

**TERMS OF REFERENCE**  
**METHODOLOGY DEVELOPMENT EXPERT**  
**FOR THE CONSUMERS RIGHTS PROTECTION SYSTEM REFORM UNDER THE MINISTRY OF ECONOMIC**  
**DEVELOPMENT AND TRADE OF UKRAINE**

ToR Date of Issuance:	<b>February 15, 2018</b>
Due Date for Applications:	<b>March 2, 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 Ministry of Economic Development and Trade of Ukraine is implementing the reform of the technical regulation system of Ukraine. The reform is aimed to secure consumer safety along with implementation of commitments under the Association agreement between Ukraine and the European Union.

Consumers Rights Protection System reform is aimed to enhance institutional ability of the government to enforce legislation on product safety and to solve problems hindering reformation and proper functioning of the state market surveillance and consumer rights protection systems in Ukraine. The project will deliver a set of implementable solutions to be used by beneficiary ministry and other responsible stakeholders for accomplishing targeted reforms.

### Position Summary:

**Methodology Development Expert** will analyze legislation, develop road-maps, draft methodologies, conduct feasibility studies and research.

### Preferred Qualifications and Skills:

- Higher education with a degree in Law, Technology (f.e. Metrology), Public Administration or other related field.
- Strong knowledge in the field of technical regulation and market surveillance.
- Knowledge of the EU and Ukrainian legislation on technical regulation.
- Excellent knowledge of Ukrainian and English with highest standard written literacy.

- Strong analytic skills and proven experience on cross-check of legislation regarding contradictory regulations.
- Legal drafting skills.
- Experience in analysis of the EU laws and drafting or amending legislation.
- Work in a metrology institute or other institution in the area of technical regulation would be an advantage.
- Experience in drafting legal documents, guides, and technical documentation would be an advantage.

**Indicative duties and responsibilities:**

- Analysis of national legislation compliance in the field of market surveillance to relevant EU legislation and standards.
- Analysis of European best practices for drafting operational procedures and methodologies.
- Drafting methodologies, drafting amendments to legislation, feasibility studies and research.
- Legal support to beneficiary department of MEDT.
- Preparation of recommendations, guides, and other supporting materials.
- Work with market surveillance bodies and other stakeholders.
- Participation in trainings.

**Contract Duration and Timing:**

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

**To apply:**

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on March 2, 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 (in English).
- 2) Applicant's brief letter of interest indicated related experience and achievements (in English).

Please ensure to state **Methodology Development Expert** 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 March 6, 2018.*