**TERMS OF REFERENCE**

**Recovery and Reform Support Team (RST) at the Ministry of Economy of Ukraine**

**Deputy Director**

**(Category 1+)**

**1. Objective(s) and linkages to Reforms**

The Recovery and Reform Support Team (RST) at the Ministry of Economy of Ukraine (Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA) programme that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST will assist the Ministry in coordinating the implementation of reforms in line with the EU Commission's annual Enlargement Report on Ukraine, the Ukraine Plan, and key strategic documents of the Government of Ukraine.

The RST operates in key thematic streams, working closely with the Ministry of Economy on the implementation of strategic reforms and projects. These include:

• State Property Reform – aimed at enhancing the efficiency and transparency of state asset management.

• Public Investment Management Reform – focused on improving the planning, allocation, and oversight of public investments.

• Labor Market Reform – designed to modernize labor regulations and boost employment opportunities.

• Monitoring of Ukraine Plan Implementation and EU Screening Process – ensuring alignment with European integration requirements and tracking reform progress.

• Increasing Economic Complexity – supporting the development of high-value-added industries and innovation-driven growth.

• Enhancing Institutional Sustainability of the Ministry of Economy – including public administration reform to strengthen governance and operational capacity.

The Deputy Director of the Recovery and Reform Support Team will oversee the strategic and operational management of the Team, including resource planning, consultant recruitment, project management, and collaboration with international partners. The Deputy will facilitate the monitoring of reform and recovery initiatives, ensuring regular communication and coordination with the Ministry of Economy of Ukraine, relevant ministries, and key stakeholders—including donors, government officials, and associations—to maintain alignment and coherence throughout Ukraine’s reform and recovery process.

**2. Position and reporting line**

The Deputy Director will be a full-time consultant at the Recovery and Reform Support Team (RST) at the Ministry of Economy of Ukraine, reporting directly to the RST Director.The consultant is expected to be based in Kyiv.

**3. Duration and proposed timeframe**

The consultancy assignment is expected to start in April 2025. Duration of the assignment is subject to the availability of project funding, the consultant's performance, and the specific requirements of the RST.

**4. Main Duties and Responsibilities**

The RST Deputy Director will be expected to support the Director and the Ministry of Economy of Ukraine with the following:

* **Operational Management of the RST under the supervision of the Director:** overseeing resource planning, consultant recruitment and management, and coordination with the Ministry of Economy of Ukraine on planning and recruitment issues, acting as the primary RST contact for international partners (e.g., EBRD and EU Delegation), and managing projects, change initiatives, quality standards, and risk mitigation.
* **Coordination and Monitoring of Reform and Recovery Initiatives under the supervision of the Director:** guiding the development of work plans, policies, budgets, and key documents for priority reforms and recovery initiatives in alignment with the Ukraine Plan, and the Ministry's strategic objectives, devising solutions to challenges encountered and liaising with other URA Recovery and Reform Support Teams embedded within ministries and agencies to drive the implementation of reforms effectively.
* **Communication and Stakeholder Engagement**: maintaining regular communication with the Office of the Minister and Deputy Ministers of Economy of Ukraine, relevant line ministries and agencies, ensuring appropriate coordination and coherence among relevant programmes, projects and policies.
* **Stakeholder Coordination under the supervision of the Director**: supporting the Ministry of Economy of Ukraine in coordinating with key stakeholders—including donors, government officials, associations, employers, and others—while serving as an RST contact to ensure alignment with reform and recovery objectives.
* **Overseeing progress and results:** facilitating reform monitoring, supporting horizontal reform implementation, and delivering regular progress reports.

**Expected deliverables**

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

* Development and implementation of strategic and operational plans for RST resource management, consultant recruitment, and coordination with the Ministry of Economy of Ukraine, with quarterly reviews and updates.
* Preparation of annual work plans, policies, and budgets, ensuring alignment with government priorities and international commitments, with bi-annual progress assessments.
* Establishment of coordination frameworks and delivery of quarterly updates on engagements with donors, international partners, and key government stakeholders, ensuring transparent and structured communication.
* Implementation of effective coordination mechanisms with URA Recovery and Reform Support Teams, with defined milestones and quarterly progress tracking to facilitate seamless reform and recovery initiatives.
* Regular reporting on RST progress, challenges, and achievements, with structured bi-monthly reports and an annual impact assessment.

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

1. **Qualifications, Skills and Experience**
   1. **Qualifications and skills**

* Master’s degree in Law, Economics, Finances, Business, Public Policy, Public Administration, or a relevant field.
* Records and 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, financial data, and policy implications.
* PC literacy (PowerPoint, Project, Excel, Word).
* 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 5 years of experience in project management, public or business administration, and consulting (related to the field of the assignment); and
* at least 3 years of managerial experience (minimum 5 subordinates) in an organisation of comparable size.

**5.3 Other experience**

* Knowledge and professional experience in economic and public policy development, strategic planning and project management.
* Previous experience working for international companies/organisations.
* Familiarity with current Ukraine’s reform and recovery agenda, good understanding of policy formulation processes and policy dialogues.
* Experience collaborating with government bodies, with a strong understanding of their mandates and processes.
* Experience in leading an expert team and project delivery.

1. **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.

1. **Submissions**

Submissions must be prepared in English only and delivered electronically by **13 April 2025** to the following address: [rstrecruiting2017@gmail.com](mailto:rstrecruiting2017@gmail.com)

All submissions must include:

* completed, signed, and scanned/photographed [Application form](https://docs.google.com/document/d/1Ph7Q1T4_9tyw-yNsYYIV0GzPn0YZA67I/edit#heading=h.gjdgxs);
* completed, signed, and scanned/photographed [NDA Form](https://docs.google.com/document/d/1d4DKzUE44eX7cFWuTPAqwf3HdNlpHAHm/edit);
* applicant's CV;
* reference letter from a recent supervisor/manager (in English, or Ukrainian with English translation)
* contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications that 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.**

1. **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 an interview.