**TERMS OF REFERENCE**

**Project Manager/Legal Adviser**

**(Customs Reform)**

1. **Objective(s) and Linkages to Reforms**

The Project Manager/Legal Adviser (Category 2, Customs Reform) will be a full-time consultant in the Reform Support Team at the Ministry of Finance of Ukraine (MoF).

The Recovery and Reform Support Team (RST) at the Ministry of Finance of Ukraine (MoF) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA)[[1]](#footnote-2) programme that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms.

Competencies of the RST include the following core capacities:

* Economic and legal analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.), and
* Reform program planning, implementation and coordination (inc. performance indicators, progress reports, program management, monitoring and coordination, project proposals preparation etc.).

The main objectives of Customs Reform are full harmonisation of customs legislation with EU acquis, as well as supporting facilitation of international trade by systemisation of customs processes and procedures, and by the establishment of clear rules both for the customs officers and for business based on EU practice.

Consulting services under this Agreement shall be focused on consulting and assistance in the following area:

* Making research on practical use of certain parts of EU customs legislation and their comparison with Ukrainian one;
* Development certain parts of drafts Ukrainian customs legislation for consideration and further discussion with senior reform team members, international experts, MoF’s employees and management;
* Support with other tasks within Customs Reform agenda.
1. **Position and Reporting Line**

The Project Manager/Legal Adviser will support the RST and the Ministry in the stated reform focus area and will be subordinated to the Reform Coordinator and RST Director.

1. **Duration and Proposed Timeframe**

The initial consultancy assignment is expected to start in October 2025. Subject to the availability of funding, performance of the selected consultant and the specific needs of the RST, this appointment may be extended. The probation period is two months.

1. **Main** **Duties, Responsibilities and Deliverables**

**Main Duties and Responsibilities**

The consultant will provide support to the Ministry with the following:

*a. Support with the facilitation of reform implementation process*

i. support and facilitation of Reform Support Team activities;

ii. engagement and cooperation with relevant stakeholders (experts, other Ministries and government officials, municipalities, sovereign borrowers, donors, IFIs, and other counterparts concerning issues of the reform;

iii. support with the resolution of problems and obstacles encountered during implementation, identification and communication of issues requiring a decision of the Reform Coordinator and/or RST Director.

*b. Reform Teams (Working Groups) support*

i. legal and project management support (development of legislation, project/reform implementation plan, risk management, change management, etc.);

ii. support with the organization of meetings, events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals;

iii. preparation of timely and quality reports and status updates on reform implementation progress to the Reform Coordinator and the RST Director, as well as for publication.

**Main anticipated deliverables:**

* Legal advice and drafting certain parts of legislation within the Customs Reform agenda;
* Data and information research, analysis of the global best practices and possible ways of their adaptation;
* Support in drafting reform proposals, analysis of EU Customs Blueprints and development inputs to further stages of Customs Reform’s action plans;
* Cooperation with other reform teams, MoF senior management and employees, other state bodies, donors, IFIs, experts, and other stakeholders;
* Participation in the development of the Communication plan of certain parts of the Customs Reform;
* Support of organization of events, round tables, conferences and forums to engage stakeholders on key Customs Reform themes and policy proposals;
* Regular progress reports on reform development and implementation.
1. **Qualifications, Skills and Experience**
	1. ***Qualifications and skills***:
* Master’s degree, preferably in Law, Customs, Foreign trade, Economics;
* Strong analytical skills, ability to collect and process large volumes of information;
* Experience in structuring different types of information, legal acts preparation;
* Strong organizational management, communication and presentation skills;
* PC literacy (Word, Excel, PowerPoint, Project; Visio is an asset);
* Fluency in Ukrainian and English.
	1. ***Professional experience:***
* Minimum 5 years of general professional experience, including a minimum 3 years of relevant professional experience in Law, Customs, Foreign trade, Economics;
* Knowledge of respective regulatory frameworks will be a great asset.
	1. ***Other experience:***
* Good understanding of the customs system in Ukraine;
* Understanding of the decision-making process at the government level;
* Experience in translating official documents, agreements and business correspondence is an asset;
* Familiarity with the reform agenda in Ukraine (especially in the financial sector), a good understanding of the policy formulation process is an asset.
1. **Funding Source**

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). Contributors to the MDA are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Slovenia, Sweden, Switzerland, the United Kingdom, the United States and the European Union.

Please note that selection and contracting will be subject to the availability of funding.

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by 23:59 (Kyiv time) on 24 September 2025 to hr@uraf.org.ua. All submissions must include a completed Application Form NDA Form, the candidate’s Curriculum Vitae and contact details for three referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications that are submitted using the correct template and are fully completed will be considered.

Important notice: only Ukrainian nationals are eligible to apply; civil servants are not eligible for applying unless the 6 months period has elapsed since they have left such employment.

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates may be invited to a written test. Only shortlisted candidates will be invited to the interview.

1. Ukraine Recovery and Reform Architecture (URA) is a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union, to support critical recovery and reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD. [↑](#footnote-ref-2)