**POSITION: *Senior Project Manager (RP1. RSP concept implementation)***

ToR Date of Issuance: November 6, 2017

Due Date for Applications: November 19, 2017

# Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectoral strategies and priority reforms.

The Senior Project Manager on RSP concept implementation will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on:

* + Restructuring of the ministries and key CEB and the Reforms Staff Positions implementation;
  + Functional review of CEB functional review methodology;
  + Reforms Staff Positions performance indicators and performance management methodology development.

# Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018, with starting date not later than November 30, 2017.

# Main Duties and Responsibilities:

* + Develop and support the implementation of the restructuring of the 10 pilot Ministries and introduction of the Reforms Staff Positions within ministries;
  + Develop and support the adoption of the relevant regulation required for the restructuring of all Ministries and key CEB and introduction of the Reforms Staff Positions;
  + Timely escalate issues and red flags within project development and delivery processes to the Senior Project Manager (RP1. PAR Strategy) and Executive Director;
  + Develop and update the functional review of CEB in line with the functional review methodology. In cooperation with PAR department of SCMU, monitor the ongoing restructuring of the ministries and CEB in line with the methodology.
  + Develop and adopt performance indicators and performance management methodology for the Reforms Staff Positions within ministries and CEB.

# Main anticipated deliverables:

* + Status reports of restructuring of the 10 pilot Ministries and the Reforms Staff Positions implementation;
  + Relevant draft regulations for restructuring of all Ministries and key CEB and the Reforms Staff Positions implementation;
  + Functional review of CEB functional review methodology developed and adopted;
  + Reforms Staff Positions performance indicators and performance management methodology development;
  + Inputs to reports and other materials for relevant stakeholders;
  + Inputs to the PAR communications.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in finance, economics, business administration, HR, law. Master degree is an asset;
    - Strong organizational management, communication and presentation skills;
    - PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
    - Fluency in Ukrainian and English.

## General professional experience:

* + - Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting, HR.

## Specific professional experience:

* + - Proven knowledge and professional experience in HR, consulting, organizational development, business processes reorganization and improvement;
    - Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
    - Experience of cooperation with government entities, knowledge of their mandate and processes is an asset;
    - Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by November 19, 2017 to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua)

All submissions must include:

* + Filled Application Form;
  + At least one professional reference letter (from the past supervisor / manager);
  + Applicant’s CV.

Only selected applicants will be invited for the interview.

# Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.

**POSITION: *Project Manager (RP1. PAR and RSP Implementation)***

ToR Date of Issuance: November 6, 2017

Due Date for Applications: November 19, 2017

# Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectoral strategies and priority reforms.

The Project Manager on PAR and RSP implementation will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on restructuring of the ministries and key CEB and the Reforms Staff Positions implementation.

# Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018, with starting date not later than November 30, 2017.

# Main Duties and Responsibilities:

* + Support monitoring of RSP concept implementation;
  + Develop unified data gathering tools and instruments and timely collect corresponding data from CEB RSP concept implementation;
  + Support the CEB and SCMU reorganization processes in accordance with approved methodology and roadmap;
  + Support the work of working groups in Ministries and CEB to implement RSPs, build internal capacity, modernize key and support processes
  + Support key HRM processes and procedures in Ministries, CEB and SCMU in line with approved methodology and regulations. Collect and provide the analysis of the corresponding HRM and transformation data from CEB
  + Timely escalate issues and red flags within reform development and delivery processes to the Senior Project Manager (RP1. PAR Strategy) and Executive Director;
  + Provide regular progress reports on the reform implementation to the Minister of the Cabinet of Ministers, the relevant stakeholders and to the public;
  + Resolve problems and obstacles encountered during implementation process;
  + Support regular RSP related communications.

# Main anticipated deliverables:

* + Monitoring and regular status reports on PAR and RSP implementation;
  + Unified data gathering tools and instruments;
  + CEB working groups coordination and facilitation;
  + Inputs to RSP related communications;
  + Recommendations to the HRM related processes and procedures used within CEB
  + Regular aggregated progress reports on the RSP development and implementation to the RDO Executive Director and Senior Program Manager;
  + Inputs to reports and other materials for relevant stakeholders.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in HR, finance, economics, business administration, HR, law. Master degree is an asset;
    - Strong organizational management, communication and presentation skills;
    - PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
    - Fluency in Ukrainian and English.

