

PROFESSIONALS FOR REFORM SUPPORT MECHANISM

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

TERMS OF REFERENCE SYSTEM OF ELECTRONIC DOCUMENT EXCHANGE (SED) PROJECT MANAGER

ToR Date of Issuance:	March 31, 2016
Due Date for Applications:	17:00, April 13, 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.

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 has been established by the Government of Canada through its **Expert Deployment for Governance and Economic Growth (EDGE) Project** in partnership with the European Bank for Reconstruction and Development (EBRD). Technically, the PRSM was created on the basis of the EBRD-established Foundation for Support of Reforms, which has also been the vehicle for establishment and support of the **Project Management Office (PMO) of the National Reform Council**.

The PRSM manages placements of experts via **contractual arrangements**. Experts are contracted via Service Contract to the Foundation, with a secondment assignment to the requesting ministry, governmental institution or SoE. Requesting ministries receive the experts through completion of a Partnership Agreement between themselves and the Foundation. The agreement also outlines the responsibilities of each party regarding the initiative.

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

System of Electronic Document exchange (SED) was created in Presidential Administration of Ukraine. This solution is proposed to other government entities for free, with open code and possibility to change it to cover their needs. At this moment, the Presidential Administration received requests from 45 governmental institutions in total, and requests keep arriving.

In order to support transition process and implementation of SED in governmental institutions, Project Manager is needed.

PM's key role will be organize successful implementation process in different organizations, deliver scalability, work with customers and partners, manage further developments.

SED implementation for governmental institutions will bring number of benefits (cost, speed, effectiveness, transparency, monitoring, analytics etc.) as well as additional natural outcome – easy electronic document exchange between these institutions.

SED is a basic solution which is a base layer of e-Government implementation, more about the System is [here](#).

3. Tasks to be Performed

The Scope of Work for the position includes the following:

- 1) Manage SED implementation project:
 - Resources management;
 - Team management;
 - Project plan management including new customers.
- 2) Participation in meetings with customers, their assessment, support and SED implementation issues resolutions;
- 3) New customers engagement;
- 4) Participation in meetings with partners, ensure they focus on clients' needs;
- 5) Manage new products developments with development team;
- 6) Implementation of sustainable implementation model that can be re-applied for next customers with minimum efforts;
- 7) Project reports and assessments preparation;
- 8) Preparation of materials for publications.

List of Deliverables:

- **Successful SED launch in at least 2 ministries;**
- **Successful SED launch in at least 5 medium-to-small size governmental institutions;**
- **Management of expectations of clients and resolution of their possible limitations;**
- **Coordination between all involved parties (clients, developers, partners), issues resolution;**
- **Reform initiative visibility through media campaigns.**

4. Qualifications and Experience

The Expert is expected to have the following qualifications:

- Higher education (minimum Master/Specialist level) in, public administration, political science, law, social sciences or related field;
- Proven track record of transformation, ideally with the use of electronic systems implementation;
- Good knowledge of Government structure and functions;
- Experience of project management;
- Good interpersonal and communication skills;
- Advanced English; fluent Ukrainian;
- Desirable: Involvement in reforms showing strive and willingness to work for results.

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 18, 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).

6. Submissions

Submissions must be prepared in English and delivered electronically 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) Proposed daily fee rate in US\$;
- 5) Position name in the e-mail subject line;
- 6) *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: public administration, political science, law, social sciences or related field.	20%
Experience: <ul style="list-style-type: none">• 2 years or more experience in implementation of transformation initiatives ideally with the use of electronic system implementation;• Project Management experience;• Working experience in collaboration with governmental officials;• Good knowledge of Government structure and functions;• Preferably 1-2 years of experience in public sector with proved track record of implemented reforms and projects.	40%
Skills: <ul style="list-style-type: none">• Analytical and presentation skills;• Advanced computer skills;• Good interpersonal and communication skills;• Involvement in reforms showing strive and willingness to work for results;• 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.

8. Timing

Applications must be received no later than April 13th, 2016 17:00 Kyiv time. It is not anticipated that late applications will be reviewed; however, PRSM reserves the right to consider any late applications for review, at its sole discretion. It is anticipated that the successful applicant will be contacted after April 13th, 2016.