

**TERMS OF REFERENCE**  
**TRAINING COORDINATOR / JUNIOR RBM EXPERT**  
**FOR THE PROJECT TEAM AT THE SECRETARIAT OF THE CABINET OF MINISTERS OF UKRAINE**

ToR Date of Issuance:	<b>August 31, 2018</b>
Due Date for Applications:	<b>September 14, 2018</b>

*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.

### Position Summary

**Training Coordinator / Junior RBM Expert** will be responsible for organizing and managing the delivery of trainings, strategic sessions and other events for civil servants and reform professionals. The expert will also gradually learn the principles of teaching the Result-Based Management (RBM) and, if successful, may later participate in trainings and strategic sessions and/or help team members on other reform assignments.

**Preferred Qualifications and Skills:**

1. Masters' Degree.
2. Min 2 years of relevant work experience.
3. Experience in international organizations, reform projects at the governmental level is a plus.
4. Excellent organizational skills, ability to multi-task and prioritize.
5. Attention to detail.
6. Ability to quickly resolve problems related to premises for events, catering, delivery of training materials, equipment etc.
7. Great communication skills; positive attitude to the job.
8. Professional knowledge of Ukrainian and English, ability to speak and write correctly.
9. Knowledge of Microsoft Office products, including Excel and PowerPoint.

**Indicative duties and responsibilities (scope of work):**

1. Selecting premises for events; booking premises; organizing logistics; putting banners; ordering equipment for presentations (microphones, laptop and screen, flipcharts).
2. Ordering catering (coffee breaks, lunches) for training participants.
3. Developing and printing information materials for events (agenda, list of participants, badges, before and after test papers, workbooks etc.); distributing materials to participants.
4. Sending announcements to participants, creating the list of participants and managing it.
5. Providing registration of participants.
6. Summarizing the results of group work and entering them into the file.
7. Processing before and after-test papers, writing reports.
8. Processing and analyzing feedback forms.
9. Preparing minutes/reports from events; drafting Facebook posts.
10. Organizing meetings with ministries/reforms teams before and after strategic sessions (scheduling time, ordering access cards).
11. Preparing letters, papers, concept notes.
12. Participating in RBM sessions (after the necessary on-the-job training).
13. Supporting the team in performing other work assignments related to RBM, GBA+, communications (after the necessary on-the-job training).

**Contract Duration and Timing**

Full-time position. The total duration of the consultancy is expected to be 6 months with possible extension. Office based in Kyiv.

**To apply**

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on September 14, 2018** to the following address: [prsm@fsr.org.ua](mailto:prsm@fsr.org.ua). We do not welcome unsolicited phone calls.

All submissions must include:

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

Please ensure to state **Training Coordinator / Junior RBM Expert (SCMU)** 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 September 14, 2018.*

*Terms of Reference Training Coordinator / Junior RBM Expert*