

TERMS OF REFERENCE
REFORM MONITORING EXPERT
FOR THE SUPPORT THE SECRETARIAT TO THE CABINET OF MINISTERS OF UKRAINE IN STRATEGIC
PLANNING AND POLICY ANALYSIS

ToR Date of Issuance:	March, 6 2018
Due Date for Applications:	March, 15 2018

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 Secretariat to the Cabinet of Ministers of Ukraine (SCMU) is a key body within Ukrainian government, which is charged with setting the agenda and policy coordination across state agencies. With the ongoing governance reform, the SCMU serves as a model for line ministries in upgrading operational processes, establishing strategic planning and policy making capabilities, and building a modern and capable public service.

The objective of the Project is to strengthen SCMU's capacity in multiple directions including implementation of reforms strategic planning using Results-Based Management (RBM) approach, policy analysis including gender impact assessment, and reforms monitoring.

Position Summary:

The Reform Monitoring Expert will be responsible for the development and implementation of the reform monitoring methodology based on clearly outlined reform KPIs, assisting the CMU Secretariat in implementation of the methodology and setting up the monitoring system. The Expert will be conducting research and legislative analysis, holding consultations with various stakeholders, making presentations, and conducting trainings for civil servants.

Indicative duties and responsibilities (scope of work):

1. Participate in development and implementation of the reform monitoring methodology based on clearly outlined reform KPIs;
 - a. Develop a system of reform KPIs;
 - b. Provide recommendations on reform monitoring based on reform KPIs; develop an implementation plan;
 - c. Conduct trainings for SCMU on the reform monitoring methodology based on reform KPIs.

2. Assist SCMU in preparing communication materials on the reform progress for international events.

Preferred Qualifications and Skills:

1. Degree in Economy, Finance, Business Administration, Law or other education with relevant practical experience;
2. Experience in consulting, project management and monitoring;
3. Understanding of the Government policy making cycle and the overall reform agenda in Ukraine;
4. Experience in international organizations, reform projects at the governmental level is a plus;
5. Experience in high-level negotiations;
6. Strong communication and presentation skills. Experience in conducting trainings/speaking at public events is a plus;
7. PowerPoint proficiency;
8. Professional knowledge of Ukrainian;
9. Superior written English, ability to write and proofread presentations and reports.

Deliverables:

1. System of reform KPIs prepared;
2. Reform monitoring methodology based on reform KPIs prepared; implementation plan prepared;
3. Training materials on the reform monitoring methodology prepared;
4. Communication materials on the reform progress for international events prepared.

KPI (Key Performance Indicators):

1. System of reform KPIs;
2. Reform monitoring methodology based on clearly outlined reform KPIs developed and agreed with key stakeholders;
3. Implementation plan for the reform monitoring methodology developed and agreed with key stakeholders;
4. Training materials for SCMU on the reform monitoring methodology prepared, trainings conducted;
5. Communication materials on the reform progress for international events prepared.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on March 15, 2018 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 indicating related experience and achievements.

Please ensure to state **SCMU Reform Monitoring 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 March 19, 2018.