**TERMS OF REFERENCE**

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

**Senior Finance Expert (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 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 Senior Finance Expert will be responsible for support the PPU in financial planning and facilitating access to project funding, contributing to the effort of ensuring that public investment initiatives are economically viable and align with Ukraine’s strategic goals, including EU integration. This position plays a key role in advising on project financing structures, engaging with international financial institutions (IFIs) and donors, and providing advice on financial sustainability and economic impact.

The Senior Finance Expert (Project Preparation Unit) will be a full-time consultant in 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.

**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 Senior Finance Expert will be expected to support the PPU in the following:

1. **Financial Analysis and Project Assessment**

* Provide upon request financial assessments of proposed projects conducted by project beneficiaries, to help ensure that their economic viability, alignment with GoU fiscal strategy and sustainability are adequately determined.
* Provide needs based advisory on cost-benefit analyses and economic impact assessments to project beneficiaries.

1. **Financing Strategy and Structuring**

* Advise on suitable financing strategies for projects, helping beneficiary institutions identify optimal financing sources and structures.
* Provide upon request advisory to beneficiaries on financial aspects of project development, contributing to transparent, compliant, and well-structured financial plans.

1. **Donor and IFI Engagement**

* Act as a financial liaison with IFIs, donors, and development partners, maintaining open communication to secure project financing and meet funding conditions.
* Assist in preparing financial information for stakeholder engagement, including presentations and reports for stakeholders, as needed.
* Monitor donor conditions and economic requirements, advising the PPU on financial alignment with donor priorities and IFI standards.

1. **Monitoring and Financial Reporting**

* Support the PPU in establishing a financial reporting framework to track project progress, allocation of funding, and expenditure efficiency.
* Contribute to tracking the financial status of supported projects, ensuring adherence to budget, timelines, and donor requirements.
* Provide regular updates to the RDO (PPU) Team Lead, offering insights on the financial status of projects and alignment with the PIM framework and EU accession targets.

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 Finance, Economics, Banking, or a related field.
* Demonstrated expertise in financial structuring, public investment management, and economic impact analysis.
* Strong familiarity with IFI and donor funding mechanisms, including EU funding instruments, standards and procedures.
* Exceptional analytical skills and attention to detail in financial reporting and analysis.
* Familiarity with Ukraine’s reform and recovery agenda, a good understanding of policy formulation processes and policy dialogues.
* Impeccable ethical standards.
* Experience in high-level negotiations, strong organisational and communication skills for working effectively with IFIs, donors, and government stakeholders.
* 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 professional experience (working for international organisations and/or international technical assistance projects would be an advantage) in project financing, banking, or public finance, ideally within government, IFIs, or donor-funded initiatives.

At least 5 years of proven experience in project management, public or business administration, and/or consulting (related to the field of the assignment).

**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, 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.