

**TERMS OF REFERENCE
CUSTOMS EXPERT (2 POSITIONS)
FOR THE REFORM OF STATE FISCAL SERVICE**

ToR Date of Issuance:	Apr 20, 2017
Due Date for Applications:	May 5, 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 objective of reform initiative is to optimize the organizational structure and core business processes (operational model) of the State Fiscal Service (SFS) with the aim to re-launch it as a public service body as opposed to punitive body.

The team will be responsible for the development of the SFS reform action plan in coordination with SFS, IMF, CMU and the Parliament; development organizational structure and core business processes (operational model) of the SFS; development of the draft laws to enable the introduction of the new organizational structure; development of the necessary legislative changes to optimize appeal procedure within the SFS; and coordination of reform process with main stakeholders (SFS, CMU, Parliament, IMF, Donors, experts).

Position Summary:

Customs Expert in Development will develop detailed action plan on customs specific reforms in coordination with SFS, IMF, CMU, Parliament and experts based on the SFS reform concept approved by the CMU in March 2017.

Customs Expert in Implementation will be responsible for implementation of the new internal organizational structure of the SFS, analyze, draft and support secondary legislation through the adoption process. Support the SFS throughout the implementation process.

Preferred Qualifications and Skills:

Customs Expert in Development:

1. Degree in Law;
2. Deep knowledge of customs operations/procedures;

3. Hand-on experience in customs reforms development/implementation;
4. Knowledge of international customs conventions/best practices;
5. Legislation drafting experience is a plus;
6. Experience in high-level negotiations, strong communication and presentation skills;
7. Professional knowledge of Ukrainian and English.

Customs Expert in Implementation:

1. Degree in Law and Finance;
2. Deep knowledge of customs structure/procedures;
3. Hand-on experience in customs finance, accounting, logistics;
4. Knowledge of Ukrainian budget legislation and procedures;
5. Knowledge of customs payment procedures;
6. Deep understanding of customs central and local level cooperation;
7. Professional knowledge of Ukrainian and English.

Indicative duties and responsibilities:

Customs Expert in Development:

1. Customs expertise of existing legislation, international conventions and best practices (customs blueprints, CBP report, IMF reports) necessary for development SFS reform action plan (customs block);
2. Coordinating working groups of customs experts and state officials in order to develop the action plan (customs block);
3. Drafting SFS reform action plan (customs block);
4. Support of SFS reform action plan (customs block) during the approval process.

Customs Expert in Implementation:

1. Customs expertise of existing legislation, customs specific finance and accounting expertise necessary for the implementation of the new customs organizational structure;
2. Development of the new internal organizational structure of the SFS (customs block);
3. Providing advice on practical aspects of implementation of the new organizational structure of the SFS (customs block);
4. Preparing necessary secondary legislation changes to enable the introduction of the new customs organizational structure.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 6 months with possible extension for another 6 months. The experts will report to the Steering Committee comprising of representatives of Ministry of Finance, EDGE and other. The workplace will be in the premises of the Ministry of Finance.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on May 5, 2017 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 **Customs Expert in Development or Customs Expert in Implementation** 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 May 8, 2017.