

PROFESSIONALS FOR REFORM SUPPORT MECHANISM

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

TERMS OF REFERENCE

TEAM LEADER OF DECENTRALISATION MANAGEMENT OFFICE

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

1. Purpose of the Reform Initiative

Within the framework of reforms under the Strategy 2020, the National Reforms Council and line Ministries are working on implementation of decentralization reforms. The Ministry of Regional Development, Construction, Communal Service and Housing (Minregion) is responsible for the coordination of implementation of decentralisation reforms. Key stakeholders of the decentralisation reforms include the Verkhovna Rada, variety of ministries and other agencies, oblast and regional government, local communities, others.

Minregion has decided to establish an Decentralisation Management Office (DMO) that will act as donor-funded non-government office with certain mandate from the Minregion to coordinate and support the decentralisation reforms activities conducted by Minregion. The office will be supervised by the Steering Committee to plan, implement, communicate and coordinate multiple stakeholders of the decentralisation reforms. Based on the reform framework, it is planned that DMO will cover three sectors:

1. Community amalgamation;
2. Competencies devolving between executive power bodies and different level self-government bodies;
3. Decentralising of sectors (health, education, social policy, administration services, police, etc.)

2. Scope of work

The incumbent will be responsible for establishment and overall development of the DMO. Indicative work may include the following:

Establishment of DMO

- Establishment of DMO in close collaboration with Minregion
- Recruitment of staff
- Development of procedures and processes for DMO; establishment of reporting guidelines
- Development of each functional area within the approved structure
- Definition of deliverables for each of the functional areas of DMO

Management

- Overall daily management of the DMO and team oversight;
- Reporting to the Minregion and steering committee;
- Financial management of the DMO in close collaboration with the funder
- Supervision of planning and reporting
- Proper internal and external communication of the DMO

Operations

- Develop of DMO work plan in close cooperation with Minregion and Steering committee
- Develop and deliver products related to decentralisation reforms management as per plan
- Create learning tools and ensure knowledge transfer
- Continuous liaison with reform stakeholders
- Effective coordination of donors in the sector

3. Qualifications and Experience

The incumbent is expected to have the following qualifications:

- Proven ability to lead a team of experts in donor-funded, business or public projects;
- Preferably at least ten years of experience in project management, legal, regulatory or other related areas
- Experience in reforming national and local government institutions, towards organizational and service providing restructuring in Ukraine or CEE;
- Experience to manage relationships with high level officials;
- Understanding of the reform agenda, especially decentralization, deregulation, public administration, administrative services reform, with professional involvement over the past five years
- Well-developed contacts among government institutions, donors and expert circles.

4. Duration, timing, and location

The total duration of the consultancy is expected to be 12 months, with possible extension for another 12 months. The expert will report to the Steering Committee comprising of representatives of Minregion, EDGE and other. The workplace will be in the premises of the Minregion.

5. Submissions

The candidate should be registered as a private entrepreneur (or will be registered before signing the employment agreement). Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on June 17, 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) that explains how the candidate meets the criteria listed above;
- 2) Applicant's CV (in English);
- 3) Three names of referees;
- 4) *Proof of previous experience – only for shortlisted candidates.*