



## **Description of responsibilities and requirements to qualifications, skills and experience of RST positions at the State Road Agency of Ukraine — UKRAVTODOR**

**POSITION: Legal Counsel Restructuring (Category 1) - Horizontal Legal Support**

### **1. Objective(s) and linkages to Reforms**

A Reform Support Team (RST) at the State Road Agency (Ukravtodor) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Agency in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Agency's priorities and relevant donor support.

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America. Please note selection and contracting will be subject to MDA procedures and availability of funding.

Restructuring of roads management system reform is part of anticipated Reform Actions of Government Action Plan for 2019. Agency has made this reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to OECD Guidelines on Corporate Governance of SOEs. The reform aims for following main objectives:

- completion of the Ukrainian Road Agency Reform (Functional review of the National Road Agency, development and implementation of new structure, separation of functions, efficiency and transparency improvement, development of new procedures for purchase process and management investment projects)
- implementation of State economic programme of development of state roads in 2018-2022 years according to the Action Plan of Government in 2018

A Legal Counsel Restructuring is vitally needed to support the Government of Ukraine and in particular Ukravtodor in the fulfillment of the restructuring of roads management system reform.

A highly qualified professional is needed in order to draft, supervise and support the necessary legal documents related to restructuring of roads management system reform.

### **2. Duration and proposed timeframe:**

Duration of the assignment is until 30 June 2019 with potential extension until December 2019 subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST.

The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

### **3. Main Duties and Responsibilities:**

- a. providing support to Reforms Project Managers on drafting and discussion of legal documents regarding implementation of reforms on restructuring
- b. engagement of relevant stakeholders (experts, government officials, donors, etc.) to Working Group activities



- c. resolution of problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/or Reform Council
- d. preparation of timely and quality reports and status updates on reform implementation progress to the Head of Ukravtodor and RST Director, as well as for publication

#### **4. Main anticipated deliverables:**

- Functional review of the National Road Agency and its subsidiaries and dependent entities
- Development of the draft law creating facilities for the local governments to borrow funds from IFI for road repairs, including right for oblast administrations to provide guarantees
- Establishing legal framework for long-term budgeting for multiyear road repair agreements
- Coordination reformation of the state company JSC “Automobile Roads of Ukraine” (DAK)
- Forming proposals for amendments to Law of Ukraine “On the sources of financing Public Road System” for enlarging dedicated sources of financing Road Fund

#### **5. Qualifications, Skills and Experience:**

##### **5.1 Qualifications and skills:**

- Master degree in law
- Strong organizational management, communication and presentation skills
- PC literacy (PowerPoint, Project, Excel, Word)
- Fluency in Ukrainian and English

##### **5.2 General professional experience:**

- Preferably more than 10 years of general professional experience (minimum 5 years)
- 5 years of experience in project management, public or business administration, business legal consulting

##### **5.3 Specific professional experience:**

- Minimum 3 years of experience in public legal affairs
- Experience with the reform implementation in Ukraine
- Minimum 3 years of experience in road transport infrastructure sector
- Experience in leading / working in multidisciplinary teams is an asset

#### **6. Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 1200 to EUR 1800. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

#### **7. Submissions**

Submissions must be prepared in English only and be delivered electronically by **November 12, 2018** to the following address: [job@ukravtodor.gov.ua](mailto:job@ukravtodor.gov.ua)

All submissions must include a completed Application Form, the candidate's Curriculum Vitae and Reference Letter from a recent supervisor

Only applications which have been submitted using the correct template and are completed will be considered.



## **8. Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.



## **POSITION: Legal Counsel Regulations (Category 1) - Horizontal Legal Support**

### **1. Objective(s) and linkages to Reforms**

A Reform Support Team (RST) at the State Road Agency (Ukravtodor) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Agency in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Agency's priorities and relevant donor support.

