**TERMS OF REFERENCE**

**Senior Project Manager, Data & Monitoring**

**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 Ukraine Donor Platform (UDP) was established following a decision of G7 leaders taken on 12 December 2022. The Platform’s mandate is to coordinate the support for Ukraine’s immediate financing needs and future economic recovery and reconstruction across different sources and established instruments for financing, complementing existing tracks (e.g. the G7 finance track, G7 coordination group on energy infrastructure, IFI coordination group). Its aim is also to direct resources in a coherent, transparent, and inclusive manner.

The Platform works closely with Ukrainian authorities to define, prioritise, and sequence strategic needs, in line with Ukraine’s reform ambitions, with the conditions for financing and structural support of the major donors, and in line with Ukraine’s European path.

The Platform and its Steering Committee are supported by a Secretariat, which provides administrative assistance and coordination across the Platform. The Secretariat operates both in Brussels and Kyiv. The Brussels office is hosted by the Directorate General for European Neighbourhood Policy and Enlargement Negotiations of the European Commission, and the Kyiv office by the Reform Delivery Office of the Cabinet of Ministers of Ukraine.

**2.** **Position and Reporting Lines**

The Senior Project Manager will provide comprehensive analytical and coordination support for the Government of Ukraine and the RDO activities. The consultant will develop an analysis of the key stakeholder groups critical for Ukraine’s reconstruction and recovery and facilitate contacts between relevant donors, implementing agencies and project beneficiaries to streamline financing of the Ukrainian Government’s priority needs.

The Senior Project Manager will be a full-time consultant in the RDO, embedded within the CMU. The Consultant will be reporting to the Team Lead of the Kyiv Office of the UDP Secretariat and the Executive Director of the RDO.

**3.** **Start and Duration of the Assignment**

The initial consultancy assignment is expected to start in September 2025. Duration of the assignment is subject to the availability of project funding, the consultant's performance, and the specific requirements of the RDO. The probation period is three months.

**4.** **Main Duties and Responsibilities**

The Senior Project Manager will be expected to support the Secretariat of the Cabinet of Ministers (SCMU) and the RDO with the following:

* Develop and implement data collection frameworks to track the availability and effectiveness of international economic support from UDP members for funding of public investments projects and non-investment recovery priorities of the Government, in close coordination with the data team of the Brussels Office of UDP Secretariat and relevant line ministries.
* Engage with international stakeholders to improve transparency and data-sharing on economic recovery efforts. Ensure improved information exchange and propose policy actions related to the effectiveness of the overall assistance flows to Ukraine, including absorption of IFIs financing.
* Ensure systematic synchronization of data on financial resources and recovery needs, identified by the Government, in coordination with relevant ministries and donors, aiming to enhance transparency and strategic alignment with Ukraine’s recovery priorities.
* Oversee monitoring of priority projects funding and implementation, identifying factors limiting disbursements of financing and engage with UDP members and relevant Government institutions to develop responses to these challenges.
* Oversee the preparation of analytical materials, recovery funding analysis reports and briefing papers to support the Government’s engagement with the UDP.
* Represent the RDO and the UDP Secretariat in donor engagement coordination formats, including the Ukraine Donor Platform and other discussion formats, on improving aid transparency, recovery priorities and enhancing absorption capacity.
* Ensure timely reporting to the government, donors, and IFIs, focusing on the efficiency and impact of financial flows.

The scope of work and expected deliverables can be modified and supplemented upon request from the government and in agreement with the EBRD and the EU Delegation in Kyiv.

**5. Qualifications, Skills and Experience**

***5.1 Qualifications and Skills***

* Advanced degree in Economics, Public Administration, Project Management, Law, or a related field.
* Familiarity with Ukraine’s reform and recovery agenda, a good understanding of policy formulation processes and policy dialogues.
* Excellent interpersonal and communication skills. Track record and proven ability to lead a team of experts, in particular in donor-funded projects, business or public organisations.
* Proven track record in managing multi-stakeholder projects. Expertise in inter-ministerial coordination, donor engagement, and public investment management.
* Strong analytical skills, experience with data management, economic analysis, and policy research.
* Experience in high-level negotiations, strong organisational and communication skills.
* Excellent command of English and Ukrainian, both written and spoken.

***5.2 Professional Experience***

Candidates should possess a minimum of 7 years of professional experience. Experience within international organisations or in the context of international technical assistance projects will be considered an asset. Specifically, applicants should demonstrate:

* at least 5 years of proven professional experience in project management, public or business administration, and consulting (related to the field of the assignment); and
* at least 3 years of proven managerial experience (minimum 3 subordinates).

**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, Slovenia, 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 3 September, 2025, to rdo@kmu.gov.ua. All submissions must include a completed Application Form, the candidate’s Curriculum Vitae, NDA form, and the 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.