**Individual TOR for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**Reform Priority. Tax reform**

**POSITION: *Project Manager/Analyst (Category 2, Tax Reform)***

ToR Date of Issuance: March 15, 2018

Due Date for Applications: May 6, 2018

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

The Project Manager/Analyst (Category 2, RP. Tax Reform) will be a full-time consultant in the Reform Support Team at the Ministry of Finance of Ukraine (MoF).

The Reform Support Team (RST) is a group of Ukrainian professionals (non-public servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry in the design and implementation of sectorial strategies and priority reforms.

Competencies of the RST include the following core capacities:

* Economic and legal analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.), and
* Reform program planning, implementation and coordination (inc. performance indicators, progress reports, program management, monitoring and coordination, project proposals preparation etc.).

RST MoF was launched in October 2016. Currently the RST MoF is helping the Ministry to implement six priority reforms: Development of the Public Finance Management Strategy; Public Administration Reform and Capacity Building in the Ministry of Finance; Tax Reform and Establishment of the New Finance Police Service; Customs Reform; Optimization of Social Security System; and Reform of State-Owned banks and Improvement of International Financial Cooperation process.

The Project Manager/Analyst will assist the Senior Project Manager and Reform Team to ensure coordinate actions for Reform of the State Fiscal Service.

1. **Duration and proposed timeframe:**

This consultancy appointment is expected to start in May 2018 with a 2-month probation period and has an estimated overall duration until December 2018 inclusively. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, this appointment may be extended.

The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

1. **Main Duties and Responsibilities:**

Support to Reform Teams (Working Groups) and Senior Project Manager

* data and information search, integration and analysis
* drafting of primarily and secondary legislation, evidence-based policy and legal reform proposals
* support for training and capacity building of Reform teams
* project management support (development of project/reform implementation plan, risk management, change management, etc.)
* organizational and logistical support to Reform team (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
* preparation of timely and quality reports and status updates on implementation progress
* preparation of slides for presentations, infographics

1. **Main anticipated deliverables:**

* Developed Action Plan for SFS reorganization;
* Drafting of the primary and secondary legislation;
* Consolidated list of recommendations of TA project on SFS reform
* Regular progress reports on reform development and implementation
* Communication plan of the particular reform developed and implemented (incl. public discussions on PFM Strategy prepared and held involving key stakeholders)

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

* At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset
* Strong organizational management, communication and presentation skills
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset)
* Fluency in Ukrainian and English
  1. ***General professional experience:***
* Preferably more than 5 years of general professional experience, including minimum 3 years of experience in project management, finance, audit, investment banking/corporate advisory, economic research and analysis, financial consulting, law.
  1. ***Specific professional experience:***
* Proven knowledge and professional experience in data collection and analysis
* Proven knowledge of the tax system is an asset
* Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset
* Experience with government entities and their mandate and processes is an asset
* Experience in leading multidisciplinary teams is an asset

1. **Indicative Performance criteria: (Key Performance Indicators - KPI)**

* % of tasks delivered within deadlines
* Timely submission of monthly performance reports

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by May 6, 2018 to the following address: [mof.rst@reforms.in.ua](mailto:mof.rst@reforms.in.ua)

All submissions must include a completed Application Form [https://www.minfin.gov.ua/vacancy/vakansii-v-proektakh-ministerstva-finansiv-ukrainy], the candidate’s Curriculum Vitae and Reference Letter from a recent supervisor.

Only applications which have been submitted using the correct template and are completed will be considered.

1. **Remuneration**

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate. The final decision will be made by the Recruitment Committee comprised of representatives of the Ministry of Finance of Ukraine and international donors.