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Improvement of roads management system reform is part of Reform Actions of Government Action Plan. Agency has made this reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to OECD Guidelines on Corporate Governance of SOEs. The reform aims for three main objectives:

- completion of the Ukrainian Road Agency reform (separation of functions, improved efficiency and transparency)
- implementation of EU norms and regulations, FIDIC principles; amendment of State standards for road construction
- amendment of the sectorial sub law on Roads Concession.

A Legal Counsel Regulations is vitally needed to support the Government of Ukraine and in particular Ukravtodor in the fulfilment of the improvement of roads management system reform.

A highly qualified professional is needed in order to draft, supervise and support the necessary legal documents related to improvement of roads management system reform.

### **2. Duration and proposed timeframe:**

Duration of the assignment is until 30 June 2019 with potential extension until December 2019 subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST. The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

### **3. Main Duties and Responsibilities:**

- a. providing support to Reforms Project Managers on drafting and discussion of legal documents regarding implementation of reforms on restructuring
- b. engagement of relevant stakeholders (experts, government officials, donors, etc.) to Working Group activities
- c. resolution of problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/or Reform Council
- d. preparation of timely and quality reports and status updates on reform implementation progress to the Head of Ukravtodor and RST Director, as well as for publication

### **4. Main anticipated deliverables:**

- Drafting proposals and amendments of the road construction and maintenance standards
- Supporting the improvement the infrastructure cycle management in Ukravtodor



- Preparation of the draft law based on new branch law on PPP and Concession
- Drafting conceptual notes for new projects, ToRs for feasibility studies, cost benefit analysis and presentations
- Support of drafting and adoption sub-law on improving the mechanism of weight control according to the Action Plan of Government in 2018;
- Contribution to implementation of FIDIC principles in accordance with approved by the Government amendment to CMU order # 1065 of 28.12.2016, in coordination with the EU funded project Assistance to the Ukrainian authorities for improvement the infrastructure cycle management

## **5. Qualifications, Skills and Experience:**

### **5.1 Qualifications and skills:**

- Master degree in law
- Strong organizational management, communication and presentation skills
- PC literacy (PowerPoint, Project, Excel, Word)
- Fluency in Ukrainian and English

### **5.2 General professional experience:**

- Preferably more than 10 years of general professional experience (minimum 5 years)
- 5 years of experience in legal consulting, project management, public administration

### **5.3 Specific professional experience:**

- Minimum 3 years of experience in in public legal affairs
- Minimum 2 years of experience in infrastructure sector
- Experience with the reform implementation in Ukraine
- Experience in leading / working in multidisciplinary teams is an asset

## **6. Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 1200 to EUR 1800. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

## **7. Submissions**

Submissions must be prepared in English only and be delivered electronically by **November 12, 2018** to the following address: [job@ukravtodor.gov.ua](mailto:job@ukravtodor.gov.ua)

All submissions must include a completed Application Form, the candidate's Curriculum Vitae and Reference Letter from a recent supervisor

Only applications which have been submitted using the correct template and are completed will be considered.

## **8. Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.



**POSITION: Project Manager Restructuring & Agency Reform (Category 2) - Road network renewal and road construction governance and financing reform**

**1. Objective(s) and linkages to Reforms**

A Reform Support Team (RST) at the State Road Agency (Ukravtodor) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Agency in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Agency's priorities and relevant donor support.

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America. Please note selection and contracting will be subject to MDA procedures and availability of funding.

Restructuring of roads management system reform is part of [Reform Actions of Government Action Plan](#). Agency has made this reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to OECD Guidelines on Corporate Governance of SOEs. The reform aims for three main objectives:

- completion of Ukrainian Road Agency reform (separation of functions, improved efficiency and transparency)
- implementation of EU norms and regulations, FIDIC principles; amendment of State standards for road construction
- amendment of the sectorial sub law on Roads Concession.

Project Manager Restructuring & Agency Reform is vitally needed to support the Government of Ukraine and in particular Ukravtodor in the fulfilment of the improvement of roads management system reform.

A highly qualified professional is needed in order to facilitate, supervise and support the reforms related to improvement of roads management system reform.

