

TERMS OF REFERENCE

POLICY ANALYSIS/GENDER IMPACT ASSESSMENT EXPERT

FOR THE GOVERNANCE REFORM OF THE SECRETARIAT TO THE CABINET OF MINISTERS OF UKRAINE

ToR Date of Issuance:	Dec 21, 2017
Due Date for Applications:	Feb 4, 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. With the ongoing governance reform, the SCMU serves as a model for line ministries in upgrading operational processes, establishing strategic planning and policy making capabilities, and building a modern and capable public service.

The objective of the governance reform initiative is to strengthen SCMU's capacity in multiple directions including implementation of strategic planning and Results-Based Management (RBM), policy analysis, and reform monitoring.

Position Summary:

The Policy Analysis/Gender Impact Assessment Expert will be responsible for providing recommendations on implementation of policy analysis methodology, including gender impact assessment.

Indicative duties and responsibilities (scope of work):

1. Participate in the development and implementation of policy analysis methodology in coordination with SCMU and line ministries. Provide recommendations on the implementation of policy analysis methodology, including gender impact assessment;
2. Conduct trainings for key staff of SCMU and line ministries on policy analysis and gender impact assessment;
3. Prepare a set of training materials on implementation of policy analysis and gender impact assessment.

Preferred Qualifications and Skills:

1. Degree in Economy, Finance, Business Administration, Law or other education with relevant practical experience;
2. Experience in project management;
3. Understanding of policy analysis principles;
4. Experience in analyzing gender issues related to public policy;
5. Experience in legal drafting is a plus;
6. Understanding of the Government policy making cycle and the overall reform agenda in Ukraine;
7. Experience in international organizations, reform projects at the governmental level is a plus;
8. Experience in high-level negotiations;
9. Strong communication and presentation skills. Experience in conducting trainings/speaking at public events is a plus;
10. Professional knowledge of Ukrainian and English.

Deliverables:

1. Recommendations on implementation of policy analysis methodology prepared;
2. Recommendations on gender impact assessment prepared;
3. Training materials on policy analysis and gender impact assessment prepared.

KPI (Key Performance Indicators):

1. Recommendations on implementation of policy analysis methodology developed and coordinated with key stakeholders;
2. Recommendations on gender impact assessment developed and coordinated with key stakeholders;
3. Training materials on policy analysis and gender impact assessment prepared;
4. Trainings for key staff of SCMU and line ministries on policy analysis and gender impact assessment conducted.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on February 4, 2018 to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements.

Please ensure to state Policy Analysis/Gender Impact Assessment Expert 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 February 8, 2018.