**TERMS OF REFERENCE**

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

**Senior Sectoral Expert - Municipal Development (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 of Restoration, 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. interaction with IFIs on issues of attracting support for the preparation and implementation of public investment projects;
2. identification of ways, mechanisms and methods of attracting financing for public investment projects included in a single portfolio (SPP);
3. participation in the development of draft regulatory legal acts on issues of improving the public investment management system (PIMS);
4. 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 Line**

The Senior Sectoral Expert (Municipal Development**)** will be a full-time consultant at the 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 Sectoral Expert will be expected to support the PPU with the following:

* Processing and reviewing project preparation and capacity support requests, with a focus on municipal development.
* If requests are approved, provide support including drafting or refining project concepts based on beneficiary needs and sector-specific standards.
* Advise beneficiaries on specific funding opportunities that align with the technical, financial, and regulatory needs of municipal development.
* Work with beneficiaries to identify project preparation gaps, especially those related to compliance with EU standards and private financing viability.
* Offer guidance on sector-specific EU requirements and sustainability standards, ensuring projects are well-prepared for PPF submission.
* Respond to inquiries from potential beneficiaries about application processes, clarifying requirements specific to municipal development.
* Organise and monitor the flow of project proposals across different PPFs, ensuring no duplication and that each proposal is accurately tracked.
* Maintain an updated application database, noting the utilization status of each PPF for accurate reporting and analysis.
* Routinely liaise with PPF contacts to discuss preparation stages, track milestones, and update stakeholders on progress.
* Verify that project proposals align with EU integration standards, pan-European strategies, and donor obligations specific to municipal development.

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 Public Administration, Urban Planning, Environmental Management, or a related field, or an equivalent professional qualification with a focus on municipal development.
* Strong understanding of municipal planning processes, local governance, and regulatory frameworks, and best practices, including compliance with EU directives and local governance standards.
* Familiarity with funding mechanisms specific to municipal projects, including local government financing and community development programmes.
* Proven track record in engaging with various stakeholders in the respective sectors, including government ministries, civil society organisations, and international financial institutions (IFIs).
* Ability to identify and analyse project preparation gaps, particularly related to compliance with EU standards and procedures, and the viability of private sector financing.
* Experience in providing strategic guidance on funding opportunities tailored to the specific technical, financial, and regulatory needs of projects, ensuring alignment with national and EU priorities.
* Capacity to develop and implement transparent criteria for evaluating project proposals, ensuring prioritization based on sector-specific needs and urgency.

***5.2 Professional Experience***

* Minimum of 7 years of general professional experience in municipal development, focusing on project management, policy analysis, or local governance, preferably with international organisations or technical assistance projects.
* At least 5 years of proven experience in roles such as municipal project manager, urban planner, or local governance advisor, particularly in areas related to municipal services, urban infrastructure, or community development.

***5.3 Other Competencies***

* Proven expertise and certifications in project management, economic analysis, or relevant fields related to the sector.
* Exceptional analytical skills with the ability to assess complex project proposals, conduct feasibility studies, and evaluate cost-effectiveness, ability to use data analysis tools (e.g., Excel, STATA, GIS) will be considered an advantage.
* Strong organisational and communication skills, with experience in engaging and negotiating with diverse stakeholders, including government authorities, civil society organisations, and international donors.
* Impeccable ethical standards and demonstrated leadership capabilities in managing multidisciplinary teams throughout project life cycles.
* Proficient in PC applications (PowerPoint, Project, Excel, Word) for documentation, reporting, and presentations.
* Excellent command of English and Ukrainian, both written and spoken, with the ability to produce comprehensive technical reports and policy recommendations.

**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.