**2. Duration and proposed timeframe:**

Duration of the assignment is until 30 June 2019 with potential extension until December 2019 subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST. The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

**3. Main Duties and Responsibilities:**

- engagement of relevant stakeholders (experts, government officials, donors, etc.) to the RST's activities
- project management support (development of project/reform implementation plan, risk management, change management, etc.)
- manage preparation of changes to laws and secondary legislation
- manage analytical support to the reform
- data and information search, integration and analysis
- drafting of evidence-based policy and legal reform proposals
- organizational and logistical support to the RST (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
- preparation of timely and quality reports and status updates on implementation progress
- preparation of slides for presentations, infographics

**4. Main anticipated deliverables:**



- Coordination the work with the EU funded project Assistance to the Ukrainian authorities for improvement the infrastructure cycle management;
- Coordinated preparation of Red, Yellow, and Green Books, manual of typical technical solutions for road reconstruction;
- Interaction and involvement of business circles and NGOs for upgrading national roads sector technical regulation

## **5. Qualifications, Skills and Experience:**

### **5.1 Qualifications and skills:**

- Master degree in economics, business administration, law
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

### **5.2 General professional experience:**

- Preferably more than 7 years of general professional experience (minimum 5 years)
- 5 years of experience in project management, research and analysis, public or business administration, consulting, communications

### **5.3 Specific professional experience:**

- Minimum 2 years of experience in data collection and analysis
- Minimum 2 years of experience in road transport infrastructure sector
- Experience with the reform implementation and transport regulation in Ukraine
- Experience with public sector regulations, government entities and their mandate and processes is an asset

## **6. Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 800 to EUR 1400. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

## **7. Submissions**

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All submissions must include a completed Application Form, the candidate's Curriculum Vitae and Reference Letter from a recent supervisor

Only applications which have been submitted using the correct template and are completed will be considered.

## **8. Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.





**POSITION: Project Manager Road Fund Implementation (Category 2) - Road network renewal and road construction governance and financing reform**

**1. Objective(s) and linkages to Reforms**

A Reform Support Team (RST) at the State Road Agency (Ukravtodor) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Agency in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Agency's priorities and relevant donor support.

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America. Please note selection and contracting will be subject to MDA procedures and availability of funding.

Restructuring of roads management system reform is part of [Reform Actions of Government Action Plan](#). Agency has made this reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to OECD Guidelines on Corporate Governance of SOEs. The reform aims for two main objectives:

- development of the Road Fund implementation program;
- reform of Road Maintenance System.

Project Manager Road Fund Implementation is vitally needed to support the Government of Ukraine and in particular Ukravtodor in the fulfilment of the improvement of roads management system reform.

A highly qualified professional is needed in order to facilitate, supervise and support the reforms related to improvement of roads management system reform.

**2. Duration and proposed timeframe:**

Duration of the assignment is until 30 June 2019 with potential extension until December 2019 subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST.

The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

**3. Main Duties and Responsibilities:**

- engagement of relevant stakeholders (experts, government officials, donors, etc.) to the RST's activities
- project management support (development of project/reform implementation plan, risk management, change management, etc.)
- manage preparation of changes to laws and secondary legislation
- manage analytical support to the reform
- data and information search, integration and analysis
- drafting of evidence-based policy and legal reform proposals
- organizational and logistical support to the RST (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
- preparation of timely and quality reports and status updates on implementation progress
- preparation of slides for presentations, infographics

**4. Main anticipated deliverables:**





- Identification of bottlenecks and development of proposals to eliminate obstacles in implementing of State economic programme of development of state roads in 2018-2022 years according to the Action Plan of Government in 2018;
- Development of road maintenance market model ;
- Action plan for road maintenance reform prepared and approved, , including performance based agreements (OPRC);
- Action plan for reform of the state company JSC “Automobile Roads of Ukraine” (DAK) prepared and approved
- Support to the regional authorities with procedures of implementation
- Monitoring and evaluation of roads financing efficiency on local level
- Establishing public dialog with road construction organisations and local authorities for efficient maintenance of local roads

