

### TERMS OF REFERENCE

#### STRATEGIC PLANNING/RBM EXPERT

ToR Date of Issuance:	<b>April 23, 2018</b>
Due Date for Applications:	<b>May 11, 2018</b>

*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 Strategic Planning/RBM expert will provide expertise for several reform initiatives that are currently being implemented by the Expert Deployment for Governance and Economic Growth (EDGE) Project.

The objective of these initiatives is to enhance strategic planning processes in ministries and agencies by implementing the Results-Based Management (RBM) approach: this includes support in developing the Logic Model of reform goals, developing the work plans and KPIs, assessing citizen impact and monitoring the reform progress.

#### Position Summary:

**Strategic Planning/RBM Expert** will participate in development of the RBM methodology for ministries and agencies, review relevant reform plans and provide assistance in developing the Logic Model of reform goals, support the ministries/agencies in developing their work plans and KPIs, facilitate strategic sessions with ministries/agencies and conduct trainings for civil servants.

In performing these tasks, the expert will be conducting research and legislative analysis, holding consultations with various stakeholders including senior officials, working with ministry/agency teams to develop the work plan and KPIs, making presentations, and conducting trainings.

#### Preferred Qualifications and Skills:

1. Dynamic, independent, results driven highly-motivated project manager;
2. Proactive and capable of working in a complex environment with multiple stakeholders and tight deadlines;
3. Strong project management skills with a minimum of 5 years of relevant project experience;
4. Understanding of [Results-Based Management \(RBM\)](#) . Experience in implementation of RBM and/or other project management concepts and methodologies;
5. Understanding of the Government policy making cycle and the overall reform agenda in Ukraine;

6. Experience in high-level negotiations, ability to communicate clearly and concisely;
7. Experience in conducting trainings/speaking at public events;
8. Professional knowledge of Ukrainian and English;
9. Degree in Economy, Finance, Business Administration, Law or other education with relevant practical experience;
10. Experience in governance, international organizations, reform projects at the governmental level is a plus.

**Indicative duties and responsibilities:**

1. Review the existing strategic planning practices in ministries/agencies and provide recommendations on aligning these processes with the RBM methodology;
2. Review relevant legislation and suggest amendments to enable the use of the RBM methodology;
3. Work with ministries/agencies to implement RBM:
  - a. Conduct meetings with the ministry/agency, discuss RBM framework and timeline;
  - b. Conduct RBM strategic sessions: explain the methodology, facilitate discussions, support development of the Logic Model and work plans;
  - c. Facilitate the development of the monitoring framework: develop a set of KPIs, sources of data, frequency, calculation and verification procedures;
  - d. Work with the ministry/agency teams: further explain the RBM methodology, resolve problems and obstacles during implementation;
4. Develop training materials and provide trainings to civil servants on RBM and monitoring.

**Deliverables:**

1. Recommendations on adjusting the strategic planning methodology to RBM principles prepared;
2. Logic Models, work plans and KPIs developed;
3. RBM training materials prepared, trainings delivered.

**Contract Duration and Timing:**

Full time position based in Kyiv. The total duration of the consultancy is expected to be 12 months with possible extension depending on the overall project deliverables and individual performance.

**To apply:**

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on May 11, 2018** to the following address: [prsm@fsr.org.ua](mailto: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 indicating related experience and achievements.

Please ensure to state **Strategic Planning/RBM 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 May 15, 2018.*