

### TERMS OF REFERENCE

#### TEAM LEAD

#### FOR THE MARKET SURVEILLANCE PROJECT OFFICE UNDER THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE OF UKRAINE

ToR Date of Issuance:	<b>February 21, 2018</b>
Due Date for Applications:	<b>March 2, 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 Ministry of Economic Development and Trade of Ukraine is implementing the reform of the technical regulation system of Ukraine. The reform is aimed to secure consumer safety along with implementation of commitments under the Association agreement between Ukraine and the European Union.

Proposed reform initiative is aimed to enhance institutional ability of the government to enforce legislation on product safety and to solve problems hindering reformation and proper functioning of the state market surveillance and consumer rights protection systems in Ukraine. The project will deliver a set of implementable solutions to be used by beneficiary ministry and other responsible stakeholders for accomplishing targeted reforms.

#### Position Summary:

**Team Lead** will develop and implement project action plan, provide stakeholders and team management.

#### Preferred Qualifications and Skills:

- Master's degree in Economics, Management, Public Administration or other related field.
- Strong knowledge in the field of technical regulation and market surveillance.
- Knowledge of the EU legislation on technical regulation and consumer safety.
- Excellent knowledge of Ukrainian and English with highest standard written literacy.
- Effective communication skills.
- Business analysis skills and basic technical writing skills.
- Strong analytic skills.

- Ability to deliver expected outcomes in a timely manner.
- Considerable experience in team and project management.
- Experience of advisory work would be an advantage.

**Indicative duties and responsibilities:**

- Team and project management.
- Work with responsible department of the beneficiary ministry and other stakeholders over development of road-maps and action plans.
- Work with business associations, communication with European counterparts regarding start of cooperation.
- Control coordinated team work, achievement of planned results, following project schedule, assistance to stakeholder in adoption of project developments.

**Contract Duration and Timing:**

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

**To apply:**

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on March 2, 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 (in English).
- 2) Applicant's brief letter of interest indicated related experience and achievements (in English).

Please ensure to state **Team Lead** 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 March 6, 2018.*