## **5. Qualifications, Skills and Experience:**

### **5.1 Qualifications and skills:**

- Master degree in finance, economics, or business administration
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

### **5.2 General professional experience:**

- Preferably more than 7 years of general professional experience (minimum 5 years)
- 5 years of experience in project management, research and analysis, law, public or business administration, consulting, communications

### **5.3 Specific professional experience:**

- Proven knowledge and professional experience in data collection and analysis
- Experience with the reform implementation and transport regulation in Ukraine
- Minimum 2 years of experience in road transport infrastructure sector
- Experience with public sector regulations, government entities and their mandate and processes is an asset

## **6. Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 800 to EUR 1400. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

## **7. Submissions**

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All submissions must include a completed Application Form, the candidate's Curriculum Vitae and Reference Letter from a recent supervisor

Only applications which have been submitted using the correct template and are completed will be considered.

## **8. Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.



## **POSITION: Project Manager PPP (Category 2) - Road network renewal and road construction governance and financing reform**

### **1. Objective(s) and linkages to Reforms**

A Reform Support Team (RST) at the State Road Agency (Ukravtodor) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Agency in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Agency's priorities and relevant donor support.

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America. Please note selection and contracting will be subject to MDA procedures and availability of funding.

Restructuring of roads management system reform is part of [Reform Actions of Government Action Plan](#). Agency has made this reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to OECD Guidelines on Corporate Governance of SOEs. The reform aims for three main objectives:

- implementation roads reconstruction program 2018—2022 based on the Road Fund implementation program
- preparation of infrastructure projects for PPP (concessions)

Project Manager PPP is vitally needed to support the Government of Ukraine and in particular Ukravtodor in the fulfilment of the improvement of roads management system reform.

A highly qualified professional is needed in order to facilitate, supervise and support the PPP in the roads management system in Ukraine.

### **2. Duration and proposed timeframe:**

Duration of the assignment is until 30 June 2019 with potential extension until December 2019 subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST.

The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

### **3. Main Duties and Responsibilities:**

- engagement of relevant stakeholders (experts, government officials, donors, etc.) to the RST's activities
- project management support (development of project/reform implementation plan, risk management, change management, etc.)
- manage preparation of changes to laws and secondary legislation
- manage analytical support to the reform
- data and information search, integration and analysis
- drafting of evidence-based policy and legal reform proposals
- organizational and logistical support to the RST (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
- preparation of timely and quality reports and status updates on implementation progress
- preparation of slides for presentations, infographics

### **4. Main anticipated deliverables:**



- Preparation of the sub-laws based on new branch law on PPP and Concession
- Preparation of procedures of PPP implementation;
- Drafting conceptual notes for new projects, ToRs for feasibility studies, cost benefit analysis and presentations;
- Facilitating the development of PPP in road sector;
- Developing launching projects of export credits, bilateral loans in road sector from international investors

## **5. Qualifications, Skills and Experience:**

### **5.1 Qualifications and skills:**

- Master degree in finance, economics, or business administration
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

### **5.2 General professional experience:**

- Preferably more than 7 years of general professional experience (minimum 5 years)
- 5 years of experience in research and analysis, public or business administration, consulting, communications

### **5.3 Specific professional experience:**

- Proven knowledge and professional experience in data collection and analysis
- Experience with the reform implementation and transport regulation in Ukraine
- Minimum 1 year of experience in PPP
- Experience with public sector regulations, government entities and their mandate and processes is an asset

## **6. Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 800 to EUR 1400. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

## **7. Submissions**

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All submissions must include a completed Application Form, the candidate's Curriculum Vitae and Reference Letter from a recent supervisor

Only applications which have been submitted using the correct template and are completed will be considered.

## **8. Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.



## **POSITION: Project Manager Decentralization (Category 2) - Decentralization Reform**

### **1. Objective(s) and linkages to Reforms**

A Reform Support Team (RST) at the State Road Agency (Ukravtodor) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Agency in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Agency's priorities and relevant donor support.

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom, and the United States of America. Please note selection and contracting will be subject to MDA procedures and availability of funding.

