

TERMS OF REFERENCE
POLICY ANALYSIS 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 reforms 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 reforms 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:

Policy Analysis Expert will be responsible for providing recommendations on development of policy analysis and impact assessment methodology and its practical implementation under the CMU Secretariat supervision. 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 the development of policy analysis methodology in coordination with SCMU and line ministries. Provide recommendations on and participate in the implementation of the methodology;
2. Conduct trainings for key staff of SCMU and line ministries on policy analysis and impact assessment;
3. Prepare a set of training materials on implementation of policy analysis and impact assessment.

Preferred Qualifications and Skills:

1. Degree in Economy, Finance, Business Administration, Law or other education with relevant practical experience;
2. Experience in project management;
3. Understanding of policy analysis principles;
4. Experience in analyzing public policy;
5. Experience in legal drafting is a plus;
6. Understanding of the Government policy making cycle and the overall reform agenda in Ukraine;
7. Experience in international organizations, reform projects at the governmental level is a plus;
8. Experience in high-level negotiations;
9. Strong communication and presentation skills. Experience in conducting trainings/speaking at public events is a plus;
10. Professional knowledge of Ukrainian and English.

Deliverables:

1. Recommendations on implementation of policy analysis methodology prepared;
2. Recommendations on impact assessment prepared;
3. Training materials on policy analysis and impact assessment prepared.

KPI (Key Performance Indicators):

1. Recommendations on implementation of policy analysis methodology developed and coordinated with key stakeholders;
2. Recommendations on impact assessment developed and coordinated with key stakeholders;
3. Training materials on policy analysis and impact assessment prepared;
4. Trainings for key staff of SCMU and line ministries on policy analysis and impact assessment conducted.

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 Policy Analysis 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.