved in implementing aid projects;
- negotiating and organizing the partner agreements signing process;
- developing reporting and analytical documents on the implementation of aid processes;
- providing advisory services for analyzing the implementation process and developing proposals for solutions;
- supporting the Ministry in maintaining a register of assistance in terms of partner support;
- communicating with authorities and local self-government bodies to clarify requests.

Advising and supporting the RST with:

- organizing and conducting coordination meetings with the participation of the RST in ministries and other CEBs;
- preparing necessary presentations and other materials on the mentioned topics upon request and in cooperation with stakeholders;
- providing other assistance at the request of the Project Manager and the Head of the Hub.

5. Qualifications, Skills and Experience

5.1 Qualifications and Skills

- Master's or Specialist's degree in Management, Public Policy, International Relations, Energy, Engineering, Finance, Economics, Logistics, Law, Ecology or other relevant field;
- strong planning, stakeholder coordination and team management skills;
- strong analytical skills with the ability to interpret complex legal, commercial and financial information;
- fluency in Ukrainian, English knowledge is an asset;
- PC literacy.

5.2 Professional Experience

- minimum 5 years of general professional experience;
- minimum 3 years of experience in one or more areas related to donor/stakeholder management, donor communication, project management;
- experience in analytical work, preparation of presentation materials.

5.3 Other competencies:

- familiarity with the reform agenda in Ukraine and understanding of the policy formulation process is an asset;

- experience in cooperation with the government institutions is an asset;
- experience in international companies, organizations or institutions is an asset;
- impeccable ethical standards.

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.

Please note, selection and contracting will be subject to the availability of funding.

7. Submissions

Submissions must be prepared in English only and delivered electronically by **23:59, June 5, 2024** to the following address: **rst.mev@gmail.com**

All submissions must include a completed Application Form, NDA Form, the candidate's Curriculum Vitae and contact details of three referees who, if contacted, can attest to the professional background of the candidate.

Only applications which have been submitted using the correct template and are fully completed will be considered.

The Application Form and NDA Form can be found on the publication resource.

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

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.