**Individual TOR for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**Reform Priority: Tax reform**

**POSITION: *Senior Project Manager (Category 1, Tax Reform)***

ToR Date of Issuance: August 27, 2017

Due Date for Applications: September 12, 2018

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

The Senior Project Manager (Category 1, 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 sectorial 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 (incl. 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 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 Reform Support Team and focus on Tax Policy and Tax Administration Reform.

This position is funded by the EBRD managed Ukraine Stabilization and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America.

1. **Duration and proposed timeframe:**

Duration of assignment is until 31.12.2018 year (with discretionary extension up to June 30, 2019, which is subject to availability of the donor funding) with starting date not later than October 1, 2018, 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:**
   1. *Coordination and facilitation of reform implementation process*
      1. data and information search, integration and analysis;
      2. drafting of evidence-based policy and legal reform proposals;
      3. support for training and capacity building of Reform teams.
   2. *Reform Teams (Working Groups) support*
      1. project management support (development of project/reform implementation plan, risk management, change management, etc.);
      2. organization of events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals;
      3. preparation of timely and quality reports and status updates on reform implementation progress to the Minister and RST Director, as well as for publication.
2. **Main anticipated deliverables:**

* Drafting of the primary and secondary legislation related to simplification of the tax returns and reporting procedures;
* Assistance with drafting tax clarifications on the most critical inconsistencies in tax legislation;
* Drafting of the primary and secondary legislation related to introduction of distributed profit tax;
* Drafting of the primary and secondary legislation related to harmonization with EU regulations of statutory audits of annual accounts and consolidated accounts in Ukraine;
* Managing and participation at different working groups on various issues, related to tax policy and audit policy developments;
* Regular progress reports on reform development and implementation to the Reform Coordinator;
* Communication plan of the particular reform developed and implemented.

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

* Master’s degree, preferably in finance, economics, business administration, law;
* 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 10 years of general professional experience;
* Minimum 5 years of experience in audit, tax, financial economics, research and analysis.
  1. ***Specific professional experience:***
* Proven professional experience in audit procedures and knowledge of respective regulations;
* Good understanding of tax system is an asset;
* 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 an asset;
* Experience in harmonization of Ukraine legislation with the EU legislation and standards, is an asset;
* ACCA, CPA certificate 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 September 12, 2018 to the following address: 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.