



## TERMS OF REFERENCE

**COMPANY: AGRITEAM CANADA CONSULTING LTD (Ukraine Office)**

**PROJECT: Support to Ukraine's Reforms for Governance (SURGe)**

**Project office name: Office for Investment projects facilitation and SMEs development in the regions**

**Position: Senior Expert**

ToR Date of Issuance:	20 December 2019
Due Date for Applications:	03 January 2020

*Agriteam is committed to provide equal employment opportunity for all employees and applicants on the basis of merit.*

### **About Agriteam Canada:**

Agriteam Canada is one of Canada's leading international development firms, providing management and technical expertise to developing and transitional country partners on projects that promote sustainable growth and meaningful opportunities for people to improve their lives. Over the past 30 years, we have implemented over 370 projects in more than 65 countries.

Agriteam has two offices in Canada and 11 offices around the world, including an office in Ukraine. Over the almost thirteen-year of Agriteam presence in Ukraine, the team successfully implemented five international technical assistance projects.

### **About the SURGe Project:**

In October 2019, Agriteam Canada launched a new five-year project in Ukraine: **Support to Ukraine's Reforms for Governance (SURGe)**.

SURGe's Ultimate Outcome is to help the Government of Ukraine (GoU) to deliver governance and economic reforms that better respond to the needs of its citizens. To achieve this, the Project will strategically enhance and strengthen the GoU's reform management functions, namely its capacity to undertake planning and analysis of reforms that consider citizen impact and to implement these reforms.

### **Reform Initiative and Position Summary:**

The Government of Ukraine (GoU) is considering the establishment of the **Office for Investment project facilitation and SMEs development in the regions** to enhance capacity of government institutions at the national and subnational levels to prepare and implement investment projects, develop the competences of amalgamated territorial communities (ATCs) to identify, plan, design and implement investment projects in results-based way, with consideration of community needs, development of small and medium-sized enterprises in the regions, including women-led entrepreneurship.

Under the SURGe Project, a team of experts will be deployed to the Government of Ukraine to:

- I. Increase capacity of ATCs to drive investment projects that create jobs and meet community needs, identify investment opportunities, develop strategies, design investment projects, attract appropriate financing and implement investment projects;

- i. Increase capacity of local authorities to develop methodologies and tools to facilitate investment processes in the regions;
- ii. Support small and medium-sized enterprises, including women-led businesses, in the regions to have access to information, methodologies, tools and governmental support.

For this reform, the SURGe Project is looking for **Senior Expert** who will work with the team to implement the workstreams outlined above.

The expert will be based in Kyiv.

**Level of Effort:** Full time.

The duration of the contract is till June 2020 with a possibility of extensions (subject to additional approvals and results during the previous contract).

For contracting (after the job offer is made), the selected candidate should be able to get registered as a Private Entrepreneur of the 3<sup>rd</sup> group (consultancy services).

**Indicative Duties and Responsibilities (scope of work):**

1. Together with other experts in the team: define a work plan (general scope of work outlined in the *Reform Initiative and Position Summary* section);
2. Ensure delivery of the results as per the agreed scope of work;
3. Develop tools, methodologies and procedures to effectively implement investment projects (including project prioritization and structuring);
4. Design practical guide to enhance ATCs capacity building programs;
5. Develop recommendations for creation of software and electronic services (if needed) to improve investment projects implementation;
6. Design and deliver pilot projects in the regions;
7. Develop tools and methodologies to promote development of SMEs in the regions.

**Preferred Qualifications and Skills:**

1. Highly experienced project manager with a strong understanding of GoU economic growth vision and regional development reform agenda, and excellent knowledge of project management principles. Experience in implementing project management practices;
2. Impeccable ethical standards;
3. 7+ years of professional experience in business, consulting related to project management, or related areas, including 3+ years of senior management experience;
4. Preferred: experience in advising the Government in consulting roles (in a reform office or international assistance project);
5. Strong people management skills;
6. Skills in operational process analysis and optimization;
7. Fluent English and Ukrainian.



**To apply:**

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on 03 January 2020** to the following address: [valerijas@agriteam.ca](mailto:valerijas@agriteam.ca).

**All submissions must include:**

- 1) Applicant's CV;
- 2) Applicant's letter of interest.

Please ensure to state **Senior Expert - Investment project facilitation and SMEs development in the regions** in the e-mail subject line.

Applications received after the indicated deadline and/or without letter of interest will not be reviewed and considered.

*Please note: only short-listed candidates will be contacted for follow-up. We do not welcome unsolicited phone calls.*