

TERMS OF REFERENCE

PROJECT MANAGER

FOR THE PROZORRO.SALE UNDER THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE OF UKRAINE

ToR Date of Issuance:	March 7, 2018
Due Date for Applications:	March 16, 2018

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 objective of reform initiative is to develop an electronic asset sales system and make it operational based on ProZorro principles and architecture, allowing to significantly decrease corruption by implementing an IT system of transparent asset sales. The reform would also allow to restructure the portfolio of SOEs by providing a transparent privatization tool. The RI will introduce five new directions for operations:

- Wood market.
- Small privatization.
- Land auction.
- Real estate rental.
- Incidental assets of SOEs.

Position Summary:

Project Manager will assist in the development and implementation of the strategy, stakeholder management.

Preferred Qualifications and Skills:

- Master's degree in economics, Finance, Law or Management.
- At least 1 years in investment management, business development, marketing or consulting.
- Presentational skills.
- Data management and analytical skills.
- Experience of business analysis.

- Understanding of project management phases.
- Experience with government entities and their mandate and processes is an advantage.
- Fluent in English.

Indicative duties and responsibilities:

- Management of the project.
- Sustaining partnerships (NGO, government, business).
- Organization of regional and central level training and presentations, forums for NGOs, investigative journalists, data analysts, public officials.
- Market analysis, monitoring, and business analysis.
- Preparation of presentations and reports.
- Development of draft marketing strategy.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 6 months, based in Kyiv.

To apply:

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on March 16, 2018** to the following address: 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.

Please ensure to state **Project Manager for the ProZorro.Sale** 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 20, 2018.