

TERMS OF REFERENCE

QUALITY MANAGEMENT SYSTEM COORDINATOR

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 Quality management System Coordinator will be responsible for the day-to-day management and implementation of the Project, including all substantive and administrative matters. The Expert will work under the supervision of the Project Manager and in close cooperation with the project team and the Ministry of Infrastructure of Ukraine.

Preferred Qualifications and Skills

- Master degree or equivalent in Technical discipline, preferably in Quality Control management;
- Minimum 2 years' experience as a Quality Manager;
- Trained lead auditor with a minimum of 2 years' experience in auditing - ISO systems;
- Knowledge and experience in documentation as required by ISO ISO9001;
- 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

The role of the Quality Management System Coordinator can be broken down into four main tasks:

Task 1- Inception Report

- Conduct an assessment of all existing quality system documentation, and evaluate current system of quality management within the ministry of infrastructure and other maritime entities;
- Identify non-conformity and provide recommendation for addressing non-conformances found;
- Prepare an Inception Report which details the methodology, including chart, schemes and approaches for achieving objectives; The outputs will be explicitly documented and incorporated in the inception report.

Task 2 -Prepare for implementation of the service

- Assess the current marine safety related policies, procedures and practices in place for quality management in the Ministry of infrastructure and its allied organizations;
- Undertake a gap analysis that clearly shows the difference between current process and the requirements stipulated by IMO Mandatory instruments. The gap analysis shall focus on the

sequence and interaction of processes, monitoring/feedback method employed , documents management systems and the difference between existing documented procedures and actual procedures;

- Identification of each division/entity portfolios, function areas and activities. This will be done by undertaking the review of organization structure, past activities and consultation with the Ministry of infrastructure and its allied organizations;
- Identification of current practices will be assessed at each structural division/entity with regards to identification of quality issues, customer requirements, and will compare with IMO Mandatory instruments requirements;
- Identification of gap in documents flow and justification for implementation of QMS;
- Identify/design remedial actions to close the gap between existing practices and IMO Mandatory instruments requirements.

Task 3 – Development and implementation of QMS

- It is expected that the quality coordinator/consultant will support divisions/entities and departments of the ministry of infrastructure in the preparation of documentation as required by IMO Mandatory instruments and implementation strategies to maintain the system of documentation;
- The quality coordinator/consultant where appropriate shall review or/and develop a Quality Manual for the marine safety Department and its allied organizations that would include Standardized system design aspects and Procedures, Quality Policy and an institutional mechanism;
- Review or/and of Standard Operation Procedures, covering standardized operational procedures in line with different requirement of the divisions/entities including templates, Work instructions and guide in transforming templates into organizations specific documents, its registration, follow up and archiving;
- Assistance for the implementation of the requirements for operating processes;
- Changes in procedures and forms arising during the implementation;
- A Detailed Standardization Session shall be organized with representative of all divisions and other concerned officials for procedure development.

Task 4 – Internal audit

- The Quality Coordinator/consultant shall undertake a complete Internal Audit of the QMS put in place in at all divisions/entities seeking, immediately prior to the Ministry of Infrastructure marine safety department seeking third party assessment. The Quality Coordinator/consultant shall prepare a short audit report.

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 **Quality management System Coordinator** 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.