**Individual TOR for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**Reform Priority. Customs Reform**

**POSITION: *Senior Project Manager (Category 1, Customs Reform)***

ToR Date of Issuance: 17 January 2019

Due Date for Applications: 3 February 2019

1. **Objective(s) and linkages to Reforms**

The Senior Project Manager (Category 1, Customs Reform) will be a full-time consultant in the Reform Support Team at the Ministry of Finance of Ukraine (MoF).

The Reform Support Team (RST) is a group of Ukrainian professionals (non-public servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry in the design and implementation of sectorial strategies and priority reforms.

Competencies of the RST include the following core capacities:

* Economic and legal analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.), and
* Reform program planning, implementation and coordination (including performance indicators, progress reports, program management, monitoring and coordination, project proposals preparation etc.).

RST was launched in October 2016. Currently the RST is helping the Ministry to implement six priority reforms: Development of the Public Finance Management Strategy; Public Administration Reform and Capacity Building in the Ministry of Finance; Tax Reform and Establishment of the New Finance Police Service; Customs Reform; Optimization of Social Security System; and Reform of State-Owned banks and Improvement of International Financial Cooperation process.

The main objective of Customs reform is to secure and facilitate international trade by reshaping the customs processes and procedures, and by increasing efficiency, transparency and predictability for both customs authorities and business community. The reorganization of the State Fiscal Service of Ukraine and establishment of the State Customs Service is regarded as indispensable part of the Customs reform.

The Senior Project Manager will ensure the coordinated actions of Reform Team and support with:

* Stocktaking and analysis of existing procedures and practices;
* Application of the EU and international best practices, including WCO standards and tools, provisions of the WTO Trade Facilitation Agreement;
* Providing guidance on the way forward to simplify Customs procedures and processes, streamlining the establishment of the State Customs Service;
* Ensuring legal review and amending necessary legislation to comply with the EU and international standards in Customs domain.

1. **Duration and proposed timeframe**

Duration of assignment is until 31 December 2019 year with starting date not later than 18 February 2019, including a 2-month probation period.

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

1. **Main Duties and Responsibilities**
   1. *Coordination and facilitation of reform implementation process*
      1. coordination and facilitation of Reform Team activities;
      2. engagement of relevant stakeholders (experts, government officials, donors, state-owned banks etc.) to Reform Team activities;
      3. problem-solving and obstacles resolution encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/or Reform Council.
   2. *Reform Teams (Working Groups) support*
      1. project management support (development of project/reform implementation plan, risk management, change management, etc.);
      2. organization of events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals;
      3. preparation of timely and quality reports and status updates on reform implementation progress to the Minister and RST Director, as well as for publication.
2. **Main anticipated deliverables**

* Developed Action Plan for Customs reform;
* Drafted legislation;
* Provided regular progress reports on reform development and implementation;
* Developed and implemented reform communication plan.

1. **Qualifications, Skills and Experience**
   1. ***Qualifications and skills:***

* At least a bachelor’s degree, preferably in law or finance, economics, customs, foreign trade, management. Master’s degree is an asset;
* Strong organizational management, communication and presentation skills;
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
* Fluency in Ukrainian and English.
  1. ***General professional experience:***
* Preferably more than 10 years of general professional experience, including minimum 5 years of working experience in law, finance, or customs/foreign trade.
  1. ***Specific professional experience:***
* Experience in project management, business administration, development and implementation of policies and strategies, experience in managing teams is an asset;
* Proven knowledge and professional experience in Customs administration, customs procedures and processes are an asset;
* Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset;
* Experience with government entities and their mandate and processes is an asset;
* Experience in leading multidisciplinary teams is an asset.

1. **Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 1200 to EUR 1800. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by 3 February 2019 to the following address: [mof.rst@reforms.in.ua](mailto:mof.rst@reforms.in.ua)

All submissions must include a completed Application Form [https://www.minfin.gov.ua/vacancy/vakansii-v-proektakh-ministerstva-finansiv-ukrainy], the candidate’s Curriculum Vitae and Reference Letter from a recent supervisor.

Only applications which have been submitted using the correct template and are completed will be considered.

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.