

TERMS OF REFERENCE

POLICY ADVISOR

FOR THE INTERNATIONAL MARITIME ORGANIZATION AUDIT PROJECT MANAGEMENT OFFICE

ToR Date of Issuance: **Apr 27, 2017**

Due Date for Applications: **May 12, 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

A comprehensive needs assessment jointly undertaken by the Ministry of Infrastructure (MoI) and Transport Canada was completed in January 2017. The focus of the assessment was Ukraine's maritime safety and security. The findings of the assessment identified the upcoming International Maritime Organization (IMO) Member State Audit (MSA) as a key reform priority. The audit is scheduled for March 2018 and preparation will require considerable effort and support. To support the MoI in this preparation effort, it was jointly determined that an IMO Audit Project Management Office, to be staffed by a mix of MoI personnel and external experts, would be the most efficient and effective mechanism. A draft road map for this preparation process has been developed and this road map will become the focus of the work of this Office.

The road map includes the following tasks:

- Translate and implement IMO instruments within a National Legislative framework;
- Establish a data base/baseline as guidance prior to developing a National Maritime Safety Strategy;
- Draft a National Maritime Safety Strategy;
- Develop a new organizational chart;
- Delegate authorities where applicable
- Designate and assign stakeholder roles and responsibilities;
- Develop a Quality Management System;

- Undertake risk assessments;
- Develop policies, procedures and work instructions;
- Establish performance, control and monitoring systems;
- Create compliance and enforcement regimes;
- Create an evaluation and assessment group;
- Call for a preliminary Member State (white) Audit;
- Based on the white audit outcomes, review and fix the nonconformities;
- Call for the IMO Member State Audit.

Position Summary

The Policy Advisor will support the project management team on a range of issues as listed in his/her functions below. The Expert will work under the supervision of the Project Manager and in close cooperation with the project team, the Ministry of Infrastructure of Ukraine and the Quality Management System Coordinator.

Preferred Qualifications and Skills

- Master degree or equivalent in Political Science, International Relations or other related field;
- Minimum 2 years' experience as a Policy Advisor;
- Proven ability to draft, edit and produce written proposals and results-focused reports;
- Excellent facilitation and interpersonal skills;
- Proven experience working with Government, civil society, international organizations and donors;
- Advanced PC user;
- Fluent Ukrainian, Russian and English.

Indicative duties and responsibilities

- Review the current information on the establishment of the Maritime Administration;
- Participate in joint programming and implementation of activities planned by the project manager, provide advisory support towards establishing horizontal and vertical functional linkages with the various institutions in the country involved in the area of marine safety development at the center and districts;
- Assist in developing strategies and policy guidance for capacity building that would enable the Administration to respond more efficiently to the new challenges and mandates in the maritime industry.
- Assist in the identification and prioritization of sector and sub-sector policy issues to be addressed (policy agenda) and advise on the strategy for their implementation within the Administration;
- Assist in the preparation of a strategy-cum-program for the establishment of an efficient Monitoring and Evaluation (M&E) and Management Information System (MIS) on Marine safety; and
- Provide advice on how donors support to the marine safety sector could be better coordinated to avoid duplication of efforts and optimize the utilization of human and financial resources.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 9 months, with possible extension, based in Kyiv.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on May 12, 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 **Policy Advisor** 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 15, 2017.