

**TERMS OF REFERENCE**  
**TEAM LEAD**  
**FOR THE NATIONAL DEINSTITUTIONALIZATION REFORM OFFICE**

ToR Date of Issuance:	<b>Mar 9, 2017</b>
Due Date for Applications:	<b>Apr 07, 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

Within the framework of the National Strategy for Institutional Children’s Care System Reform the Ombudsman has initiated to establish the National Deinstitutionalization (DI) Reform office that will act as an independent donor-funded non-government office with certain mandate from the Presidential Administration to coordinate, monitor and build up cooperation and interaction between executive authorities and local authorities regarding the implementation of the Reform.

The office will be supervised by the Steering Committee to plan, implement, communicate, coordinate and monitor stakeholders for the Institutional Children’s Care System Reform.

Based on the reform framework, it is planned the National DI Reform Office will cover three sectors:

1. DI-transition planning policy development.
2. Responsible community concept implementation and piloting.
3. Intersectoral supportive division.

**Position Summary:**

**Team Lead** is responsible for establishment and overall development of the NDIRO.

**Preferred Qualifications and Skills:**

- Master degree in social, public administration, juridical, pedagogical, management or other related areas;
- Proven ability to lead a team in donor-funded, business projects or Public Services successfully at least for 2 years;
- High level of DI knowledge, DI international practices, children's right legislation, and full understanding of current challenges in Ukraine in that sphere;
- Understanding of the reform agenda with professional involvement over the past 5 years;
- Experience in leading a team through a change of transformation process;
- Experience in reforming of social, educational, medical environment in Ukraine;
- Well-developed contacts among government institutions, donors and expert circles;
- Initiative, good leadership skills, communicative, responsible.

**Indicative duties and responsibilities:**Establishment of NDIRO:

- a. Establishment of NDIRO in close collaboration with the Ombudsman;
- b. Recruitment of staff;
- c. Development of procedures and processes for NDIRO; establishment of reporting guidelines;
- d. Develop of each functional area within the approved structure;
- e. Definition of deliverables for each of the functional areas of NDIRO;
- f. Represents the program to external constituents and facilitates communication and cooperation with external stakeholders ( Parliamentary and Ministerial, National and Regional Level as well as International NGOs and organizations).

Management:

- g. Overall daily management of the NDIRO and team oversight;
- h. Oversees financial management of the NDIRO in close collaboration with the funding organizations and Donor Relationship Manager;
- i. Supervision of planning and reporting process;
- j. Proper internal and external communication of the NDIRO;
- k. Oversees and guides strategic and operational planning for all aspects of the project (Strategies, work plans );
- l. Facilitates coordination between teams , functions and consultants;
- m. Provides direction by setting expectations, goals and objectives for project and individuals ;
- n. Evaluation, oversight and monitoring results and performance;
- o. Identifies, manages, and addresses issues impacting the team and reform program and ensures appropriate corrective action is taken;
- p. Reduces and eliminates barriers and obstacles to effective delivery of the program;
- q. Enables the Team ( Identifies and helps secure necessary resources to do that work).

**HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES**

**Operation:**

- a. Develop of the NDIRO Strategies, priorities and work plan in close collaboration with the Ombudsman and Steering Committee;
- b. Oversee the development and deliver materials related to the Institutional Children's Care System Reform;
- c. Oversee the development learning tools, organize training, study tours and ensure knowledge transfer;
- d. Oversee the effective coordination of donors in support of the Reform Program.

**Contract Duration and Timing:**

The total duration of the consultancy is expected to be 3 months, with possible extension, based in Kyiv.

**To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on April 07, 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 **Team Lead** 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 April 10, 2017.*