**TERMS OF REFERENCE**

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

**Deputy Director/Team Lead**

**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 Projects (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 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 Facilities (PPFs), ensuring projects are prepared according to Government of Ukraine priorities and in line with EU accession requirements.

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 of Communities and Territories of Ukraine, the 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:

* 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;
* interaction with IFIs on issues of attracting support for the preparation and implementation of public investment projects;
* identification of ways, mechanisms and methods of attracting financing for public investment projects included in a single portfolio (SPP);
* participation in the development of draft regulatory legal acts on issues of improving the public investment management system (PIMS);
* 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 Deputy Director/Team Lead for the PPU will provide strategic and operational support to the PPU, ensuring its activities are aligned with the priorities of the Strategic Investment Council (SIC), the Public Investment Management (PIM) framework, and Ukraine’s EU accession requirement. The role entails supporting the PPU in its efforts to coordinate project preparation, enhancing inter-ministerial cooperation, and facilitating engagement with donors, IFIs, and key stakeholders. The Deputy Director/Team Lead will be expected to oversee the work of the sub-team of experts in the RDO supporting the PPU and ensure the team’s effective contribution to the preparation of public investment projects, facilitating timely access to financing and alignment with Ukraine’s reconstruction goals, EU accession requirements, and the GoU’s strategic priorities.

The Deputy Director/Team Lead will be expected to provide progress reports to the Head of the PPU, SIC and maintain regular communication with the Ukraine Donor Platform Secretariat and RDO.

The Deputy Director/Team Lead will be a full-time consultant in the RDO, embedded within the CMU. The Consultant is expected to be based in Kyiv and will have double reporting line to the Head of the PPU and the RDO Executive Director.

**3.** **Start and Duration of the Assignment**

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 Deputy Director/Team Lead:

* Supports the PPU in conducting detailed analyses of public investment project concepts using the DREAM Ecosystem to assess feasibility, potential impact, and alignment with strategic goals.
* Provides general advice and guidance to beneficiaries on funding options, available Project Preparation Facilities (PPFs), eligibility requirements, and timelines. Provides the PPU with evaluation of potential financing sources to ensure optimal use of public funds.
* Assists beneficiaries by providing guidance and coordinating technical support, as needed, to identify their project preparation needs. This includes liaising with beneficiaries, PPFs, IFIs, donors, and DFIs during this process.
* Supports the development of methodologies for the effective distribution of projects of a single portfolio (SPP) among PPFs, including criteria and procedures for project selection, particularly in terms of financing sources.
* Prepares recommendations on how public investment projects (concepts) should be distributed among PPFs, ensuring alignment with the established methodology and project priorities.
* Oversees the preparation of technical reports and summaries based on the analysis of public investment concepts, ensuring all relevant data is accurately presented for review and decision-making.
* Supports the PPU Head in the process of ensuring the effective coordination of project preparation across central and local executive authorities, local governments, IFIs, and other international partners. This includes ensuring exchange of information with the Ukrainian Donor Platform as per established procedure, providing regular reports to the Strategic Investment Council (SIC), the CMU, and other relevant stakeholders.
* On government’s request, the Deputy Director/Team Lead will lead efforts in assessing the capacity-building needs of project preparation teams and government stakeholders, ensuring the necessary skills and knowledge are developed to support efficient project delivery.
* Supports the PPU in ensuring alignment of projects under preparation with EU integration goals, pan-European strategies, and other donor obligations.
* Promotes transparency in the PIM/SPP process by coordinating stakeholder engagement with civil society organizations (CSOs), associations of local self-governments, and other stakeholders.
* Leads and manage a multidisciplinary team of experts in various sectors, including infrastructure, energy, transport, and municipal development, ensuring alignment with the PPU’s strategic and operational goals.
* Sets clear objectives and performance expectations for team members, providing guidance, mentorship, and regular feedback to support their professional development and ensure effective contribution to project preparation and delivery.
* Assists the Head of PPU in the overall management of the unit’s activities as requested, ensuring that tasks are executed efficiently and in alignment with the objectives of the PPU.
* Provides regular reports to the Head of PPU regarding the progress of public investment projects, identifying potential issues, solutions, and areas for improvement.

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***

* Advanced degree in Economics, Public Administration, Project Management, Law, or a related field.
* Familiarity with Ukraine’s reform and recovery agenda, a good understanding of policy formulation processes and policy dialogues.
* Excellent interpersonal and communication skills. Track record and proven ability to lead a team of experts, in particular in donor-funded projects, business or public organisations.
* Proven track record in managing multi-stakeholder projects. Expertise in inter-ministerial coordination, donor engagement, and public investment management.
* Experience in high-level negotiations, strong organisational and communication skills.
* Experience working in public administration and the private sector, with specific focus on construction, architecture, urban planning and related areas, will be considered an advantage.
* Excellent command of English and Ukrainian, both written and spoken.

***5.2 Professional Experience***

Candidates should possess a minimum of 10 years of professional experience. Experience within international organisations or in the context of international technical assistance projects will be considered an asset. Specifically, applicants should demonstrate:

* at least 5 years of proven professional experience in project management, public or business administration, and consulting (related to the field of the assignment); and
* at least 3 years of proven managerial experience (minimum 5 subordinates).

**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) 9 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, one Reference Letter from a recent supervisor/manager (in English, or Ukrainian with English translation), and the contact details of two further 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.