

TERMS OF REFERENCE

Project Manager for Urgent Recovery (coordination of the energy aid in energy sector) (Category 2)

ToR Date of Issuance: 15 March, 2024

Due Date for Applications: 29 March, 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 Project Manager for Urgent Recovery within Emergency Hub at Khmelnytskyi (the Hub) will be a full-time consultant in the RST at the Ministry.

Project Manager for Urgent Recovery at the Hub will be responsible for advising and supporting the Ministry, the Hub, and other stakeholders in receipt, identification, accounting, storage, distribution, manning and allocation of energy aid material resources across all warehouses of the Hub to meet the needs of the energy sector as well as maintain the functioning of the energy supply systems for Ukraine's critical infrastructure under martial law.

The Project Manager for Urgent Recovery will be subordinated to the RST Director and coordinate with the Head of the Hub.

The Project Manager for Urgent Recovery will work in close cooperation with the relevant departments of the Ministry.

The consultant 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 March, 2024 with an estimated duration until 30 September, 2024. The extension 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

- providing support to the Ministry, the Hub, and other stakeholders in facilitating communication and assistance with foreign and domestic donors, charitable organizations, and partner groups involved in offering energy aid, in particular:
 - o organizing cooperation between the Ministry, the Hub, recipients of energy aid, providers of logistics and transport services, and donors;
 - o maintaining the Register of Energy Aid in the fuel and energy sector;
 - o planning, organizing and managing analysis and verification of needs in the Register of Energy Aid Needs and reviewing donors' proposals for supporting enterprises in the fuel and energy sector;
 - o coordinating and organizing communication between partners/donors, experts in this field and recipients of energy aid regarding existing critical needs in the fuel and energy sector;
 - o establishing and ensuring constant coordination between the Working group at the Ministry and the Hub;
 - o conducting analysis of received energy aid, risks and development of proposals for their resolution;
- advising and supporting the RST with:
 - o preparation of necessary analytical reports, presentational and other materials on the mentioned topics at the request of stakeholders, the Ministry and others;
 - o other matters related to meeting the needs of the energy sector as well as maintaining the functioning of the energy supply systems for Ukraine's critical infrastructure at the request of the RST Director and the Head of the Hub.

5. Qualifications, Skills and Experience

5.1 Qualifications and Skills

- Bachelor's in Energy, Economics, Law, International relations, Business/Public administration or other relevant field (Master's or equivalent of a post-graduate degree is preferred);
- strong planning, stakeholder coordination and team management skills;
- strong organisational management, communication and presentation skills;
- fluency in Ukrainian language, both written and oral;
- English language proficiency – Intermediate level (B2) or higher;
- PC proficiency.

5.2 Professional Experience

- minimum 5 years of general professional experience;
- minimum 3 years of professional experience related to cooperation with international financial organizations, governments of international partner countries and/or international technical support projects.

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, 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.

7. Submissions

Submissions must be prepared in English only and delivered electronically by **23:59 (Kyiv time) 29 March, 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 Reference Letter (original in English, or Ukrainian with English translation) together with the contact details of two further 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.