**Individual TOR for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**Reform Priority. Tax reform**

**POSITION: *Project Manager/Analyst (Category 2, Tax Reform)***

ToR Date of Issuance: 23.04.2019

Due Date for Applications: 07.05.2019

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

The Project Manager/Analyst (Category 2, Tax Reform) 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.).

RST MoF was launched in October 2016. Currently the RST MoF is helping the Ministry to implement six priority reforms: Public Finance Management Reform, Public Administration Reform and Capacity Building in the Ministry of Finance, Tax Reform, Customs Reform, Optimization of Social Security System, as well as State-Owned Banks Reform and strengthening the Cooperation Process with International Financial Organizations.

The Project Manager/Analyst will assist the Senior Project Manager and Reform Support Team to ensure coordinate actions for the capacity building and efficiency improvement of State Fiscal Service operations.

1. **Duration and proposed timeframe**

Duration of assignment is until 31.12.2019 year with starting date not later than June 1, 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**

* data and information search, integration and analysis;
* preparation of analytical materials, presentations and infographics on different tax issues;
* drafting of evidence-based policy and legal reform proposals;
* support for training and capacity building of Reform teams;
* project management support (development of project/reform implementation plan, risk management, etc.);
* preparation of timely and quality reports and status updates on implementation progress.

1. **Main anticipated deliverables**

* Clear, comprehensive analytical papers, presentations and infographics;
* Communication plan of the tax reform development and implementation;
* Support in preparation of primary and secondary legislation related to the tax policy;
* Regular progress reports on reform development and implementation;

1. **Qualifications, Skills and Experience**
   1. ***Qualifications and skills:***

* At least a Bachelor degree preferably in law, finance, communications. Master degree is a benefit;
* Strong organizational management, communication and presentation skills;
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
* Fluency in Ukrainian and English.
  1. ***General professional experience:***
* Preferably more than 5 years of general professional experience, including minimum 3 years of experience in law, finance, communications.
  1. ***Specific professional experience:***
* Proven knowledge and professional experience in preparation of analytical materials;
* Proven knowledge of the tax system is a benefit;
* Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset;
* Experience with government entities and their mandate and processes is a benefit.

1. **Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 800 to EUR 1400. 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 May 7, 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.