

**TERMS OF REFERENCE
TAX EXPERT
FOR THE REFORM OF STATE FISCAL SERVICE**

ToR Date of Issuance:	Apr 20, 2017
Due Date for Applications:	May 5, 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

The objective of reform initiative is to optimize the organizational structure and core business processes (operational model) of the State Fiscal Service (SFS) with the aim to re-launch it as a public service body as opposed to punitive body.

The team will be responsible for the development of the SFS reform action plan in coordination with SFS, IMF, CMU and the Parliament; development organizational structure and core business processes (operational model) of the SFS; development of the draft laws to enable the introduction of the new organizational structure; development of the necessary legislative changes to optimize appeal procedure within the SFS; and coordination of reform process with main stakeholders (SFS, CMU, Parliament, IMF, Donors, experts).

Position Summary:

Tax Expert will develop detailed action plan on tax specific reforms in coordination with SFS, IMF, CMU, Parliament and experts based on the SFS reform concept approved by the CMU in March 2017.

Preferred Qualifications and Skills:

1. Degree in Law, Economy, Finance or other education with relevant practical experience;
2. Deep knowledge of tax operations/procedures;
3. Experience in tax reforms development/implementation;
4. Knowledge of international tax conventions/best practices;
5. Legislation drafting experience is a plus;
6. Experience in high-level negotiations, strong communication and presentation skills;
7. Professional knowledge of Ukrainian and English.

Indicative duties and responsibilities:

1. Tax expertise of existing legislation, international conventions and best practices (fiscal blueprints, IMF reports) necessary for development SFS reform action plan (tax block);
2. Coordinating working groups of tax experts and state officials in order to develop the action plan;
3. Drafting SFS reform action plan (tax block);
4. Support of SFS reform action plan (tax block) during the approval process;
5. Development of the new internal organizational structure of the SFS (tax block);
6. Providing advice on practical aspects of implementation of the new organizational structure of the SFS (tax block);
7. Preparing necessary secondary legislation changes to enable the introduction of the new tax organizational structure.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 6 months with possible extension for another 6 months. The experts will report to the Steering Committee comprising of representatives of Ministry of Finance, EDGE and other. The workplace will be in the premises of the Ministry of Finance.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on May 5, 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 **Tax Expert** 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 8, 2017.