

TERMS OF REFERENCE
EXPERT: BUSINESS REGULATION
FOR THE EXPERT TEAM UNDER THE PRESIDENTIAL ADMINISTRATION OF UKRAINE

ToR Date of Issuance:	June 27, 2019
Due Date for Applications:	July 11, 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 and Position Summary

The expert team will be deployed to the Presidential Administration of Ukraine to develop the Priority Reform Plan.

The **Expert** will work with the Team Lead, Senior Expert(s) and other Experts to develop a plan for an assigned reform area in coordination with stakeholders, and to draft necessary legislation to implement this reform plan.

The expert will be based in Kyiv and will be reporting to the Team Lead.

Preferred Qualifications and Skills:

- Impeccable ethical standards;
- Minimum 5 years of professional experience in project management, consulting, governance or related areas;
- Understanding of the government policy making cycle and the overall reform agenda in Ukraine;
- Experience in high-level negotiations, ability to communicate clearly and concisely;

- Excellent writing skills. Ability to develop concepts, presentations and other materials in English and Ukrainian.

Indicative Duties and Responsibilities:

- Together with the Team Lead, Senior Expert(s), EDGE and Presidential Administration, define a work plan for the assigned reform area;
- Ensure ongoing coordination with stakeholders;
- Get trained on RBM and citizen impact assessment;
- Together with the Team lead and Senior Expert(s), ensure execution of the following scope of work (related to the assigned reform area):

4.1. Identify the high-priority reforms:

- Work with the Presidential Administration, Ministries, international partners to identify most urgent reforms (in the assigned reform area);

4.2. Develop the Priority Reform Plan (the part related to the assigned reform area):

- Work with Ministries and agencies to collect previously developed plans of individual reforms;
- Create Logic Model(s) for the assigned reform area;
- Consult with stakeholders on the Logic Models;
- Based on the Logic Model: create plans for each reform in the assigned reform area (or update existing plans). Coordinate with relevant Ministries to confirm their scope of work and deadlines;
- Consolidate plans of individual reforms into the comprehensive Priority Reform Plan;

4.3. Develop laws and regulations to implement some of the reforms (related to the assigned reform area):

- Within the assigned reform area: Participate in drafting/updating the laws and regulations for implementation of reforms according to the Priority Reform Plan. Coordinate these drafts with stakeholders.

Contract Duration and Timing

Full-time position based in Kyiv. For contracting, a candidate should be able to register Private Entrepreneur of the 3d group.

To apply

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on July 11, 2019** 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's brief letter of interest indicated related experience and achievements.



Professionals for Reform
Support Mechanism

PROFESSIONALS FOR REFORM SUPPORT MECHANISM

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

Please ensure to state **EXPERT: BUSINESS REGULATION (EXPERT TEAM UNDER THE PRESIDENTIAL ADMINISTRATION)** 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 July 15, 2019.