**TERMS OF REFERENCE**

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

**Senior Economist (Category 1)**

**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 for 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 Senior Economist (RDO PPU) 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 Senior Economist will contribute to conceptualizing and evaluating project proposals by advising on the conduct of economic evaluations, including cost-benefit analyses, objectives of EU integration, pan-European strategies, and commitments to various donors. The consultant will analyse data from multiple sources to deliver clear, actionable insights for decision-makers, including preparation of comprehensive quantitative and qualitative management reports.

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

The initial consultancy assignment is expected to start in May 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 Senior Economist will be expected to support the Public Investment Project Preparation Unit with the following:

* **Advisory on Economic Assessment of Project Proposals:** advise beneficiaries on their economic assessments of project proposals, taking into account macroeconomic conditions, sector-specific needs, and Ukraine’s current economic landscape.
* **Advisory on Cost-Benefit Analysis:** Provide guidance in the preparation of cost-benefit analyses (CBA) conducted by analytical teams in relevant line ministries and other public entities as part of the project preparation process, to assist in determining the viability and expected returns of proposed projects, focusing on maximizing economic benefits, ensuring resource efficiency and taking into account principles of inclusivity and sustainability.
* **Advisory on Strategic Alignment:** Provide economic advice on the alignment of project objectives with PIM action plan and Ukraine’s long-term strategic goals, particularly those related to objectives of EU integration, pan-European strategies, and obligations to donors.
* **Stakeholder Communication:** Communicate findings and recommendations to relevant stakeholders, to support economically viable, efficient and transparent decision-making and consensus-building.
* **Monitoring and Reporting:** In close collaboration with relevant stakeholders, contribute to the establishment of a system for systematic data collection and analysis of economic performance of approved projects by beneficiary institutions, to enable adequate monitoring of impact. Assist with preparation of 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, Finance, Business or equivalent professional qualification.
  + Solid understanding of public investment frameworks, budgeting processes, and investment project preparation methodologies.
* Familiarity with IFI and donor funding mechanisms, including EU funding instruments, standards and procedures.
* Track record and relevant certifications in economic analysis, in particular CBA, or public finance will be considered an advantage.
* Strong analytical skills, with the ability to interpret and effectively communicate insights from complex quantitative data to non-expert audiences, including expertise in Excel and other software used for performing economic analyses (e.g. STATA, Tableau).
* Experience in high-level negotiations, strong organisational and communication skills.
* Impeccable ethical standards, and outstanding leadership skills.
* PC literacy (PowerPoint, Project, Excel, Word).
* Excellent command of English and Ukrainian, both written and spoken.

***5.2 Professional Experience***

Minimum of 7 years of general professional experience (working for international organisations and/or international technical assistance projects would be an advantage), of which:

* at least 5 years of proven experience as an economist, economic/financial analyst, economic/financial researcher, impact evaluator, or related roles.

***5.3 Other Competencies***

* + Proven experience in engaging with various stakeholders, including government officials, civil society organizations, and international donors.
  + Familiarity with Ukraine’s reform and recovery agenda and the EU integration process.
  + Good understanding of policy formulation processes and policy dialogues.
  + Experience in leading an expert team and project delivery.

**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) 21 May 2025 to rdo@kmu.gov.ua. All submissions must include a completed Application Form, the candidate’s Curriculum Vitae, NDA form, 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.