

PROFESSIONALS FOR REFORM SUPPORT MECHANISM

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

TERMS OF REFERENCE

PROJECT MANAGER FOR PUBLIC PROCUREMENT REFORM HUMAN RESOURCES MANAGEMENT MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE

ToR Date of Issuance:	March 21, 2016
Due Date for Applications:	17:00, April 22, 2015

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.

1. Program Background

The Professionals for Reform Support Mechanism (PRSM) provides human resource support to critical reform initiatives undertaken by national governmental agencies. The multi-donor mechanism supports reforms initiatives. It does not support routine work of the Government of Ukraine (GoU) that is normally managed by the civil service.

At the request of a GoU ministry, the PRSM recruits short to medium term local Ukrainian experts and specialists, from outside government, to undertake assignments critical to reform within the GoU. The PRSM will also pay for limited-term salaries of key positions from within the army of volunteers that currently work without pay on reforms across government ministries.

The 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 according to particular donor specifications;
- Monitors initiatives for results.

2. Purpose of the Reform Initiative

The Ministry of Economic Development and Trade (MEDT) is currently leading a way in several key reforms, including public procurement and deregulation. In addition, it is in charge of adapting Ukrainian technical standards to the EU requirements. For successful implementation of reforms that are identified by the government, qualified and skilled personnel is needed, with clear motivation to succeed on their tasks.

3. Tasks to be Performed

The Scope of Work for the position includes the following:

- Conducting HR-audit, restructuring and personnel optimization of three state owned enterprises;
- Conducting HR-audit, restructuring and personnel optimization of three MEDT departments;
- Assessment of the current staff;
- Hiring and recruitment of team members;
- Forming the professional and motivated teams.

4. Qualifications and Experience

The Expert is expected to have the following qualifications:

- Minimum 5 years of relevant experience in the HRM area;
- Experience in HR audit of personnel administration process and adjustment to legal requirements
- Experience in organizational structures and Job description process setting up
- Strong knowledge of the HR management, primarily experience in consulting (the recruitment, hiring),
- Excellent active listening, negotiating and presentation skills;
- Competence in adjustment and effective management of interpersonal relationships at all company levels;
- Good understanding of the current public administration reform process in Ukraine;
- Experience in project management;
- Excellent command of English and Ukrainian (both writing and verbal);
- Able to work under pressure, overtime and to strict deadlines.
- Education in HR management will be an advantage.

5. Duration, timing, and location

The total duration of the consultancy is expected to be up to 6 months, with possible extension. LOE is no less than 20 days a month. The start of consultancy is April 28th, 2016. The expert will be subordinated to the First Deputy of Minister. Up to 40% of work will be performed in the Ministry of Economic Development and Trade (12/2 M. Grushevs'kyi Street) the rest 60% will be devoted to site visit of the mentioned above SOEs .

6. Submissions

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on April 22th, 2016 to the following address: prsm@fsr.org.ua. All submissions must include:

- 1) A summary (max. 2 pages) of the applicant's expertise and experience (in English);
- 2) Applicant's CV (in English);
- 3) Three names of referees;
- 4) *Proof of previous experience – only for shortlisted candidates.*

7. Evaluation Criteria

All applications received by the stated closing date will be evaluated and ranked according to the selection criteria below:

Criterion	Weight
Education: HR, public administration, economy, finance, law, business administration, etc.	20%
Experience: <ul style="list-style-type: none">• Minimum 5 years of experience on the position of HR manager in multinational corporations with focus on HR audit of personnel administration processes and adjustment to legislative requirements;• Experience in organizational structures and Job description process setting up;• Experience in project management;• Competence in adjustment and effective management of interpersonal relationships at all company levels.	40%
Skills: <ul style="list-style-type: none">• Excellent active listening, negotiating, analytical and presentation skills;• Good understanding of the current public administration reform process in Ukraine;• Advanced computer skills;• Foreign languages: English fluent.	20%
Reasonableness of rate	20%
<i>Total</i>	<i>100%</i>

Following completion of the technical review, a Selection Committee comprised of representatives of the Ministry, the PMO and PRSM will evaluate the applications. Shortlisted candidates will be invited for an interview.