

TERMS OF REFERENCE

Project Manager, Urgent Recovery (energy assistance projects) (Category 2)

ToR Date of Issuance: October 16, 2024

Due Date for Applications: October 31, 2024

1. Objective(s) and Linkages to Reforms

The Recovery and Reform Support Team (the RST) at the Ministry of Energy of Ukraine (the Ministry) is a group of Ukrainian professionals (non-civil servants) funded temporarily 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 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 Project Manager, Urgent Recovery (Energy Assistance Projects) will be a full-time consultant in the RST) at the Ministry.

The PM will be responsible for:

- management of the energy assistance projects (activities and implementation plan tracking, timelines updates, etc.);
- supporting Energy System Sustainable Recovery and Investment Support reform implementation process;
- ensuring adequate communication of results/analyses/recommendations developed within energy assistance projects to the Ministry;
- cooperation with relevant departments of the Ministry and other stakeholders.

The PM, Urgent Recovery (energy assistance projects) will be subordinated to and coordinated by 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.

The PM, Urgent Recovery (energy assistance projects) will work closely with the relevant departments of the Ministry, energy assistance projects teams.

3. Duration and Proposed Timeframe

This consultancy assignment is expected to start in November 2024 with 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 ongoing performance of the selected consultant.

4. Main Duties, Responsibilities

- Overall management of energy assistance projects:
 - developing detailed plans, including timelines, milestones, and resource allocation;
 - leading project teams, assigning tasks and responsibilities;
 - tracking monthly activities, updating timelines, monitoring implementation, reporting on activities as per the work plan;
 - providing recommendations for adjusting or improving projects activities to achieve its goals;
 - participating in the development of strategies to attract grants and in-kind donations;
 - developing strategies to align Ukraine's energy-related aid projects within the project framework;
 - interfacing with taskforces or external projects deployed by stakeholders to analyze energy sector situation in Ukraine and deliver recommendations;
 - organizing and participating in meetings, negotiations, and calls with various state and regional authorities, business representatives and other stakeholders;
 - coordinating communication with foreign governments, diplomatic missions in Ukraine / Ukrainian missions abroad, international and regional organizations, donors, financial partners, equipment manufacturers and other foreign stakeholders.
- Overall management of the aid assistance digital platform:
 - supporting management of the platform (including activity tracking, timeline updates, and reporting);
 - ensuring the platform's sustainable development and operation by:
 - approving project documentation (agreements, technical requirements, terms of reference, acts, etc.) with the donor (EBRD), the Ministry and the contractors;
 - preparing and approving the platform development schedule (stages);
 - analyzing requirement changes and adapting plans as necessary;
 - setting and prioritizing tasks for the developer and monitoring their implementation;
 - performing quality control and ongoing testing of platform functionality;
 - addressing feedback from platform users on issues or errors;
 - facilitating cooperation between teams and partners, solving any organizational challenges;
 - ensuring proper communication with stakeholders and platform users:
 - organizing regular meetings with platform users;
 - presenting the platform's work to partners and assistance providers;
 - preparing information materials on the use of the platform;
 - conducting/organising trainings for users on how to use the platform;
 - preparing analytical materials on the results of the platform's work for the Ministry and other stakeholders;

- Performing other tasks and responsibilities as assigned by the Senior Project Manager on Energy System Sustainable Recovery and Investment Support and RST Director.

5. Qualifications, Skills and Experience

5.1 Qualifications and Skills:

- Master's degree in Energy, Engineering, Ecology, Law, International relations, or Business/ Public administration;
- University degree in Energy, Ecology, Engineering could be an asset;
- familiarity with key energy-related terminology;
- strong project management and stakeholder coordination skills;
- familiarity with IT tools for project management is an asset;
- strong teamwork and communication skills;
- fluency in Ukrainian and English;
- PC literacy.

5.2 Professional Experience:

- minimum 5 years of general professional experience in project management, public or business administration and/or energy sector;
- minimum 3 years of experience in one or more areas related to cooperation with international financial organizations, governments of international partner countries and/or international technical support projects;

5.3 Other Competencies:

- familiarity with aid distribution platforms is an asset;
- knowledge of the energy sector in Ukraine is an asset;
- experience in cooperation with the government 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 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 October 31, 2024 by 23:59 (Kyiv Time) 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.