

**TERMS OF REFERENCE
LEGAL EXPERT (2 PERSONS)
FOR THE ADMINISTRATIVE SERVICE REFORM OFFICE**

ToR Date of Issuance:	June 23, 2017
Due Date for Applications:	July 7, 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 had agreed to establish an Administrative Services Reform 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:

Legal Expert (2 persons) will be responsible for drafting legislation, searching international best practices and developing advocacy materials.

Preferred Qualifications and Skills:

- Master degree in Law;
- Minimum 5 years of working experience in legal field, including legal drafting;
- Proven knowledge and professional experience in Ukrainian law;
- Strong analytical, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word, Legal databases Liga or Rada proficient);
- Fluent in English.

Indicative duties and responsibilities:

- Administrative services register (held by MEDT) review, analysis of its relevance and completeness;
- Searching international best practices and developing advocacy materials;
- Drafting legislation (including comparison tables, explanatory notes with calculation of administrative burden reduction) needed for the re-engineering of services;
- Support of draft regulations during their approval by the Ministries, Ministries' internal departments and state agencies;
- Negotiations with international organizations, financial institutions, Ministries and Parliaments Committees with regard to the draft regulations and their implementation;
- Consolidation of the civil society institutions with the aim to support the proposed re-engineering;
- Collaboration with internal legal departments of Ministries, State Authorities, Parliament for implementation of reforms and new regulations;
- Contributing to events, reports, presentations, supporting materials and deliverables of other sectors or the ASO.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 6 months, with possible extension for another 6 months. Office based in Kyiv. The Expert will report to the ASO Sector Lead.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on July 7, 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;
- 3) Proof of previous experience – samples of produced drafts;
- 4) Three referees contacts.

Please ensure to state **Legal 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 July 10, 2017.