**Individual TOR for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**Reform Priority. Public administration reform and capacity building in the Ministry of Finance**

**POSITION: *Senior Project Manager (Category 1, RP2. Public administration reform and capacity building in the Ministry of Finance)***

ToR Date of Issuance: September 22, 2017

Due Date for Applications: October 8, 2017

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

The Senior Project Manager (Category 1, RP2. Public administration reform and capacity building in the Ministry of Finance) 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 (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: Development of the Public Finance Management Strategy; 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.

Public administration reform and capacity building in the Ministry of Finance (Reform of the Ministry of Finance) is required to support strong and effective PFM system reform and Public Administration reform. It covers change of internal work processes in order to make them more effective, make decision-making more transparent and decrease number of involved levels inside the Ministry. It also requires building new set of skills and competencies for civil servants, which allow them to perform new work activities more effectively.

The Senior Project Manager will ensure the coordinated actions of Reform Team for the following reform focus areas in the MoF:

1. Strategic planning implementation and development (implementation of the strategic planning framework, project management processes);
2. Adoption of a new methodology and guidelines on policy and legislative development as foreseen by the PAR Strategy (incl. practice-oriented training package on public policy cycle management);
3. Internal Process optimization and standardization (key business-processes’ review and optimization, incl. ISO standardization).
4. **Duration and proposed timeframe:**

Duration of assignment is until March 31, 2018 (with discretionary extension to December 31, 2018, also subject to availability of donor funding) with starting date not later than November 1, 2017, including a 3-month probation period.

1. **Main Duties and Responsibilities:**

*a. Coordination and facilitation of reform implementation process*

* + 1. Manage the collection, elaboration and submission of all relevant documents and materials (e.g. work plans, reports, analyses and proposals) needed for the activities of all relevant technical aid projects and expert missions;
    2. Design, preparation and coordination of implementation of strategical framework in devoted areas;
    3. Coordinate and facilitate relevant technical working group(s) to support business processes improvement (for business processes optimization) and introduction of proper IT governance model (for IT Governance);
    4. Resolve problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/or Reform Council.

b. *Reform Teams (Working Groups) support*

1. Project management support (development of project/reform implementation plan, risk management, change management, etc.);
2. Preparation of timely and quality reports and status updates on reform implementation progress.
3. **Main anticipated deliverables:**

* Developed Roadmap and work plan of reform;
* Regular progress reports on reform development and implementation;
* Strategic planning framework introduced;
* Key business-processes’ in the MoF improved;
* Adopted new methodology and guidelines on policy and legislative development in the MoF.

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

* At least a Bachelor’s degree in finance, economics, business administration. Master’s 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.
  1. ***General professional experience:***
* Preferably more than 10 years of general professional experience;
* 5 years of experience in project management, business administration, consulting.
  1. ***Specific professional experience:***
* Proven knowledge and professional experience in organizational development, change management, 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.

1. **Indicative Performance criteria: (Key Performance Indicators - KPI)**

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

1. **Submissions**

Submissions must be prepared in English and delivered electronically by October 8, 2017 to the following address: [mof.rst@reforms.in.ua](mailto:mof.rst@reforms.in.ua)

All submissions must include:

* Filled Application Form;
* At least one professional reference letter (from the past supervisor / manager);
* Applicant’s CV;
* Expected salary range (for information only).

Only complete submissions, containing the above, can be considered.

Only selected applicants will be invited to the interview.

1. **Remuneration**

The proposed RST Member Gross pay range for Category 1 positions is EUR 1200 – 1800. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Finance of Ukraine and international donors.