**TERMS OF REFERENCE**

**Monitoring, Evaluation and Project Management Consultant**

**Ukraine Reforms Architecture project**

**Location: Kyiv Regional Office, EBRD**

**Duration: 12 months, with the possibility for extension**

1. **Background**

The Ukraine Reforms Architecture (URA) is a **comprehensive technical assistance programme deployed by the EBRD, in partnership with the European Union, to support critical reform processes in Ukraine**. It is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA)[[1]](#footnote-1) managed by the EBRD.

URA was designed as a holistic mechanism for **stimulating systemic change in Ukraine’s public institutions** and **improving the business climate** in the country. URA fills the critical capacity gaps in Ukraine’s public institutions by supplying reform talent at all levels of government. Since 2016, more than 200 Ukrainian reformers have worked in the project’s various components and contributed to dozens of reform outcomes, strategies and policies.

URA’s operations rest on a number of cornerstone principles: providing support to committed reform champions, ensuring sustainability of reform capacity-building efforts through implementation of Public Administration Reform (PAR), drawing on Ukrainian reform talent and ensuring local ownership of the reform process, and offering demand-driven, results-oriented and flexible assistance in focal points of Ukraine’s public administration.

1. **The Project – Support for institutions under the Reform Support Architecture for Ukraine**

At the core of the URA project are **Reform Support Teams (RSTs)**, currently embedded in 10 ministries and agencies to support the design and delivery of sectoral reforms and PAR.

RSTs consist of Ukrainian sector experts, contracted in an open, transparent process on a temporary basis with the overall objective of facilitating implementation of key reforms and establishing a new generation of reform-oriented Ukrainian citizens motivated to enter public service in support of processes of change and modernisation of Ukraine’s Government at all levels. The specific objective is to provide targeted, temporary expert support to assist ministries and agencies in the design and implementation of priority sectoral reforms and capacity building in the administration.

Between 2016 and 2019, reform assistance under URA was delivered through two additional components:

* + The **Reforms Delivery Office (RDO)** placed in the Cabinet of Ministers of Ukraine, coordinated and oversaw the reform processes across the Ukrainian administration; and
  + The **Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR)**, provided high-level advice to the President, Prime Minister, line Ministers and the Verkhovna Rada (the Parliament of Ukraine). The group advised on the effective implementation of reforms, based on first-hand successful experience in other countries, offering best practice and linkage to international resources.

Drawing on lessons learned from the previous implementation phase, the project is currently undergoing a redesign and will operate through an updated framework starting from the beginning of 2020.

The project operations are supported by the **Foundation for Support of Reforms in Ukraine (FfR)**, a legal non-governmental entity set up in March 2015 by the Ukrainian authorities and the EBRD with the objective of managing EBRD and other donor grants for reforms in Ukraine.

1. **Objectives of the Consultancy assignment**

In light of growing project scope and increasing demand from various Ministries and institutions to receive support under the second phase of the URA project, the need for a Kyiv-based Monitoring, Evaluation and Project Management Consultant (the ‘Consultant’) remains essential. The Consultant will support the design of new assignments under the project, ensure effective implementation of the current ones, support the mobilization and utilization of funding, liaise with a number of teams inside the Bank (Donor Co-Financing, Grant Review, the Procurement Team, Communications, Banking and others), monitor and evaluate progress achieved, maintain liaison, coordination and monitoring of the project with the **“Foundation for Support of Reforms in Ukraine” (the Foundation)**, and support the policy dialogue with key external stakeholders (including Ukrainian government counterparts, the EU and other international donors).

The Consultant will be based in the EBRD Kyiv Regional Office.

1. **Scope of Services and Tasks**

The Consultant will be responsible for the following:

* Ensure the smooth running and implementation of current assignments under the project, jointly with the other members of the Project team (Operation Leader and Project Management Consultants based in EBRD Headquarters and the Kyiv Regional Office);
* Monitor and evaluate progress of reforms achieved and supported by the various strands of the Reforms Architecture;
* Ensure timely submission of Quarterly Progress Reports by RSTs and other URA-funded teams/units. Assess the reported progress and identify risks and obstacles for the timely implementation of the key reform deliverables;
* Monitor, evaluate and support the process of selection of experts for RSTs and other URA-funded teams/units, ensuring compliance with the requirements of the Manual and adherence to a transparent and competitive process;
* Maintain close liaison with operational teams at relevant Ministries, Agencies, Cabinet of Ministers of Ukraine, the Foundation for Reforms and EU and other donor counterparts;
* Monitor and control budget activities of the assignments under all streams of the Project, including ensuring all business travel requests comply with internal travel policy; support verification and tracking of the actual amounts granted, allocated and spent with the Foundation;
* Support the Operation Leader and Senior Consultants in their negotiations on priority reform areas with government counterparts as well as liaise internally with sector experts to coordinate input on sector-related elements of the project in order to finalize Letters of Understanding and supporting documents;
* Assist the Operation Leader and Senior Consultants with internal and external communication of the project and participate in coordination activities with other donors;
* Support the Project team in preparing necessary information for the Grant Review, Procurement, and Donor Co-Financing (DCF) teams regarding all streams of the Project, including drafting of Bank documents related to the Project’s progress and performance and reporting for donors; review documents prepared by more junior team members;
* Perform ad hoc assignments, including monitoring and evaluation of the specific policy developments; contributing to preparation of presentations for Senior Management and coordination and facilitation of the external events related to the Project;
* Participate in internal and external meetings and events, where appropriate;
* Any other relevant tasks as requested by the Operation Leader.

1. **Profile**

* Qualified to graduate level (Master’s degree or above) in a relevant discipline (i.e. project management; technical science, public administration);
* Preferably 5 years of general professional experience, including minimum 3 years of expertise in project management and coordination of the EU funded and EBRD financed multicomponent projects related to policy developments and reforms implementation in Ukraine;
* Profound knowledge of the project coordination tools, monitoring and evaluation procedures complemented with excellent knowledge of the consulting practices;
* Extended practice of cooperation with high-level Ukrainian and international authorities;
* Strong ability to establish professional relations and liaison with local and international stakeholders;
* Good understanding of the Ukraine’s reforms process and public administration reform generally;
* Good understanding of the Banks’ mandate, internal processes and procedures;
* Proven number of arranged high level events and missions is an advantage;
* Advanced report writing and presentation skills;
* Extended experience of work in international teams;
* Fluency in English, Ukrainian and Russian.

1. **Reporting and Deliverables**

The Monitoring, Evaluation and Project Management Consultant will report to Bojana Reiner (Operation Leader, Senior Governance Counsellor, Governance and Political Affairs, EBRD London) and the Senior Consultant based in Kyiv.

The Consultant will liaise with key counterparts internally and externally including:

London and Kyiv-based consultants, the EBRD’s Grant Review, Procurement and Donor Co-Financing teams, the EU teams in Brussels and Kyiv, the EBRD Kyiv Resident Office, and as necessary with the members of URA, representatives of donors, international organizations, civil society and business, external consultants and experts.

The Consultant shall carry out all the scope of services as set out above under Section 4 in a timely manner.

The key deliverables include:

* Preparation of project documents, including Letters of Understanding, project proposals, concept notes, budgets, tenders
* Regular reporting on project implementation
* Visibility and communication with international donors, clients and other consultants

1. **Contact**

If interested in the position, please send a CV and cover letter to Yuliya Anikeeva: [anikeevy@ebrd.com](mailto:anikeevy@ebrd.com) by **Monday, 25 November 2019**.

1. Contributors to the MDA are Denmark, Finland, France, Germany, Italy, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor. [↑](#footnote-ref-1)