

POSITION: *Analyst (Category 3, E-governance and Anticorruption)*

1. Objective(s) and linkages to Reforms

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Ministry's priorities and relevant donor support.

E-governance and Anticorruption is part of the Government short- and mid-term priorities for 2017-2019. The Ministry has made E-governance and Anticorruption one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the EU *acquis* and international standards. The reform aims to achieve 3 objectives:

- Contributing to the implementation of the concept of e-services development adopted in November 2016, in close cooperation with the Ministry of Economic Development and Trade, E-governance Agency and other stakeholders
- Designing and starting Implementation of environment Monitoring IT tools, i.e. Single Environmental System which include a central component of geospatial information-analytical system
- Introducing the electronic document flow system and improving of document flow processes in line with the general government policy & in close cooperation with SCMU & E-governance Agency

Main anticipated deliverables for this reform include:

- Creation of Information portal
- Mapping service of geoinformation on the Website
- Creation of the Portal of electronic administrative services
- Creation of the Ministry IT management system
- Preparation of ToR for the implementation of the Concept of Environmental Monitoring
- Establishment of electronic document flow system

An Analyst on E-governance and Anticorruption is vitally needed to support the Government of Ukraine and the Ministry in the fulfilment on E-governance and Anticorruption, especially in implementation of the Government short- and mid-term priorities for 2017-2019 in compliance with the EU legislation and under the EU-Ukraine Association Agreement.

A highly qualified professional is needed to draft and revise laws, sub-laws, concepts and other related documents in compliance with the EU *acquis*, supervise and support the necessary products (documents) related to the E-governance and Anticorruption. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

2. Duration and proposed timeframe:

This consultancy appointment is expected to start on July 2, 2018 and has an estimated overall duration until October 30, 2018 with possibility to extend subjected to the availability of funding, the performance of the selected consultant and the specific needs of the RST.

The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

3. Main anticipated deliverables:

- Assist in creation of Information portal; mapping service of geoinformation on the Website; creation of Mobile application; creation of the Portal of electronic administrative services; creation of the Ministry IT management system; electronic document flow system, improvement of the website
- Support to Anti-Corruption Initiatives and tasks implemented by the Ministry
- Prepared slides for presentations, infographics on E-governance and Anticorruption
- Regular progress reports on reform development and implementation.

4. Qualifications, Skills and Experience:

4.1 Qualifications and skills:

- Master's degree in political science, public policy, computer science, IT or related;
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

4.2 General professional experience:

- More than 5 years of general professional experience,
- Prior experience of work in public services reform team is a plus

4.3 Specific professional experience:

- Preferably more than 3 years of relevant experience, expertise in IT sector would be considered as an advantage
- Proven knowledge and professional experience in IT tools developments, data collection and analysis
- Experience with the reform implementation in Ukraine is a plus
- Experience with government entities and their mandate and processes is an asset

5. Assignment Value

The estimated monthly value of this consultancy position is in the region of 400 – 1000 EUR. The funding source of this assignment is the EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account. Selection and contracting will be subject to the availability of funding.

6. Submissions

Submissions must be prepared in English and delivered electronically by June 3, 2018, 23.59 (Kyiv time) to the following address: rst@menr.gov.ua.

All submissions must include:

- [a completed Application Form](#);
- the candidate's Curriculum Vitae and Reference Letter from a recent supervisor (original in English, or Ukrainian with English translation) together with the contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only complete submissions, containing the above, can be considered.

Selected applicants will be invited to the interview.

7. Selection Procedure

Following the evaluation of all applications received, selected candidates will be invited to a brief written test and an interview in the Ministry of Ecology and Natural Resources of Ukraine (35, Mytropolyta Vasylia Lypkivskoho Street, Kyiv, 03035) covering both general and technical questions in both English and Ukrainian.