

TERMS OF REFERENCE

TEAM LEAD

FOR THE GOVERNANCE REFORM OF THE SECRETARIAT OF THE CABINET OF MINISTERS OF UKRAINE

ToR Date of Issuance:	March 29, 2019
Due Date for Applications:	April 12, 2019

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 of 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.

EDGE provides assistance to the SCMU to:

- (i) Increase Government of Ukraine (GoU) capacity in strategic planning; develop an improved planning methodology based on Result-Based Management (RBM) principles;
- (ii) Enhance the framework for reform progress monitoring;
- (iii) Implement a detailed approach to policy impact assessment with a strong focus on citizen impact according to Canadian GBA+ methodology;
- (iv) Improve selected management processes in the SCMU by implementing Canadian practices.

To achieve the objective of implementing an enhanced strategic planning system, EDGE conducts multiple trainings and strategic sessions for civil servants and reform professionals and helps integrate the Result-Based Management principles into planning processes in the Government.

Position Summary

Team Lead will be leading the team of 8-10 experts working in a challenging multi-stakeholder environment and should be able to operate independently, set goals in line with the scope defined by EDGE, and deliver

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on them on time. The Team Lead will serve as a principal liaison between the project and the relevant government beneficiary in his/her respective area of operation. Team Lead will also develop together with EDGE action plans, timeline and KPIs to facilitate reform implementation; resolve problems and obstacles encountered during implementation; participate in the development and implementation of strategic planning methodology based on Result-Based Management (RBM) Principles and best international governance practices; conduct review of Cabinet procedures and SCMU business processes and suggest improvements based on international best practices; will be proactively involved in RBM IT tool development, will deliver RBM trainings and perform other project related tasks as agreed with EDGE.

Indicative duties and responsibilities (scope of work):

- Ensure operational management of the reform team:
 - Participate in recruitment of staff, provide coaching and supervision;
 - Develop action plans, timeline and KPIs to facilitate reform implementation; resolve problems and obstacles encountered during implementation;
 - Ensure coordination of the reform with SCMU;
 - Provide relevant internal and external communication on the work of the reform team;
 - Daily management of the team and regular coordination with EDGE Sector Lead;
 - Ensure timely reporting and coordination with PRSM
- Oversee the reform team and provide expert input during implementation of specific policies, procedures, methodologies and training programs, including:
 - Development and implementation of strategic planning methodology based on Result-Based Management (RBM) Principles;
 - Based on best international governance practices: development and implementation of policy analysis methodology including gender impact assessment;
 - Conduct review of Cabinet procedures and SCMU business processes and suggest improvements based on international best practices;
 - Based on best international governance practices: development and implementation of a system of KPIs and reform monitoring methodology;
 - Prepare training materials; supervise trainings for SCMU and line ministries on strategic planning, policy analysis, gender impact assessment, upgrade of Cabinet procedures, and reform monitoring;
 - Conduct review of scripts for RBM and GBA+ online courses, RBM methodology (including integration of RBM into governance processes and CMU Rules of Procedures), RBM Handbook for civil servants;
 - Develop the concept of preparing Policy Briefs and Ministerial Books for the Government of Ukraine and support Ministries in the development of Policy Briefs and/or Ministerial Books for the pilots approved;
 - Be proactively involved in RBM IT tool development.
- Organize capacity building events for recently hired reform professionals;
- Contribute to donor coordination.

Preferred Qualifications and Skills:

1. Dynamic, independent, results driven highly-motivated project manager;
2. Minimum 7 years of experience in project management, strategic planning, business administration or related field;
3. Minimum 10 years of managerial experience, minimum 4 years of team management experience;
4. Proven experience of providing management advice to external partners and donors, including high-level negotiations;

5. Ability to teach people, excellent communication skills, strong ethics, well-balanced and mature personality, positive attitude to the job;
6. Understanding of the Government policy making cycle and the overall reform agenda in Ukraine;
7. Understanding of [Results-Based Management \(RBM\)](#) and experience in implementation is a plus;
8. Experience in international organizations, reform projects at the governmental level;
9. Professional knowledge of PowerPoint, ability to produce high-quality visual material;
10. Strong organizational skills, ability to work under tight deadlines;
11. Excellent knowledge of Ukrainian, ability to speak and write clearly and correctly, including experience of work with government documents;
12. Professional certification in project management is a plus;
13. Professional knowledge of English, strong writing skills.

To apply

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on April 12, 2019** to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV;
- 2) Applicant's brief letter of interest indicated related experience and achievements.

Please ensure to state **SCMU 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 16, 2019.