

OFFICIAL USE

TERMS OF REFERENCE**Director of the Recovery and Reform Support Team (RST) at the Ministry for Communities, Territories and Infrastructure Development of Ukraine****1. Objective(s) and linkages to reforms**

The Recovery and Reform Support Team (RST) at the Ministry for Communities, Territories and Infrastructure Development of Ukraine (Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reforms Architecture (URA)¹ on a temporary basis by donors that provides targeted technical support and assist in the design and implementation of priority reforms.

Priority areas for the RST technical assistance will be:

- Transport Infrastructure
- Municipal Infrastructure
- Regional Development and Decentralisation
- Digitalization
- Public Administration Reform and Anti-corruption, and
- Strategic Planning.

The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs while strengthening links and partnerships between the Ministry priorities and relevant donor support in regards to policy making in priority areas.

2. Position and reporting line

The Director will be a full-time consultant at the Recovery and Reform Support Team (RST) at the Ministry. The Consultant is expected to be based in Kyiv (subject to the security rules for the Ministry's staff).

The Director will be subordinated to the Minister and Deputy Ministers.

3. Duration and proposed timeframe

The initial consultancy assignment is expected to start in October 2023 and has an estimated duration of 12 months with further extension till August 2025. The assignment may be subsequently continued subject to the availability of funding, the consultant's performance, and the specific needs of the RST. The probation period is three months.

4. Main duties and responsibilities

The RST Director will be expected to assist the Ministry with the following:

¹ Ukraine Recovery and Reforms Architecture (URA) is a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union, to support critical recovery and reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD.

- **Efficient strategic and operational RST management:** encompassing resource planning, consultant recruitment and management, coordination with Ministry management, acting as a primary RST contact for international partners (e.g., EBRD and EU Delegation), and management of projects, change, quality, and risk.
- **Coordination and monitoring of reform implementation:** contributing to work plans, policies, budgets, and pivotal documents for transport, municipal, and strategic planning reforms, devising solutions for encountered obstacles, fostering coordination among Ministries, agencies, regional authorities, and stakeholders.
- **Supporting stakeholder coordination:** serving as a key RST contact for coordinating with donors, government entities, associations, and more, while ensuring alignment with reform objectives.
- **Overseeing progress and results:** facilitating reform monitoring, supporting horizontal reform implementation, and delivering regular progress reports.

Expected deliverables

The RST Director will be expected to provide the following deliverables:

- Proposals for strategic documents, investments plans and programs, concept notes, drafts of legal regulation, and technical acts in the priority areas.
- Work plans, policies, budgets and other key documents for reforms' implementation and monitoring.
- Work plans, policies and other key documents for implementation of international technical assistance and public-private partnership projects (private initiative) in the priority areas.
- Reports, analytical notes on damage assessment in the priority areas.
- Facilitation of EU integration commitments implementation.
- Work plans, policies and other key documents for implementation of the EU priorities e.g. Green Agenda, Digital etc.
- Regular reports on RST progress, challenges and achievements.

The specified lists of scope of work, services and expected deliverables can be modified and supplemented on request from the Ministry and agreement with the EBRD and EUD.

5. Qualifications, skills and experience

5.1 Qualifications and skills:

- Master's degree in economics, finance, law, management or other related fields.
- Records and proven ability to lead a team of experts, in particular in donor-funded projects, business or public organisations.
- Impeccable ethical standards, and outstanding leadership skills.
- Experience in high-level negotiations, strong organisational and communication skills.
- Strong analytical skills with the ability to interpret complex legal, commercial and financial information, ability to interpret spatial infrastructure information is an asset.
- PC literacy (PowerPoint, Project, Excel, Word, Visio).
- Excellent command of English and Ukrainian, both written and spoken.

5.2 Professional experience:

Minimum of 10 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 managerial experience (minimum 5 subordinates) in an organisation of comparable size; and
- at least 5 years of proven experience in project management, public or business administration, and consulting (related to the field of the assignment).

5.3 Other competencies:

- Proven knowledge and professional experience in the infrastructure sector, regional development, project management, and public policy.
- Previous experience working for international companies/organisations.
- Familiarity with current Ukraine's reform agenda, a 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, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor.

Please note, 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 2 October 2023, 23:59 (Kyiv time) to tetiana.bidnenko@odgersberndtson.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 for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications, which have been 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 they left such employment.

8. Selection Procedure

Following the evaluation of all applications received, selected candidates may be invited to a written tests. Only shortlisted candidates will be invited to the interview.