

**TERMS OF REFERENCE
SENIOR RBM EXPERT**

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

ToR Date of Issuance:	March 29, 2019
Due Date for Applications:	April 12, 2019

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

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

Senior RBM Expert will be responsible for development and implementation of the strategic planning methodology in coordination with SCMU and Ministries, including participation in development of policies and procedures related to planning and monitoring based on RBM principles; support Team Lead in overseeing the development of RBM IT Tool and online courses on RBM and citizen impact assessment for civil servants; organizing and delivering RBM trainings to civil servants (as lead presenter and facilitator); implementation of selected Governance practices into the work of SCMU and Ministries, prepare a set of

training materials on implementation of RBM etc. Experts will also support SCMU and few pilot Ministries in the development of Policy Briefs and Ministerial Books.

Indicative duties and responsibilities (scope of work):

1. Upon request from the Team Leader: ensure coordination within the project team, with the Donor and with stakeholders, ensure timely resolution of obstacles;
2. Upon request from Team Leader: coordinate preparation of deliverables for SCMU and Ministries, manage resources to meet deadlines, resolve obstacles. Provide other support upon request from Team Leader;
3. Provide recommendations on adjusting the strategic planning methodology in SCMU and Ministries to RBM principles;
4. Develop and deliver to pilot Ministries the full package of RBM implementation services:
 - a. Conduct needs assessment, identify key reforms;
 - b. Develop the plan of RBM strategic sessions and agree it with stakeholders;
 - c. Brief the project team on the plan and content of each RBM strategic session;
 - d. Prepare RBM training materials;
 - e. Deliver RBM strategic sessions (as lead presenter and facilitator);
 - f. Together with the Ministry, during and after RBM strategic sessions: develop Logic Model, Work Breakdown Structure, Set of Indicators and Performance Measurement Framework for the Ministry and key reforms;
5. Provide oversight of development of the RBM IT Tool, support implementation of the RBM IT Tool in the SCMU and Ministries;
6. Provide oversight of development and launching of online courses on RBM and GBA+ for civil servants;
7. Provide support to SCMU and few pilot Ministries in the development of Policy Briefs and/or Ministerial Books;
8. Participate in other work assignments as requested by the Team Leader related to RBM, citizen impact assessment (GBA+), implementation of Canadian governance practices.

Preferred Qualifications and Skills:

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

To apply

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on April 12, 2019** to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

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

Please ensure to state **SCMU SENIOR 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 April 16, 2019.