 

# TERMS OF REFERENCE

**Procurement, Contracts & Reporting Consultant**

## Background:

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:

Under direct supervision of the Foundation’s Chief Accountant, the Procurement, Contracts & Reporting Consultant supports the Foundation in the delivery of the **EBRD financed** **project** the creation of two Project Management Offices responsible for financial sector reform (**FSR PMOs**) at the National Bank of Ukraine and the National Securities and Stock Market Commission. 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**

* Ensuring proper procurement, contracting and reporting regarding to the EBRD procurement policies and rules;
* Providing legal advice on procurement, contracting and related issues;
* Identifying and researching potential new suppliers, negotiating the best prices, getting goods, services and works for the best price and value
* Working with suppliers to ensure that key processes are running efficiently and cost-effectively
* Provide consulting solutions across end to end procurement:
* Procurement strategic planning and operating model, sourcing and category strategies, supplier relationship management and procurement enablement and processes
* Contract management and negotiation:
	+ Drafting and reviewing contracts
	+ Maintaining contractual records and documentation such as receipt and controlling of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects on a monthly basis and timely manner;
	+ As needed, providing guidance on contract matters to project managers or other operational staff
	+ Interacts with experts on submission of needed contractual documents;
	+ Ensuring that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.
	+ Monitoring transaction compliance (milestones, deliverables, invoicing etc.)
	+ Ensuring contract close-out, extension or renewal.
* Liaising with experts on contracts and payments
* Drafting the financial part of the report
* Assisting to a Chief Accountant.

**Preferred Qualifications and Skills:**

* At least Bachelor’s degree in a relevant sphere, ideally in law, economics, public administration, or other relevant fields.
* Knowledge of Ukrainian legislation that regulate contractual relations and economic activities.
* 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).

**Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding)

**Submissions**

Submissions must be prepared in English and delivered electronically by July 9th, 2017 to the following address: prsm@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.