

### TERMS OF REFERENCE

#### EXPERT ANALYST

#### FOR THE NATIONAL CHILD CARE DEINSTITUTIONALIZATION REFORM WITHIN THE PROJECT MANAGEMENT OFFICE OF THE COMMISSIONER OF THE PRESIDENT OF UKRAINE FOR CHILDREN'S RIGHTS

ToR Date of Issuance:	<b>July 27, 2018</b>
Due Date for Applications:	<b>August 10, 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

**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

To assist the Ukrainian Government with implementation of the National Strategy for the Reform of the Institutional Care and Upbringing of Children for 2017-2026 PRSM is looking for a group of legal and technical experts that will be embedded within the Ministry of Health, Ministry of Social Policy, Ministry of Education and the Commissioner's Office for Children's Rights.

The engaged experts will work alongside the personnel of these national institutions to provide consultations and assist with the development of the necessary regulations, systems as well as building up capacity within these institutions to plan, implement and communicate reform of the institutional care and upbringing of children taking into account the international standards and best practices.

#### Position Summary

**Expert Analyst** will be responsible for the development of the methodological guidelines for collection and analysis of data as to transformation of child care institutions; quarterly collection of data as to transformation of child care institutions and their entry in the electronic forms; preparation of quarterly status reports and annual analytical report on the progress with the childcare deinstitutionalization reform in the regions.

**Preferred Qualifications and Skills:**

- Master degree in sociology, public administration, management or other education with relevant practical experience;
- 3+ years in an analyst role;
- Strong analytical and data gathering skills;
- Experience in conducting studies/surveys on social issues;
- Strong fluency with Excel formulas and functions, preparing presentation materials;
- Ability to work effectively with management and team to meet targets;
- High level of Ukrainian and English language competency.

**Indicative duties and responsibilities:**

- Collect, process and analyze regional data to be reflected in the online platform for transformation of child care institutions;
- Establish communication with and provide consultation to the local executive authorities, local government agencies and management of residential child care facilities, for the purposes of collecting accurate data on transformation of child care institutions;
- Prepare awareness-raising and analytical materials, presentations and statistical data on the progress with the childcare deinstitutionalization reform in the regions.

**Contract Duration and Timing**

Full-time position. The total duration of the consultancy is expected to be 6 months with possible extension. Office based in Kyiv.

**To apply**

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on August 10, 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 indicated related experience and achievements.

Please ensure to state **Expert Analyst for DI Reform** 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 August 14, 2018.*