**Individual TOR for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**Reform Priority. Improvement of International Financial Cooperation Process**

**POSITION: *Senior Project Manager (Category 1, IFI Cooperation Improvement)***

ToR Date of Issuance: 17 January 2019

Due Date for Applications: 3 February 2019

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

The Senior Project Manager (Category 1, IFI Cooperation Improvement) 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 sectoral 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.).

The RST was launched in October 2016. Currently the RST 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 Senior Project Manager will ensure the coordinated actions of the Reform Support Team for the implementation of the reform focus areas as described in the agreed reform programme.

1. **Duration and proposed timeframe**

Duration of assignment is until 31 December 2019 year with starting date not later than 18 February 2019, including a 2-month probation period.

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

1. **Main Duties and Responsibilities**

*a. Coordination and facilitation of reform implementation process*

i. coordination and facilitation of Reform Support Team activities – in particular with regard to steps defined in 6B of the reform undertakings table;

ii. engagement and cooperation with relevant stakeholders (experts, other Ministries and government officials, municipalities, sovereign borrowers, donors, IFIs, and other counterparts concerning issues of undisbursed loans;

iii. resolution of problems and obstacles encountered during implementation, identification and communication of issues requiring decision of the RST Director and/or the Reform Council.

*b.    Reform Teams (Working Groups) support*

i. project management support (development of project/reform implementation plan, risk management, change management, etc.);

ii. organization of events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals;

iii. preparation of timely and quality reports and status updates on reform implementation progress to the Minister and the RST Director, as well as for publication.

1. **Main anticipated deliverables**

* Development and approval of an IFI portfolio monitoring procedures and standards applicable to all IFI loans, including the application of the EU best practices in terms of the IFI project implementation management;
* Review and drafting of new regulatory changes/ undertakings aimed at improving disbursements and resolving critical issues affecting the IFI loan implementation;
* Development of recommendations on loan portfolio optimization to increase the level of IFIs disbursement;
* In the municipal area, improve and intensify cooperation between municipalities, the MoF, other Ministries and IFIs.

1. **Qualifications, Skills and Experience**

***5.1 Qualifications and skills:***

* Master’s degree in Law, Financial and/or International Law, Finance, Economics, Accounting/Auditing, Business Administration;
* Experience in managing implementation of complex public sector investments/transactions;
* Strong organizational management, communication and presentation skills;
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
* Fluency in Ukrainian and English;
* Good inter-personal skills.

***5.2 General professional experience:***

* Preferably more than 10 years of general professional experience (minimum 5 years of relevant professional experience) in public finance-related development projects,
* Preferably 5 years of experience in International Law.

***5.3 Specific professional experience:***

* Proven knowledge and professional experience in International Law, Finance, Economics, Accounting/Auditing, Business administration;
* Deep knowledge in banking legal/regulatory framework;
* Experience in organization’s restructuring and reorganization, in corporate governance and administration of large modern companies in Ukraine or abroad;
* Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset;
* Experience of cooperation/ with IFIs is an asset;
* Experience in leading multidisciplinary teams is an asset.

1. **Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 1200 to EUR 1800. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by 3 February 2019 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. **Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.