

TERMS OF REFERENCE

RISK ASSESSMENTS 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 Risk Assessments Coordinator will support the project team on a broad range of issues. He/she is responsible for providing support in discrete risk evaluation issues by advising the project manager and the team members, drafting undertakings and structuring remedies for the relevant issues. This professional may also be engaged in helping to analyze and collecting evidence and scheduling staff hearings. 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 Finance, Accounting, Audit or Business Administration;
- At least 5 years of experience in relevant experience including:
 - Demonstrated knowledge of risk assessment.
 - Ability and experience in undertaking assignments in a multi-sectoral set up.
 - At least 3 similar assignments in the last 3 years.
- Proven ability to draft, edit and produce written proposals and results-focused reports;
- Strong communication, presentation 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 risk assessment exercise is aimed at improving the risk management processes within the commission, its governance processes and internal control systems so as to effectively coordinate the national response.

Specifically, the main objectives of this exercise are to:

- Identify and analyze key risks arising from the implementation of IMO instruments within the National legislations;
- Determine the level of risk acceptable to the Member State in order to deliver on its objectives and mandate;
- Identify potential risks on the business functions and processes of National maritime strategy in the implementation of the IMO mandatory instruments;
- Analyze each risk based on its impact to the national response and its probability of occurrence (including Risk mapping);

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

- Develop and itemize a clear strategy in managing the key risks identified during the implementation of the multi-sector response to the enforcement of the IMO mandatory Instruments;
- Develop and document strategies aimed at reducing risk to acceptable level;
- Develop a risk monitoring and testing mechanism.

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 **Risk Assessments 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.