**TERMS OF REFERENCE**

**Support to Project Preparation Unit at the Recovery and Reform Delivery Office**

**Analyst (Category 2)**

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

The Recovery and Reform Delivery Office (RDO) is part of the Ukraine Recovery and Reform Architecture (URA), a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union (EU), to support the Government of Ukraine in key reform, recovery and EU integration processes. It is placed in the Cabinet of Ministers of Ukraine (CMU) and serves as an advisory body to the CMU, providing coordination, expert and analytical support in the design and implementation of priority reform and recovery initiatives.

The newly established Project Preparation Unit for Public Investment Project (PPU) will play a key role in facilitating efficient and transparent preparation of public investment projects within the scope of ongoing processes of national recovery and reconstruction. The PPU is embedded in a wider Public Investment Management (PIM) framework aiming to enhance implementation of public investment projects, and foster Ukraine’s economic growth and resilience through strategic allocation of public resources.

The PPU (under the umbrella of the Strategic Investment Council) will ensure coordination across project preparation support provided by all partners, including providing guidance and capacity building support to Ukrainian beneficiaries (ministries, SOEs, regional and state agencies, and local communities). The PPU will act as the interface between the PIM system and the various Project Preparation Frameworks (PPFs), ensuring projects are prepared according to Government of Ukraine priorities and to EU standards.

The PPU acts as a temporary advisory body to the CMU and is composed of representatives of the Ministry of Economy, Ministry of Finance, Ministry of Development, the Recovery and Reform Delivery Office (RDO) of the CMU, reform support offices (teams) and other consultative and advisory bodies established by the ministries. The PPU is chaired by the First Deputy Minister of Economy.

The main tasks of the Project Preparation Unit are:

1. promotion of coordination of actions of central and local executive bodies, other state bodies, local governments and IFIs that have created programs for the preparation of public investment projects in Ukraine (hereinafter referred to as the PPFs), regarding the preparation and implementation of public investment projects;
2. interaction with IFIs on issues of attracting support for the preparation and implementation of public investment projects;
3. identification of ways, mechanisms and methods of attracting financing for public investment projects included in a single portfolio (SPP);
4. participation in the development of draft regulatory legal acts on issues of improving the public investment management system (PIMS);
5. preparation of proposals for monitoring the support attracted for the purposes of preparing/implementing public investment projects, to prevent duplication of funding, in particular from funds provided by the European Union, other development partners, including international financial organizations, state or local budgets.

A team of ten experts, led by a Deputy Director/Team Lead, will be embedded within the RDO to provide capacity support for the PPU’s operations in order to promote the use of Project Preparation Facilities (PPFs) by project initiators to increase the readiness of projects to attract funding; and increase the number of public investment projects that are ready to attract financing and are included in a single project portfolio for public investment.

The team will include sectoral experts from a variety of specialised fields (infrastructure, energy, transport, municipal development), along with professionals in economics, finance, legal affairs, and analysis, to ensure a well-rounded approach to the support and coordination of public investment projects.

**2.** **Position and Reporting Lines**

The Analyst (Project Preparation Unit) will be a full-time consultant at the Recovery and Reform Delivery Office (RDO) at the Cabinet of Ministers of Ukraine. The Consultant is expected to be based in Kyiv (subject to the security rules for CMU staff).

The consultant will be subordinated to the RDO Deputy Director/Team Lead.

The Analyst will play a crucial role in supporting evaluation of project proposals by ensuring data accuracy and supporting project assessment processes. Additionally, they will assist with facilitating data collection and preparing comprehensive reports. They will contribute to informed decision-making by the Public Preparation Unit (PPU) and the Strategic Investment Council (SIC) Secretariat.

**3.** **Duration and Proposed Timeframe**

The initial consultancy assignment is expected to start in February 2025 and has an estimated duration of 12 months. The assignment may be extended subject to the availability of funding, the consultant’s performance, and the specific needs of the RDO (PPU) and the Government of Ukraine. The probation period is three months.

**4.** **Main Duties and Responsibilities**

The consultant is expected to assist other experts of the Project Preparation Unit (PPU) with the following:

1. **Project Proposal Review:** Review project proposals to assess their completeness and alignment with key objectives – e.g. Public Investment Management action plan and Ukraine’s long-term strategic goals, particularly those related to EU integration requirements, pan-European strategies, and obligations to donors.
2. **Data Analysis**: Analyse relevant economic, financial, legal or sector specific data necessary for determining the suitability of project proposals.
3. **Inter-Ministerial Coordination:** Facilitate effective inter-ministerial coordination by organising meetings, workshops, and discussions to gather input from governmental institutions involved in project preparation, particularly the Ministry of Economy, Ministry of Finance, Ministry of Development, and other relevant line ministries and public entities.
4. **Stakeholder Engagement:** Collaborate with various stakeholders, including international partners and civil society organisations, to gather feedback and ensure transparency and inclusivity throughout the project development process.
5. **Monitoring and Reporting:** Maintaining a project database to monitor progress of projects throughout their life-cycle, ensuring accuracy and consistency of project data, preparing regular progress reports.

The scope of work and expected deliverables can be modified and supplemented upon request from the government and agreement with the EBRD and the EU Delegation in Kyiv.

**5. Qualifications, Skills and Experience**

***5.1 Qualifications and Skills***

* + Master’s degree in Economics, Mathematics, Finance, Management or other related fields.
* Strong organisational and communication skills.
* Strong analytical skills with the capacity to interpret complex legal, commercial, and financial data, along with the ability to produce clear communication outputs (summary tables, reports, infographics) based on extensive datasets.
* Familiarity/experience with EU standards and procedures for investment project preparation will be considered a strong advantage.
* Experience in using open-source information, including statistical data.
* PC literacy (PowerPoint, Project, Excel, Word).
* Impeccable ethical standards, and project and time management skills.
* Excellent command of English and Ukrainian, both written and spoken.

***5.2 Professional Experience***

Minimum of 5 years of general professional experience (working for international organisations and/or international technical assistance projects would be an advantage), of which at least 3 years of proven experience in economics, finance and/or project management.

Experience in financial analysis and economic research, public or business administration, and financial consulting is an advantage.

***5.3 Other Competencies***

* Proven experience in engaging with various stakeholders, including government officials, civil society organisations, and international donors.
* Familiarity with Ukraine’s reform and recovery agenda and EU integration process.
* Good understanding of policy formulation processes and policy dialogues.

**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 be delivered electronically by 23:59 (Kyiv time) 13 February 2025 to [ura.rstrecruitment@gmail.com](mailto:ura.rstrecruitment@gmail.com). All submissions must include a completed Application Form, the candidate’s Curriculum Vitae, NDA form, and the contact details of three referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications which are 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 the civil service 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.