

TERMS OF REFERENCE

STRATEGIC PLANNING/RBM EXPERT

FOR THE GOVERNANCE REFORM OF THE SECRETARIAT TO THE CABINET OF MINISTERS OF UKRAINE

ToR Date of Issuance:	Dec 21, 2017
Due Date for Applications:	Feb 4, 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 Secretariat to the Cabinet of Ministers of Ukraine (SCMU) is a key body within Ukrainian government, which is charged with setting the agenda and policy coordination across state agencies. With the ongoing governance reform, the SCMU serves as a model for line ministries in upgrading operational processes, establishing strategic planning and policy making capabilities, and building a modern and capable public service.

The objective of the governance reform initiative is to strengthen SCMU's capacity in multiple directions including implementation of strategic planning and Results-Based Management (RBM), policy analysis, and reform monitoring.

Position Summary:

The Strategic Planning/RBM Expert will be responsible for development and implementation of the strategic planning methodology in coordination with SCMU and line ministries, and will provide recommendations on adjusting the strategic planning methodology to RBM principles.

Indicative duties and responsibilities (scope of work):

1. Participate in development and implementation of the strategic planning methodology in coordination with SCMU and line ministries: provide recommendations on adjusting the strategic planning methodology to RBM principles:
 - a. Analyze existing practices of strategic planning in SCMU;
 - b. Provide recommendations on adjusting the strategic planning methodology to RBM principles;
 - c. Develop an implementation plan for the strategic planning methodology based on RBM principles;
2. Conduct RBM trainings for key staff of SCMU and line ministries;

3. Prepare a set of training materials on implementation of RBM.

Preferred Qualifications and Skills:

1. Degree in Economy, Finance, Business Administration, Law or other education with relevant practical experience;
2. Experience in project management and strategic planning;
3. Experience in implementation of project management tools and concepts;
4. Understanding of [Results-Based Management \(RBM\)](#) and experience in implementation is a plus;
5. Understanding of the Government policy making cycle and the overall reform agenda in Ukraine;
6. Experience in international organizations, reform projects at the governmental level is a plus;
7. Experience in high-level negotiations;
8. Strong communication and presentation skills. Experience in conducting trainings/speaking at public events is a plus;
9. Professional knowledge of Ukrainian and English.

Deliverables:

1. Recommendations on adjusting the strategic planning methodology to RBM principles prepared;
2. Implementation plan for strategic planning methodology based on RBM principles prepared;
3. RBM training materials prepared.

KPI (Key Performance Indicators):

1. Recommendations on adjusting the strategic planning methodology to RBM principles developed and coordinated with key stakeholders;
2. Implementation plan for strategic planning methodology based on RBM principles developed and agreed with key stakeholders;
3. RBM training materials prepared;
4. RBM trainings for key staff of SCMU and line ministries conducted.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on February 4, 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 brief letter of interest indicated related experience and achievements.

Please ensure to state **Strategic Planning/RBM 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 February 8, 2018.