## General professional experience:

* + - Preferably more than 7 years of general professional experience (minimum 3 years), preferably 5 years of experience in HR project management, public or business administration, consulting.

## Specific professional experience:

* + - Proven knowledge and professional experience in HR, consulting, organizational development, business processes reorganization and improvement;
    - Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
    - Experience with government entities and their mandate and processes is an asset;
    - Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + - % of tasks delivered within deadlines;
    - Timely submission of regular performance reports.

# Submissions

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All submissions must include:

* + - Filled Application Form;
    - At least one professional reference letter (from the past supervisor / manager);
  + Applicant’s CV.

Only selected applicants will be invited for the interview.

# Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.

**POSITION: *Project Manager (RP1. PAR and ministries reorganization)***

ToR Date of Issuance: November 6, 2017

Due Date for Applications: November 19, 2017

# Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectoral strategies and priority reforms.

The Project Manager on PAR and RSP implementation will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on restructuring of the ministries and key CEB and the Reforms Staff Positions implementation.

# Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018, with starting date not later than November 30, 2017.

# Main Duties and Responsibilities:

* + Support monitoring of PAR and ministries reorganization implementation;
  + Develop unified data gathering tools and instruments and timely collect corresponding data from PAR implementation;
  + Support the ministries reorganization processes in accordance with approved methodology and roadmap;
  + Support the development and implementation of the unified government policy in the area of administrative services and administrative procedure
  + Timely escalate issues and red flags within reform development and delivery processes to the Senior Project Manager (RP1. PAR Strategy) and Executive Director;
  + Provide regular progress reports on the reform implementation to the Minister of the Cabinet of Ministers, the relevant stakeholders and to the public;
  + Resolve problems and obstacles encountered during implementation process;
  + Support regular PAR related communications.

# Main anticipated deliverables:

* + Monitoring and regular status reports on PAR implementation;
  + Unified data gathering tools and instruments
  + Status reports on ministries reorganization
  + Status reports in the area of administrative services and administrative procedure policy implementation
  + Regular aggregated progress reports on the PAR development and implementation to the RDO Executive Director and Senior Program Manager
  + Inputs to reports and other materials for relevant stakeholders.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in HR, finance, economics, business administration, HR, law. Master degree is an asset;
    - Strong organizational management, communication and presentation skills;
    - PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
    - Fluency in Ukrainian and English.

## General professional experience:

* + - Preferably more than 7 years of general professional experience (minimum 3 years), preferably 5 years of experience in HR project management, public or business administration, consulting.

## Specific professional experience:

* + - Proven knowledge and professional experience in HR, consulting, organizational development, business processes reorganization and improvement;
    - Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
    - Experience with government entities and their mandate and processes is an asset;
    - Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + - % of tasks delivered within deadlines;
    - Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by November 19, 2017 to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua).

All submissions must include:

* + - Filled Application Form;
    - At least one professional reference letter (from the past supervisor / manager);
  + Applicant’s CV.

Only selected applicants will be invited for the interview.

# Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.

**POSITION: *Project Manager (RP2. Education)***

ToR Date of Issuance: November 6, 2017

Due Date for Applications: November 19, 2017

# Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectoral strategies and priority reforms.

The Project Manager will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on:

* + Development of the concept of the reform on higher educational financing;
  + Coordination and facilitation of development of the vocational education and secondary education legislation.

# Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018, with starting date not later than November 30, 2017.

# Main Duties and Responsibilities:

* + Coordinate and facilitate monitoring and control over delivery of the Education reform;
  + Provide project management support (development of project/reform implementation plan, risk management, change management, etc.);
  + Timely escalate issues and red flags within project development and delivery processes to the Executive Director;
  + Provide regular progress reports on the reform plan implementation to the Executive Director;
  + Ensure visibility of a particular reform development and implementation.

# Main anticipated deliverables:

* + Concept of the reform on higher educational financing developed;
  + Vocational education draft law finalized in the Parliament;
  + Secondary education legislation developed and adopted;
  + Regular progress reports on reform development and implementation;
  + Inputs to regular reports to the relevant stakeholders provided.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
    - Strong organizational management, communication and presentation skills;
    - PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
    - Fluency in oral and written Ukrainian and English.

## General professional experience:

* + - Preferably more than 7 years of general professional experience (minimum 3 years), preferably 5 years of experience in project management, public or business administration, consulting.

