PROFESSIONALS FOR REFORM SUPPORT MECHANISM

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

TERMS OF REFERENCE
TECHNICAL EXPERT/BUSINESS ANALYST
FOR DEVELOPMENT OF THE RBM IT-INSTRUMENT

ToR Date of Issuance:	**June 26, 2018**
Due Date for Applications:	**July 6, 2018**

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 Secretariat to the Cabinet of Ministers of Ukraine (SCMU) is a key body within Ukrainian government, which is charged with setting the agenda and policy coordination across state agencies. The objective of the Project is to strengthen SCMU's capacity in multiple directions including implementation of reforms strategic planning using Results-Based Management (RBM) approach, policy analysis including gender impact assessment and reforms monitoring.

One of the objectives of the initiative is to develop a RBM IT-instrument (RBM-tool) for planning, monitoring and reporting progress on reforms for the Government of Ukraine. The instrument will provide information on goals, status and progress of selected reforms. The tool will aggregate information in a visual form on:

- reform plans in RBM approach (goal tree, goal indicators, action plan);
- progress on reforms activities;
- progress towards reforms goals.

The RBM-tool will be based on web-technologies – most likely on existing SharePoint infrastructure.

Position summary

Technical Expert/Business Analyst will comprehend business requirements for the RBM-tool and translate them into software requirements specification (SRS). The expert will review the RFP, develop the ToR (SRS) for development of the tool, provide technical consultation at the stage of developer selection and will provide limited quality assurance during the development process.

Preferred Qualifications and Skills:

- 3+ years of experience in business analysis and/or development of software requirements specification;
- Understanding on the one hand business needs and on the other hand modern software development process and modern web-technologies;
- Effective at stakeholder management - collaborating across internal and external partners and building relationships;
- Familiar with development of IT-solutions based on SharePoint platform.

Indicative duties and responsibilities:

- Review and update business requirements and concept of RBM-tool;
- Review RFP;
- Develop SRS for the RBM-tool;
- Provide technical consultation in selection of developer and launch of development;
- Provide limited quality assurance during whole development process.

Contract Duration and Timing

Part-time short-term position based in Kyiv. The total duration of the consultancy is expected to be up to 6 months.

To apply

Submissions must be prepared **in English** and delivered electronically **by 17:00 Kyiv time on July 6, 2018** to the following address: 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 **Technical Expert/Business Analyst (RBM IT-instrument)** 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 10, 2018.