**Individual TOR for the Reforms Delivery Office**

**POSITION: *Business analyst (PAR team/ e-government/ project e-documentation management system)***

ToR Date of Issuance: September 27, 2019

Due Date for Applications: October 11, 2019

# Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public Administration Reform, in particular. RDO Consultants are a group of Ukrainian professionals (non-civil servants) funded by donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective ministries in the course of design and implementation of the sectoral strategies and priority reforms.

The business analyst of the Public administration reform, e-government team is responsible for to strengthening capacity of the Cabinet of Ministers of Ukraine as the centre of government to fulfil essential functions to a well-organized, digitized and competent policymaking system and documentation management system exchange.

*Project Background*

Ukraine Reforms Architecture (URA) project is a comprehensive policy instrument deployed to support critical reform processes in Ukraine.

URA is composed of three mutually-reinforcing components:

* The Reforms Delivery Office (RDO) placed in the Cabinet of Ministers of Ukraine, coordinating and overseeing the reform processes across the Ukrainian administration;
* Reform Support Teams (RSTs) currently embedded in 7 Ministries and agencies to manage the implementation of sectoral reforms; and
* The Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR), providing high-level advice to the President, Prime Minister, line ministers and the Parliament of Ukraine.

The RDO and RSTs operate against the background of the wider Public Administration Reform (PAR) effort spearheaded by the European Union.

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America.

# Duration and proposed timeframe:

Duration of the assignment is until December 31, 2019 with an envisaged extension, subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + Digitalization of the government documentation process support;
	+ Parameterization and support of business process through BPMN (Activity);
	+ Daily development and investigation of existing business processes and formulating recommendations for optimization;
	+ Collaboration with technical team and developers, preparation of the business requirements and control of execution;
	+ Participation in testing of the system;
	+ Preparation of the educational materials for providing the trainings;
	+ Coordination and monitoring of the Government documentation process progress, preparation of the aggregated and detailed reports on reforms;
	+ Supporting coordination of implementation of digitalization process in e-documentation management system with relevant CEB;
	+ Supporting the PAR team in the CEB reorganization processes in accordance with approved methodology and roadmap;
	+ Providing operational assistance to the SCMU (presentations on the priority projects, performance indicators, minutes of the meetings, etc.).

# Main anticipated deliverables:

* + Project management documentation (work plans, status reports, etc.) on
	e-documentation management system project;
	+ Business process described and proposed new vision on optimization;
	+ Business requirements prepared and approved with technical team and with relevant CEB;

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in computer sciences, cybernetics, economics, finance, management. Master degree is an asset;
		- Strong analytical skills with the ability to interpret complex legal, commercial and financial information;
		- PC literacy (advanced PowerPoint, Project, Excel, Word; Visio is an asset);
		- Fluency in oral and written Ukrainian and English.

## General professional experience:

* + - Preferably more than 3 years of general professional experience (minimum 1 year), preferably 3 years of experience in project management, public or business administration, business consulting related to the field of assignment.

## Specific professional experience:

* + - Proven knowledge and professional experience in project management;
		- Knowledge and experience in corporate governance or public administration is an asset;
		- Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset.

# Indicative Performance criteria (Key Performance Indicators - KPI):

* + % of tasks delivered within deadlines;
	+ Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by October 11, 2019 to the following address: rdo@reforms.in.ua.

All submissions must include:

* + Filled Application Form;
	+ At least one professional reference letter (from the past supervisor / manager);
	+ Applicant’s CV.

Only selected applicants will be invited for the interview.

# 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.

**POSITION: *Business analyst (PAR team/ e-government/ project E-archive)***

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# Duration and proposed timeframe:

Duration of the assignment is until December 31, 2019 with an envisaged extension, subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + Digitalization of the government documentation process support;
	+ Coordination and monitoring of the status of implementation of e-archive;
	+ Parameterization and support of business process through BPMN (Activity);
	+ Daily development and investigation of existing business process and formulating recommendations on optimization;
	+ Collaboration with technical team and developers, preparation of the business requirement and control of execution;
	+ Participation in testing of the system;
	+ Preparation of the educational materials for providing the trainings;
	+ Supporting the coordination of implementation of digitalization process in e-archive with relevant CEB;
	+ Supporting the PAR team in the CEB reorganization processes in accordance with approved methodology and roadmap;
	+ Providing operational assistance to the SCMU (presentations on the priority projects, performance indicators, minutes of the meetings if required, etc.).

# Main anticipated deliverables:

* + Project management documentation (work plans, status reports, etc.) on e-archive project;
	+ Business process described and proposed new vision on optimization;
	+ Business requirements prepared and approved with technical team and with relevant CEB;

# Qualifications, Skills and Experience:

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