 

# TERMS OF REFERENCE

**Operational Manager**

## Background:

A vibrant small and medium-sized enterprise sector is a vital ingredient for a healthy market economy. The European Bank for Reconstruction and Development (“the EBRD” or “the Bank”) supports SME development and economic transition, by both achieving enterprise change in viable SMEs and developing sustainable infrastructures of business advisory services in the countries of operations of the EBRD.

The EBRD’s Small Business Initiative integrates the tools the EBRD offers to support small enterprises. In 2016 as the part of this initiative the EBRD signed the Delegation Agreement between the European Commission and EBRD for the implementation of the establishment of a network of Business Support Centres (BSCs). The program will contribute to re-launching the national economy by further enhancing the competitiveness and productivity of SMEs operating across a wide range of sectors. It will also increase capacity via entrepreneurial skills training at the regional level in order to raise SME contribution to the country’s economic growth, increase job creation and foster the diversification of the economy. Overarching themes will include a focus on the knowledge economy and innovation, women’s entrepreneurship, export and trade promotion.

EBRD believes that creating the conditions for small businesses to thrive is fundamental for economic growth. Accounting for 99.8% of the total number of enterprises in Ukraine, and employing about two-thirds of the total workforce in the country, the SME sector is an important constituent of Ukraine’s economy (2015 data). These companies make a significant contribution to job creation and are important actors in the expansion and creation of value added to GDP.

The majority of SMEs produce mainly for domestic markets. As they are likely to face increased competition from imports as a result of the Deep and Comprehensive Free Trade Area (DCFTA), it is imperative to improve their competitiveness at the local market as well as help them access new markets. The DCFTA will create business opportunities for high performing, internationally competitive SMEs to expand into new markets. However, currently enterprises have limited awareness of the possibilities, lack an understanding of the standards and procedures they would need to comply with, and need to modernise their production processes and adopt new technologies and international best practice in order to compete successfully.

In the context of EU-funded Program EU4Business (the “Program”) the Foundation for Support of Reforms in Ukraine (the “Recipient”) is implementing the TC project “Ukraine: Consolidation of SME export potential and facilitation of access to foreign markets”, in cooperation with the experts comprising the working group titled Export Promotion Office of Ukraine.

The "Foundation for support of reforms in Ukraine" (Foundation) is an independent, non- governmental union that has been established by European Bank for Reconstruction and Development (EBRD) and the Ukrainian Authorities in 2015.

The objective and primary goal of the Foundation is to promote the development of Ukraine and improve the material well-being of its citizens by supporting the development and implementation of reforms in Ukraine.

It is financially backed by the other national and international donors. All launched initiatives and implemented projects are published in the Foundation annual reports, which are available on the Foundation’s website (http://fsr.org.ua/en/page/foundation-support-reforms-ukraine).

The Foundation’s responsibilities are detailed in each grant agreement signed with the EBRD and include the procurement of consultants in accordance with the Bank’s Procurement Policies & Rules (PP&R), the issuance of consultancy contracts to support the underlying project under each grant, and financial reporting to EBRD and liaising with contractual beneficiaries (Ministries and other public bodies in Ukraine).

## Purpose of the Assignment:

The Operational Manager supports the Foundation in financial management of the project. The post holder needs to deliver effective, highly competent projects support and in a person-centred environment which promotes positive relationships.

**Scope of work and tasks**

* Assisting to a Chief Accountant;
* Maintain procedures and records (including all originals of contracts, invoices, proof of payment and supporting documents) in accordance with standards acceptable to the Bank,
* Entering supporting documents into the accounting system
* Contract management:
  + maintaining information concerning the Contracts, the Contractors.
  + ensuring package of experts and sub-contractors supporting documents are in place on a monthly basis;
* Ensuring submission of timely request for Disbursement of funds,
* Providing other requested by the EBRD documents required for Disbursements,
* Preparation of and making payments (including currency transactions);
* Ensuring that all applicable taxes levied on it in relation to Grant Financed Items and payable on, or are paid, when due, in connection with the execution of the Project,
* Contributing to semi-annual progress reports and final report with regard to the use of the Grant Financing,
* Maintain and control execution of the Project’s budget,
* Providing regular reports to superior

**Preferred Qualifications and Skills:**

* At least Bachelor’s degree in a relevant sphere, ideally in economics or other relevant fields.
* 2 to 3 years of similar position experience.
* Working experience with technical assistance projects in the field of democratic governance, economic growth and combating corruption is an advantage.
* Ability to handle multiple tasks, to work under pressure and to meet tight deadlines.
* Ability to communicate clearly and concisely orally and in writing.
* Ability to work as a team.
* Oral and written fluency in English, Ukrainian and Russian.
* Excellent planning, time management and analytical skills.
* Excellent attention to details.
* Good knowledge of Microsoft Office programs (including PowerPoint and Excel).

**Submissions**

Submissions must be prepared in English and delivered electronically by February 05th, 2018 to the following address: Mariia.Shevchuk@fsr.org.ua

All submissions must include:

* Cover Letter
* Applicant’s CV

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.