

PROFESSIONALS FOR REFORM SUPPORT MECHANISM

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

TERMS OF REFERENCE PROJECT MANAGER ON PROBATION RESPONSIBLE FOR REFORM OF PENITENTIARY SYSTEM

ToR Date of Issuance:	May 17, 2016
Due Date for Applications:	17:00, June 3, 2016

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.

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.

PRSM is a program of the Ukrainian non-government organization “Foundation for Support of Reforms in Ukraine” (the Foundation) which is the contracting and financial vehicle of support to the Project Management Office (PMO) of the National Reforms Council (NRC). The PMO acts as a secretariat to the NRC through managing priority reforms, ensuring coordination between relevant stakeholders and providing feedback to the NRC. Together, PMO and PRSM, provide the necessary oversight, management support and resources to deliver reforms.

The Ministry of Justice is embarking the reform of Penitentiary Service of Ukraine and implementation of Probation mechanism in particular. The current team requires an expert with human rights protection knowledge and skills in developing an independent report on the issue. Who would be able to develop methodology for implementation of Probation and its further replication through Ukraine. For the purpose of this Terms of References, “Expert” is an individual registered officially as an Private Entrepreneur, which has **proven knowledge in the mentioned above areas** and is willing to commit 6 months to the national reform of the Penitentiary Service of Ukraine.

Position Summary: Project Manager on Probation will be mainly responsible for development and implementation of the Probation Service organizational structure as well as development of methodology for implementation of Probation.

Scope of Work:

- Development of Probation Service organizational structure;
- Development of key qualification requirements for staff which will be hired for Probation Service on HQ level and regional level (including districts level);
- Collaboration with two partner projects and implementation of all practical results;
- Coordination of required legal base changes for full-scale implementation of Probation Service in Ukraine.

Qualifications and Experience

The Expert is expected to have the following qualifications:

- Education: law, economy, finance, business administration.
- Minimum 3 to 5 years of management experience in the field of human rights protection, preferably in multinational organization;
- Experience in methodology development and implementation;
- Experience in risks evaluation, independent report development, development of institution organizational structures;
- Preferably 1-2 years of experience in public sector with proved track record of implemented reforms and projects;
- Analytical and presentation skills;
- Advanced computer skills especially Microsoft Excel and Power Point.
- Fluency in English.

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 June, 2016. The expert will be subordinated to the First Deputy of Minister and a PMU Leader. The workplace will be in the Ministry of Justice (Rylskogo lane, 10).

Submissions

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on June 3rd, 2016 to the following address: prsm@fsr.org.ua. All submissions must include:

- 1) A Cover Letter (max. 2 pages) of the applicant's expertise and experience (in English);
- 2) Applicant's CV (in English);
- 3) Three names of referees;
- 4) Proposed daily fee rate in US\$
- 5) Proof of previous experience and rate – **only for shortlisted candidates.**

Please make reference to the position you are applying for at the subject line of your e-mail.

7. Evaluation

All applications received by the stated closing date will be thoroughly evaluated. Selection Committee comprised of representatives of the Ministry, the PMO and PRSM will evaluate the applications. Shortlisted candidates will be invited for an interview.