## Specific professional experience:

* + - Proven knowledge and professional experience in organizational development, change management;
    - Good understanding on the Education system in Ukraine and other countries;
    - Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
    - Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by November 19, 2017 to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua)

All submissions must include:

* + Filled Application Form;
  + At least one professional reference letter (from the past supervisor / manager);
  + Applicant’s CV.

Only selected applicants will be invited for the interview.

# Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.

## POSITION: Senior Project Manager (RP3. Business Climate Improvement)

ToR Date of Issuance: November 6, 2017

Due Date for Applications: November 19, 2017

# Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Senior Project Manager will ensure the coordination, monitoring and reporting of the Business Climate Improvement reform:

* + Prepare and send for approval the draft law on business self-regulation in Ukraine and draft law on Doing Business;
  + Permanently organize informational support and advocacy for draft laws, registered in the parliament and fulfill the Deregulation Plan and Doing Business Roadmap;
  + Coordinate the fulfilling of the Deregulation plan, Doing Business Roadmap and Rolling Review on CMU level.

# Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018, with starting date not later than November 30, 2017.

# Main Duties and Responsibilities:

* + Coordinate and facilitate development, monitoring and control over delivery of the Business Climate Improvement reform;
  + Project management support (development of project/reform implementation plan, risk management, change management, etc.);
  + Timely escalate issues and red flags within reform development and delivery processes, provide regular progress reports to the Executive Director;
  + Ensure visibility of the reform development and implementation.

# Main anticipated deliverables:

* + Draft Law on Business self-regulation developed and submitted to the Parliament;
  + Draft laws on Doing Business adoption supported in the Parliament;
  + Organized “Deregulation days” in the CMU with the main agenda on decisions aimed to fulfill Deregulation Plan, Doing Business Roadmap and Rolling Review outcomes;
  + Regular progress reports on the Reform development and implementation;
  + Inputs to regular reports to the relevant stakeholders provided.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
    - Strong organizational management, communication and presentation skills;
    - PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
    - Fluency in oral and written Ukrainian and English.

## General professional experience:

* + - Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

## Specific professional experience:

* + - Proven knowledge and professional experience in public administration, business development, change management, project management;
    - Good understanding of regulations in Ukraine and best practices of deregulation and business climate improvement;
    - Good understanding of reform agenda in Ukraine and of policy formulation process;
    - Good understanding about government entities and their mandate and processes is an asset;
    - Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by November 19, 2017 to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua)

All submissions must include:

* + Filled Application Form;
  + At least one professional reference letter (from the past supervisor / manager);
  + Applicant’s CV;

Only selected applicants will be invited for the interview.

# Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.

## POSITION: Senior Project Manager (RP7. Land Reform)

ToR Date of Issuance: November 6, 2017

Due Date for Applications: November 19, 2017

# 1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Senior Project Manager will ensure coordination, monitoring and reporting of the Land reform:

* + Development of the draft law on lands turnover;
  + Development of the passport of the Land Market reform;
  + Coordination of the concept of the new Land market model development.

# Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018 with starting date not later than November 30, 2017.

# Main Duties and Responsibilities:

* + Develop of the draft law on lands turnover;
  + Coordinate, facilitate work of working groups, consultants and other relevant stakeholders on development of the Land market reform;
  + Provide project management support (development of project/reform implementation plan, risk management, change management, etc.);
  + Timely escalate issues and red flags within project development and delivery processes to the Executive Director;
  + Provide regular progress reports on the reform plan implementation to the Executive Director;
  + Ensure visibility of a particular reform development and implementation;
  + Resolve problems and obstacles encountered during implementation process.

# Main anticipated deliverables:

* + Draft law on lands turnover;
  + Passport of the Land Market reform developed;
  + Concept of the new Land market model development coordinated;
  + Regular progress reports on reform development and implementation;
  + Inputs to regular reports to the relevant stakeholders provided.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
    - Strong organizational management, communication and presentation skills;
    - PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
    - Fluency in oral and written Ukrainian and English.

## General professional experience:

* + - Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

## Specific professional experience:

* + - Proven knowledge and professional experience in public administration, business development, change management, project management;
    - Good understanding of the agricultural relations specifics and the land market;
    - Good understanding about government entities and their mandate and processes is an asset;
    - Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by November 19, 2017

to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua)

All submissions must include:

* + Filled Application Form;
  + At least one professional reference letter (from the past supervisor / manager);
  + Applicant’s CV;

Only selected applicants will be invited for the interview.

# Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.