Restructuring of roads management system reform is part of [Reform Actions of Government Action Plan](#). Agency has made this reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to OECD Guidelines on Corporate Governance of SOEs. The reform aims for one main objective:

- Improve efficiency of roads network management in Ukraine by handing over local roads to the local authorities

Project Manager Decentralization is vitally needed to support the Government of Ukraine and in particular Ukravtodor in the fulfilment of the improvement of roads management system reform.

A highly qualified professional is needed in order to facilitate, supervise and support the reforms related to decentralization process in roads management system.

### **2. Duration and proposed timeframe:**

Duration of the assignment is until 30 June 2019 with potential extension until December 2019 subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST. The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

### **3. Main Duties and Responsibilities:**

- engagement of relevant stakeholders (experts, government officials, donors, etc.) to the RST's activities
- project management support (development of project/reform implementation plan, risk management, change management, etc.)
- manage preparation of changes to laws and secondary legislation
- manage analytical support to the reform
- data and information search, integration and analysis
- drafting of evidence-based policy and legal reform proposals
- organizational and logistical support to the RST (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
- preparation of timely and quality reports and status updates on implementation progress
- preparation of slides for presentations, infographics

### **4. Main anticipated deliverables:**

- Process facilitation and negotiations with local authorities



- Preliminary evaluation of roads management efficiency on local level; preparation of proposals for regulation amendments
- Preparation draft law for optimisation competence and responsibilities between state structures and local authorities on financing renewal of local roads
- Second stage of the decentralization of road sector with transfer of territorial roads Optimization Network of State Roads by preparation amendments to CMU № 712 of 16.09.2015
- Review of implementation and obstacle eliminating in utilization of funds at state and local level
- Development of the draft law creating facilities for the local governments to borrow funds from IFI for road repairs, including right for oblast administrations to provide guarantees

## **5. Qualifications, Skills and Experience:**

### **5.1 Qualifications and skills:**

- Master degree in finance, economics, or business administration
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

### **5.2 General professional experience:**

- Preferably more than 7 years of general professional experience (minimum 5 years)
- 5 years of experience in research and analysis, public or business administration, consulting, communications.

### **5.3 Specific professional experience:**

- Proven knowledge and professional experience in data collection and analysis
- Experience with the reform implementation and transport regulation in Ukraine
- Minimum 2 years of experience in road transport infrastructure sector
- Experience with public sector regulations, government entities and their mandate and processes is an asset

## **6. Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 800 to EUR 1400. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

## **7. Submissions**

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All submissions must include a completed Application Form, the candidate's Curriculum Vitae and Reference Letter from a recent supervisor

Only applications which have been submitted using the correct template and are completed will be considered.

## **8. Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.



**POSITION: Project Manager Road Safety & Standards (Category 2) - Road Transport Safety Reform**

**1. Objective(s) and linkages to Reforms**

A Reform Support Team (RST) at the State Road Agency (Ukravtodor) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Agency in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Agency's priorities and relevant donor support.

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom, and the United States of America. Please note selection and contracting will be subject to MDA procedures and availability of funding.

Improvement of roads safety reform is part of [Reform Actions of Government Action Plan](#). Agency has made this reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine's roads safer and more efficient. The reform aims for two main objectives:

- development of National Program for Roads Safety.
- amendment of existing state standards (drafting new guidelines for principles of traffic organization, requirements for signage, pedestrian crossings etc).

Project Manager Road Safety & Standards is vitally needed to support the Government of Ukraine and in particular Ukravtodor in the fulfilment of the improvement of roads management system reform.

A highly qualified professional is needed in order to facilitate, supervise and support the reforms related to improvement of roads management system reform.

