

### TERMS OF REFERENCE

#### LEGAL ADVISOR

#### FOR THE PROZORRO.SALE UNDER THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE OF UKRAINE

ToR Date of Issuance:	<b>August 10, 2018</b>
Due Date for Applications:	<b>August 24, 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 objective of reform initiative is to develop an electronic asset sales system and make it operational based on ProZorro principles and architecture, allowing to significantly decrease corruption by implementing an IT system of transparent asset sales.

#### Position Summary:

**Legal Advisor** will conduct activities of settlement the appropriate legal framework for the functioning and application of the Electronic Trading System as well as carry out general legal supporting activities inside the project. The Legal Advisor will be responsible for implementation of the changes into the legislation related to the electronic trading field and for providing necessary legal grounds to support the business process as required by various participants of the Electronic Trading System.

#### Preferred Qualifications and Skills:

- Master's degree in Law from the reputable Ukrainian university;
- Minimum 3 years of working experience in Law. Prior experience of work in public services reform team is a plus;
- Strong analytical, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word, Legal databases Liga or Rada proficient);
- Fluency in Ukrainian, English at least intermediate;
- Proven knowledge and professional experience in Ukrainian law.

**Indicative duties and responsibilities:**

- Legal support of documents flow of SOE “ProZorro.Sale”;
- Drafting legal documentation (protocols, contracts and other) in order to conduct electronic auctions for the following projects: lease auctions of state and communal property; use of the Electronic Trading System for the State Service of Geology and Mineral Resources of Ukraine, State Reserve of Ukraine, and Ukrainian Railway; auctions for the sale of timber;
- Legal support of the electronic platforms operators’ selection and their following cooperation with SOE “ProZorro.Sale”;
- Participation in providing legal support for transferring the Electronic Trading System ownership to the SOE “ProZorro.Sale”;
- Participation in providing legal support for transferring related trade mark(s) to the SOE “ProZorro.Sale”.

**Contract Duration and Timing:**

Full time position based in Kyiv.

**To apply:**

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on August 24, 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 **Legal Advisor for the ProZorro.Sale** 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 28, 2018.*