

TERMS OF REFERENCE**ADMINISTRATIVE SERVICES EXPERTS (2 POSITIONS)****FOR THE ADMINISTRATIVE SERVICES OFFICE**

ToR Date of Issuance:	Mar 9, 2017
Due Date for Applications:	Apr 07, 2017

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 administrative services reform is owned by the Ministry of Economic Development and Trade of Ukraine (MEDT) and sponsored by EDGE (the Expert Deployment for Governance and Economic Growth Project is a responsive initiative designed to resolve some of the most pressing issues in governance reform and development in Ukraine) to deliver on Strategy 2020 focus on decentralization and public administration.

MEDT and EDGE have agreed to establish an Administrative Services Office (ASO) that acts as an independent donor-funded non-government office with mandate from the MEDT to coordinate and support the administrative services reform and cover three sectors:

- Administrative services and procedures
- Administrative Services Centers (ASCs)
- E-services

ASO has the task from MEDT to re-engineer most popular administrative services. Administrative procedures and approaches in providing such services are inefficient, not transparent, not client oriented and impose excessive administrative burden for citizens and businesses.

Position Summary:

Administrative Services Experts with focus on Real Estate (Land) regulation and Vehicle Registration/Driver's License Issuance/Cargo Transportation Permit will map selected administrative services; calculate the time and money needed to comply, using the Standard Cost methodology; investigate with users the ways to simplify and optimize them as much as possible. These procedures will be encoded on the level of legislation. The experts will report to the ASO Sector lead.

Work components will include the following:

- Research of legislation and processes within the given services (sector)
- Mapping existing process and suggested optimization scheme
- Preparing legislative, organizational process and tools change, coordinate and support the daily activities of the new Regional Office. The Expert will be directly subordinated to the Lead Business Relationship Manager.

Preferred Qualifications and Skills:

- Education in Law;
- Experience in process mapping, re-engineering;
- Skills in drafting legislation;
- Ability to run consultations and cost assessment.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 6 months, with a possibility of extension for another 6 months.

To apply:

The candidate should be (expected to be) registered as a private entrepreneur (ФОП 3 групи). Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on April 07, 2017 to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must indicate the position to which you are applying (in the subject) and include:

- 1) Applicant's CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements along with three names of referees;
- 3) Proof of previous experience – samples of produced drafts.

Please ensure to state **the exact title of the position you are applying for** 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 April 10, 2017.