**2. Duration and proposed timeframe:**

Duration of the assignment is until 30 June 2019 with potential extension until December 2019 subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST. The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

**3. Main Duties and Responsibilities:**

- engagement of relevant stakeholders (experts, government officials, donors, etc.) to the RST's activities
- project management support (development of project/reform implementation plan, risk management, change management, etc.)
- manage preparation of changes to laws and secondary legislation
- manage analytical support to the reform
- data and information search, integration and analysis
- drafting of evidence-based policy and legal reform proposals
- organizational and logistical support to the RST (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
- preparation of timely and quality reports and status updates on implementation progress
- preparation of slides for presentations, infographics

**4. Main anticipated deliverables:**





- Drafting and proposing amendment to the national standards and regulations on EU norms and regulations on roads safety (new guidelines for principles of traffic organization, requirements for signage, pedestrian crossings etc.)
- Support to draft laws and sub-laws developed by the Ministry of Infrastructure and EIB-funded project “Modernization and Safety Improvements of the Road Network in Ukraine Technical Assistance”;
- Cooperation with civil society, building public dialogue on required changes and reforms
- Establishing reliable monitoring process of road safety, thanks in particular to the setting up of a regional EaP Road Safety Observatory
- Facilitating introduction of Road Infrastructure Safety Management procedures according to Directive 2008/96/EC
- Application of Road Safety Audit procedures to road construction and rehabilitation projects on international roads of Ukraine
- Support of drafting and adoption sub-law on improving the mechanism of weight control according to the Action Plan of Government;
- Maintenance of launching pilot project of Weight-in-Motion (WiM) systems in cooperation with MoI;
- Preliminary evaluation of new weight control regulations; preparation of proposals for regulation amendments.

## **5. Qualifications, Skills and Experience:**

### **5.1 Qualifications and skills:**

- Master degree in finance, economics, or business administration
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

### **5.2 General professional experience:**

- Preferably more than 7 years of general professional experience (minimum 5 years)
- 5 years of experience in research and analysis, roads construction and maintenance, roads safety

### **5.3 Specific professional experience:**

- Proven knowledge and professional experience in data collection and analysis
- Minimum 2 years of experience in road safety
- Experience with the reform implementation and transport regulation in Ukraine
- Experience with public sector regulations, government entities and their mandate and processes is an asset

## **6. Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 800 to EUR 1400. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

## **7. Submissions**

Submissions must be prepared in English only and be delivered electronically by **November 12, 2018** to the following address: [job@ukravtodor.gov.ua](mailto:job@ukravtodor.gov.ua)

All submissions must include a completed Application Form, the candidate's Curriculum Vitae and Reference Letter from a recent supervisor

Only applications which have been submitted using the correct template and are completed will be considered.





## **8. Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.



**POSITION: Project Manager Public Administration Reform (Category 2) - Public Administration Reform, Anti-Corruption reform**

**1. Objective(s) and linkages to Reforms**

A Reform Support Team (RST) at the State Road Agency (Ukravtodor) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Agency in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Ukravtodor's priorities and relevant donor support.

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom, and the United States of America. Please note selection and contracting will be subject to MDA procedures and availability of funding.

The Project Manager on PAR will focus on introduction of modern HR business processes and practices to Ukravtodor within the framework of Public Administration Reform and capacity building in the Agency. The Project Manager will be also responsible for the quality of the acquired staff, high performance, continuous improvement and development of key staff of the Agency and subordinated companies.

It is envisaged that PAR Project Manager in Ukravtodor RST will work in close cooperation with PAR Project Manager from RST in the Ministry of Infrastructure (MoI).

**2. Duration and proposed timeframe:**

Duration of the assignment is until 30 June 2019 with potential extension until December 2019 subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST. The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

**3. Main Duties and Responsibilities:**

*Coordination and facilitation of PAR implementation process*

- Conduction of the functional review of the National Road Agency setup;
- Development and implementation of its new structure;
- Facilitation of supervisory functions and elimination of conflict of interest;
- Active engagement in the recruitment process of key staff to the MoI, subordinated public bodies/agencies and SOEs;
- Development and implementation of the Ukravtodor staff assessment
- Development of the training plan for the Ukravtodor and SOE staff
- Introduction of modern HR business processes and practices to the Agency and subordinated companies
- Indicating and minimization of corruption risks and factors in road sector
- Providing support to implementation of the Public Administration Reform in the MoI.

