**Individual TOR for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**Reform Priority. Customs reform**

**POSITION: *Project Manager/Analyst (Category 2, Customs reform)***

ToR Date of Issuance: September 22, 2017

Due Date for Applications: October 8, 2017

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

The Project Manager/Analyst (Category 2, Customs 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 (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.

The main objective of Customs reform is to facilitate international trade by systemization of customs processes and procedures, and by establishment of clear rules both for the customs officers and for business instead of currently existing complicated, conflicting and excessive rules reflected in the secondary legislation.

The Project Manager for the Customs reform will perform the following types of tasks:

1. Support with general project management for certain parts of the customs reform (managing the reform implementation plan and timeline);
2. Cooperation with other reform teams, MoF senior management and employees, other state bodies, donors, IFIs, experts, and other stakeholders;
3. Data and information search, integration and analysis;
4. Analysis of the global best practices and recommendations;
5. Preparation of reports, slides for presentations, making calculations;
6. Support in drafting reform proposals;
7. Support in drafting legislation;
8. Organization of events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals;
9. Preparation of timely and quality reports and status updates on reform implementation progress.

**2. 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.

**3. Main Duties and Responsibilities:**

* 1. *Coordination and facilitation of reform implementation process*
     1. data and information search, integration and analysis;
     2. drafting of policy and reform proposals;
     3. general project management support (development of project/reform implementation plan, risk management, change management, etc.).
  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.

**4. Main anticipated deliverables:**

* Developed Roadmap and work plan of certain parts of the Customs reform;
* Participation in development of the plan for the simplification of the export procedures;
* Development of the draft legislation;
* Improvement of the “single window” system;
* Enhancement of the Risk Analysis System. Development of post-clearance control and audit;
* Regular progress reports on reform development and implementation;
* Participation in development of the Communication plan of certain parts of the Customs reform.

**5. Qualifications, Skills and Experience:**

***5.1 Qualifications and skills:***

* At least a Bachelor’s degree, preferably in law or finance, economics, customs, foreign trade, management;
* Strong analytical skills, ability to collect and process large volumes of information;
* Experience in structuring different types of information, strong writing skills;
* Experience in drafting reports and summaries;
* Experience in building Excel models;
* Strong communication and presentation skills;
* PC literacy (advanced PowerPoint, Excel, Word skills; Visio and Project is an asset);
* Fluency in Ukrainian and English.

***5.2 General professional experience:***

* Preferably more than 10 years of general professional experience;
* 5 years of experience in finance, economic research and analysis, customs, foreign trade, audit, investment banking/corporate advisory, commercial banking and risk management, financial consulting, law.

***5.3 Specific professional experience:***

* Familiarity with the reform agenda in Ukraine;
* General understanding of the customs system in Ukraine;
* Understanding of decision-making process at the government level.

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

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

**7. 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.

**8. Remuneration**

The proposed RST Member Gross pay range for Category 2 positions is EUR 800 – 1400. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Finance of Ukraine and international donors.