

### TERMS OF REFERENCE

#### LEGAL EXPERT

FOR THE NATIONAL AGENCY OF UKRAINE FOR FINDING, TRACING AND MANAGEMENT OF ASSETS DERIVED FROM  
CORRUPTION AND OTHER CRIMES

ToR Date of Issuance:	<b>Feb 16, 2017</b>
Due Date for Applications:	<b>Mar 03, 2017</b>

*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

National Agency of Ukraine for finding, tracing and management of assets derived from corruption and other crimes (ARMA), is a newly established specialized agency in the sphere of anticorruption reform, actually started its activity with appointment of its Head (middle of December, 2016). As a final chain in creation of the anti-corruption bodies in Ukraine, ARMA has faced considerable political (inside and outside the country) and civil society pressure to commence operations even in the absence of human resources.

The reform of asset recovery & management system is taking place in accordance with the State Anticorruption policy in Ukraine (for year 2014-2017) and recommendations of Sixth Progress Report on the Implementation by Ukraine of the Action Plan on Visa Liberalization.

#### Objective of the Reform Initiative

Create a background for institutional setting-up of the Agency via developing tools and procedures ensuring ARMA's smooth operation launch in May 2017.

**Position Summary:**

The **Legal Expert** will provide legislation drafting support to ARMA's full scale launch.

**Preferred Qualifications and Skills:**

- Master degree in Law;
- At least 3 years of extensive practical experience in national and secondary legislation development and drafting;
- Understanding of public governance internal processing mechanisms;
- Understanding of GOU anti-corruption and law-enforcement agencies day-by-day activities would be a definitive asset;
- Understanding legislation ruling interaction with general public;
- Profile of successful legal acts adopted;
- Good command in English would be a definite asset.

**Indicative duties and responsibilities:**

- Develop of ARMA's regulatory framework (including facilitation of the work of ad-hoc expert working groups created for legal drafting);
- Support the process of state registration of prepared regulatory documents;
- Provide legal advice on overall functioning of the ARMA, ensuring legal certainty of decisions taken by the ARMA;
- Participate in internal and public discussion of the Draft by-laws, provide necessary explanations and clarifications.

**Contract Duration and Timing:**

Short term expert deployment for approximately 3 months, based in Kyiv.

**To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on March 3, 2017 to the following address: [prsm@fsr.org.ua](mailto: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 **Legal Expert for the ARMA** 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 March 3 2017.*