

TERMS OF REFERENCE

PROJECT MANAGER

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 Project Manager will be responsible and accountable for the day-to-day management and fulfilling the strategic objectives of IMO Audit Project Management Office. This includes overseeing all substantive and administrative matters focusing on meeting the Office's milestones and outcome results targets as per an agreed-to Office work plan. The Manager is responsible for protection and consultation of the Project in front of state agencies for increasing capacity of the program and project cycle.

The Expert will work in collaboration with the Transport Canada Maritime Safety Expert and reporting to the Minister of Infrastructure.

Preferred Qualifications and Skills

- Master degree or equivalent in Transportation and Transport management, Public Administration or other relevant field;
- 5 years of relevant work experience;
- Managerial experience in the field of development cooperation including in grant management;
- Proven ability to draft, edit and produce written proposals and results-focused reports;
- Proven experience working with Government, civil society, international organizations and donors;
- Advanced PC user;
- Fluent in Ukrainian, Russian and English.

Indicative duties and responsibilities

- Coordinate project activities, from substantive, administrative and financial points of view, applying strategic planning and systematic coordination of project activities.
- Manage day-to-day project implementation and overall coordination of project outcomes.
- Ensure supervision of the Project personnel and ensure effective communication and coordination between the Project offices and the EDGE office in Kiev.
- Provide direction and leadership in advocating project objectives and in ensuring that all interested parties are well informed about the project activities and goals.
- Identify any support and advice required for the management, planning and control of the Project.
- Ensure timely preparation and compilation of the Project weekly Work Plans and Progress/Final substantial and financial reports and its submission to EDGE as appropriate.
- Prepare monthly reports for the EDGE Representative on key project activities, issues and required action points. Prepare the project quarterly progress reports (progress against planned

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activities, update on risks and issues, expenditures), monthly review report and final review reports, and submit them to the EDGE Representative as appropriate.

- In coordination of the EDGE representative, plan, organize and participate in the transparent tender bidding or request for proposal processes for the selection of implementing partners for sub-projects and ensure the preparation of clear tender bidding evaluation reports.
- Ensure the quality of outputs and results with optimal monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems.
- Guide and orient efforts and contributions of consultants, staff and government counterparts towards achievement of project objectives. Mobilize goods and services to initiate activities, including drafting TORs and work specifications.
- Manage Project administrative and security related activities, monitor financial resources and accounting to ensure accuracy and reliability of financial reports.
- Participate in transparent and competitive selection, recruitment, supervision and mentoring of respective project staff. Ensure efficient HR management, conduct regular performance appraisal exercises for Project staff.
- Represent the Project, as required, vis-a-vis other National organizations in Ukraine, donor organizations, other international organizations, as well as national Government and non-governmental institutions and endeavour to build professional relationships with local, district and regional authorities in order to ensure the full participation of a broad spectrum of national leadership in the identification, planning and execution of Project activities.
- Ensure proper professional relationships with relevant national and international partner agencies, relevant developing programmes/projects.
- Establish and maintain relationships and act as the key focal point with the EDGE representative to ensure that all programming, financial and administrative matters related to the Project are transparently, expediently and effectively managed, in line with established National Rules and Regulations.
- Verify and channel all requests for Project, administrative, logistical and other support and report all incidents related to security and issues of general concern to EDGE representative.
- Manage the transfer of Project deliverables, documents, files, equipment and materials as per the standards EDGE procedures.
- Ensure establishment and maintenance of proper electronic and paper filing systems.
- Perform other related duties that may be required by EDGE Programme representative and Senior Management.

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 **Project Manager** 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.