**4. Main anticipated deliverables:**

- Finalized functional review of the National Road Agency and its subsidiaries and dependent entities;
- New structure of roads management and maintenance developed and implemented; conflict of interests eliminated.
- Negotiations conducted with civil society for better governance and transparency of agency and sector;



- Introduction of the Project management and Change management practices at the Ukravtodor (incl. trainings)
- Assessment of current staff; elaboration of programs for staff development; new talents enticement; building institutional capacity in the agency;
- Drafting for approval Anti Corruption program for State Road Agency of Ukraine

## **5. Qualifications, Skills and Experience:**

### **5.1 Qualifications and skills:**

- At least a Bachelor degree in economics, business administration, public administration. Master degree is an asset
- Impeccable ethical standards
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English.

### **5.2 General professional experience:**

- Preferably more than 7 years of general professional experience (minimum 5 years)
- Minimum 5 years of experience in HR, improvement of business processes or public administration.

### **5.3 Specific professional experience:**

- Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset
- Experience with government entities and their mandate and processes is an asset
- Experience in leading multidisciplinary teams is an asset

## **6. Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 800 to EUR 1400. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

## **7. Submissions**

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## **8. Selection Procedure**

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**POSITION: Project Manager Procurement and Transparency (Category 2) - Procurement Reform, Anti-Corruption reform**

**1. Objective(s) and linkages to Reforms**

A Reform Support Team (RST) at the State Road Agency (Ukravtodor) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Agency in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Agency's priorities and relevant donor support.

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom, and the United States of America. Please note selection and contracting will be subject to MDA procedures and availability of funding.

Update of technical standards reform is part of [Reform Actions of Government Action Plan](#). Agency has made this reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine's roads construction branch more efficient. The reform aims for two main objectives:

- implementation of FIDIC principles
- amendment of State standards for road construction
- approval of standard tender requirements for participants by the State Roads Agency

Project Manager Procurement is vitally needed to support the Government of Ukraine and in particular Ukravtodor in the fulfilment of the improvement of roads management system reform.

A highly qualified professional is needed in order to facilitate, supervise and support the reforms related to procurement process in roads management system.

**2. Duration and proposed timeframe:**

Duration of the assignment is until 30 June 2019 with potential extension until December 2019 subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST.

The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

**3. Main Duties and Responsibilities:**

- engagement of relevant stakeholders (experts, government officials, donors, etc.) to the RST's activities
- project management support (development of project/reform implementation plan, risk management, change management, etc.)
- manage preparation of changes to laws and secondary legislation
- manage analytical support to the reform
- data and information search, integration and analysis
- drafting of evidence-based policy and legal reform proposals
- organizational and logistical support to the RST (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
- preparation of timely and quality reports and status updates on implementation progress
- preparation of slides for presentations, infographics

**4. Main anticipated deliverables:**

- Analysing current procedures of procurement and preparing proposals on flaws and required amendments



- Drafting and approval of standard tender requirements for participants by the State Roads Agency
- Interaction with sector business representatives and civil society regarding transparency of procurement procedures; establishment of external monitoring and data disclosure
- Proposals to market liberalization of road design and technical supervision services
- Assistance in establishing system of transparent road construction “CoST”; Drafting and proposing amendment to the national standards and regulations in road sectors
- Preparing draft of sub-law on blacklist of unfair contractors

## **5. Qualifications, Skills and Experience:**

### **5.1 Qualifications and skills:**

- Master degree in procurement, economics or business administration
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

### **5.2 General professional experience:**

- Preferably more than 7 years of general professional experience (minimum 5 years)
- Minimum 3 years of experience in procurement

### **5.3 Specific professional experience:**

- Proven knowledge and professional experience in data collection and analysis
- Minimum 2 years of experience in procurement of works and supervision contracts;
- Experience with the reform implementation, transport regulation and procurement in Ukraine
- Experience with public sector regulations, government entities and their mandate and processes is an asset

## **6. Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 800 to EUR 1400. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

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