

## HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

### TERMS OF REFERENCE

#### SCHOOL REPORTING CONSULTANT (2 PERSONS)

FOR THE DEREGULATION OF SCHOOLS REFORM INITIATIVE

UNDER THE MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

ToR Date of Issuance:	<b>Aug 31, 2017</b>
Due Date for Applications:	<b>Sep 22, 2017</b>

*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

Ministry of Education and Science (MoES) Department of Pre-school, General Secondary and Vocational Education is responsible for developing the legal framework, policies and guidelines for schools. The assistance envisions legal support over conducting an audit of school management system workflow and completing the legal framework for new procedures, expert support in providing audit and updating regulation on school environments and any other advisory support required for simplification and normalization of procedures in secondary education area.

### Position Summary

The School Reporting Consultant (2 persons) will be responsible for providing support for workflow in education management system audit and development of new framework for school workflow procedures.

### Preferred Qualifications and Skills

- Master Degree in Education, Management or other related field;
- No less than 5 year experience in Project Management in the Education field;
- Good presentational and analytical skills;
- Project lobbying skills.
- At least Intermediate English level.

**Indicative duties and responsibilities**

- Develop negotiations between all stakeholders in developing new framework of workflow in school system;
- Provide expert support to legal advisor during the audit of the documents and in developing of a new legal framework;
- Develop new drafts of the reporting documents and forms.

**Contract Duration and Timing:**

The total duration of the consultancy is expected to be 6 months, with possible extension, based in Kyiv.

**To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on September 22, 2017 to the following address: [prsm@fsr.org.ua](mailto: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 **School Reporting Consultant** 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 September 26, 2017.*