

TERMS OF REFERENCE

STRATEGIC PLANNING/RBM EXPERT

FOR THE GOVERNANCE REFORM OF THE SECRETARIAT OF THE CABINET OF MINISTERS OF UKRAINE

ToR Date of Issuance:	September 14, 2018
Due Date for Applications:	September 28, 2018

PRSM is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or status as a veteran with respect to policies, programs, and activities.

Background

The **Professionals for Reform Support Mechanism (PRSM)** provides human resource support – from managers to technical experts - to critical reform initiatives undertaken by national governmental agencies. PRSM is a multi-donor platform, which improves coordination of donor efforts for greater impact and avoids overlap of donor funding. It does not support routine work of the Government of Ukraine that is normally managed by the civil service. To do this, PRSM:

- **Selects initiatives** based on clearly defined links to reform initiatives;
- Ensures transparent **recruitment** of human resources;
- Manages the **contracting** and payment of human resources;
- Provides financial **reports** for donors;
- **Monitors** initiatives for results.

Reform Initiative

The Secretariat of the Cabinet of Ministers of Ukraine (SCMU) is a key body within Ukrainian government, which is charged with setting the agenda and policy coordination across state agencies. With the ongoing governance reform, the SCMU serves as a model for line ministries in upgrading operational processes, establishing strategic planning and policy making capabilities, and building a modern and capable public service.

EDGE provides assistance to the SCMU to:

- (i) Increase Government of Ukraine (GoU) capacity in strategic planning; develop an improved planning methodology based on Result-Based Management (RBM) principles;
- (ii) Enhance the framework for reform progress monitoring;
- (iii) Implement a detailed approach to policy impact assessment with a strong focus on citizen impact according to Canadian GBA+ methodology;
- (iv) Improve selected management processes in the SCMU by implementing Canadian practices.

To achieve the objective of implementing an enhanced strategic planning system, EDGE conducts multiple trainings and strategic sessions for civil servants and reform professionals and helps integrate the Result-Based Management principles into planning processes in the Government.

Position Summary

Strategic Planning/RBM Expert will be responsible for development and implementation of the strategic planning methodology in coordination with SCMU and ministries, including participation in development

Terms of Reference Strategic Planning/RBM Expert

of policies and procedures related to planning and monitoring based on RBM principles, organizing and delivering RBM trainings to civil servants, implementation of selected Governance practices into the work of SCMU and ministries.

Indicative duties and responsibilities (scope of work):

1. Participate in development of policies and procedures related to planning and monitoring based on RBM principles;
2. Organize and deliver RBM trainings for civil servants at the SCMU, ministries and agencies;
3. Prepare a set of training materials on implementation of RBM;
4. Participate in implementation of selected Governance practices into the work of SCMU and ministries.

Preferred Qualifications and Skills:

1. Dynamic, independent, results driven highly-motivated project manager;
2. Minimum 5 years of experience in project management, strategic planning, business administration or related field;
3. Proven experience of providing management advice to external partners, including high-level negotiations;
4. Ability to teach people, excellent communication skills, strong ethics, well-balanced and mature personality, positive attitude to the job;
5. Understanding of the Government policy making cycle and the overall reform agenda in Ukraine;
6. Understanding of [Results-Based Management \(RBM\)](#) and experience in implementation is a plus;
7. Experience in international organizations, reform projects at the governmental level is a plus;
8. Professional knowledge of PowerPoint, ability to produce high-quality visual material;
9. Strong organizational skills, ability to work under tight deadlines;
10. Excellent knowledge of Ukrainian, ability to speak and write clearly and correctly;
11. Professional knowledge of English.

To apply

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on September 28, 2018** to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV;
- 2) Applicant's brief letter of interest indicated related experience and achievements.

Please ensure to state **SCMU Strategic Planning/RBM Expert** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

Shortlisted candidates will be contacted after October 2, 2018.