

Terms of reference for the appointment of short-term experts

ToRs Nr.:	C2-029	Date of filing:	15-04-18
Activity:	SME Development Office establishment	Activity number:	C2, A2.8
Type:	Short-term expertise	Log frame reference:	Result 2.8
Job title:	Advisor SME Policy Coordination and Moni	Start date:	tbd
Category:	Senior Nat. NKE	End date:	20-03-19
Man-days (total):	190	Location:	Kyiv / Ukraine

1 Background

The SME Development Office (SMEDO) is an advisory body within the Ministry of Economic Development and Trade of Ukraine (MEDT) that provides technical assistance to the ministry and its 'Department for Entrepreneurship Development and Regulatory Policy' in implementation of Ukraine's SME Development Strategy 2020 and the associated SME Support Action Plan. The Action Plan's activities will focus on:

- Creating favourable environment for SME development;
- Improving SME access to finance;
- Simplify SME tax administration;
- Promoting entrepreneurial culture and develop entrepreneurial skills;
- Improving competitiveness and SME innovation potential.

During its initial phase, SMEDO will have 10 staff members in total, allocated to two units: one for 'SME and Entrepreneurship Promotion' and another for 'SME Policy Implementation'.

The SMEDO establishment is funded by the EU until March 2019 through its EU4Business project FORBIZ that supports the ministry with conceptual contributions, staffing and coaching.☒

2 Scope of Work

1) SME policy coordination and PPD:

- i) Provision of assistance to the MEDT in SME policy implementation and coordination with stakeholders;
- ii) Provision of assistance to MEDT on operations of SME policy coordination body;
- iii) Development of communication with key actors from private and civic sectors and support in creation of an effective PPD;
- iv) Collecting relevant data and stakeholders inputs on SME policy and PPD implementation, including coordination body sessions organisations and secretariat activities;
- v) Coordination with representatives of the EU and international organisations and monitors the implementation of SBA principles and other international directives relevant to SME development;
- vi) Coordination and cooperation activities and monitors procedures and timeframes for implementation of DCFTA projects.

2) SME policy monitoring:

- i) Participation in creation and implementation of SME strategy and Action plan monitoring and evaluation tools;
- ii) Collection, processing and analysis of relevant statistic and other data related to SME sector development;
- iii) Preparation of annual and periodic reports on SMEs;
- iv) Provision and assistance to MEDT on preparation of analytical documentation for SME policy coordination body;
- v) Manage and collection of data for annual SME survey;
- vi) Processing statistic data, prepare benchmarks and reports on MEDT demands;
- vii) Analysis and reporting on the impact made from implementation of other policies and measures relevant for the SME sector development;
- viii) Analysis of the business trends and economic outlooks.

3 Logistics

3.1 Travel costs

Travel costs outside base of operations ('location') are subject of separate arrangements.

3.2 Facilities to be provided

Office space and the necessary technical equipment is provided.

4 Expert profile

Qualifications and skills:

- University degree (Master degree in public administration, economics, business management or a related field) or equivalent;
- Excellent command of Ukrainian and good command of English and Russian; Excellent computer skills (MS Office: Excel, Word, Power Point, Outlook).

General professional experience:

- At least 5 years of proven professional experience as an expert in donor funded projects and/or government and/or international NGOs;
- At least 3 years of experience in policy implementation coordination and policy analysis.

Specific professional experience:

- Experience in policy implementation with different ministries, government institutions, policy coordination working groups/bodies and advocacy;
- Experienced in policy analysis and monitoring instruments and tools, preparation of annual surveys and reports.

5 Expert selection procedure

The selection of experts is performed following professional and transparent standards. An evaluation committee established by FORBIZ evaluates all applications against the required profile and performs interviews with pre-selected candidates under the supervision of the Delegation of the EU to Ukraine.