**TERMS OF REFERENCE**

**Improvement of International Financial Cooperation Process**

**(Category 1, Senior Project Manager / Legal Adviser)**

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

The Senior Project Manager (Category 1, Improvement of International Financial Cooperation Process) will be a full-time consultant in the Recovery and 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-1) 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 functions:

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

The Improvement of International Financial Cooperation Process reform area is aimed at creating a comprehensive approach to improving the process of cooperation with international financial institutions (IFIs), in particular by improving the monitoring of loan portfolio and disbursement level, improving the process of coordination of IFI projects, reviewing the processes inside the Ministry of Finance, among others.

Consultancy services under this Assignment shall be focused on assistance in the following area:

* support the RST in the improvement of the international financial cooperation process through the implementation of the reform focus areas.

1. **Position and Reporting Line**

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

1. **Assignment Start Date and Duration**

The initial consultancy assignment is expected to start in March 2025. Duration of the assignment is subject to the availability of project funding, the consultant's performance, and the specific requirements of the RST. 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 coordination and facilitation of reform implementation process:

* Сoordination and facilitation of RST activities;
* 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;
* Resolution of problems and obstacles encountered during implementation, identification and communication of issues requiring a decision of the RST Director;
* Project management support (development of project/reform implementation plan, risk management, change management, etc.);
* Organisation of meetings, events, round tables, conferences, and forums to engage stakeholders on key reform themes and policy proposals;
* Preparation of timely and quality reports and status updates on reform implementation progress to the RST Director, as well as for publication.

***Core deliverables:***

* Review and drafting of new regulatory changes/undertakings aimed at improving disbursements and resolving critical issues affecting the projects financed by IFIs, including IFI-financed SME lending projects, in particular, the activities of banks and/or final beneficiaries (the law of Ukraine on international treaties, Resolution CMU # 70, Budget code, Civil code etc.);
* Build project management capacity at various levels by improving the legal framework with quick fixes and establishing better collaboration between the MoF, line ministries, Intermediary banks and the Agent bank, IFIs and local authorities; revision of this approach regarding the sovereign, sub-sovereign loans and state guarantees;
* Development and approval of an IFI portfolio monitoring procedures and standards applicable to all IFI loans, including the application of the EU best practices in terms of the IFI project implementation management;
* Development of recommendations on loan portfolio optimisation to increase the level of IFIs disbursement;
* Drafting of loan fund transfer agreements, agreements on subfinancing, agency agreements, and monitoring the need for changes to them;
* Development of a strategic framework and action plan to optimize activities of banks in SME lending projects, a mechanism for loan fund reuse in IFI-financed projects, and recommendations for implementing a new lending model for SMEs, considering the Ministry of Finance's experience in such projects;
* Development and implementation of a tool for forecasting credit risks and a mechanism for regular analytical financial information within the framework of projects financed by IFIs in the field of lending to SMEs;
* Development of recommendations on eliminating bottlenecks and obstacles to the effective implementation of IFI projects;
* Analysis of existing projects for the feasibility of their further implementation;
* Development of a mechanism for responding to arrears of banks and/or final beneficiaries in the implementation of projects financed by IFIs in the field of SMEs lending;
* Development of recommendations on improving the procedures of the project cycle of IFI investment projects.

1. **Qualifications, Skills and Experience**
   1. ***Qualifications and skills***:

* Master’s degree in Law, Financial and/or International Law;
* Experience in managing the implementation of complex public sector investments/transactions;
* Strong organisational management, communication and presentation skills;
* PC literacy (PowerPoint, Project, Excel, Word);
* Fluency in Ukrainian and English (no less than IELTS 6.5);
* Good interpersonal skills.
  1. ***Professional experience:***
* Preferably more than 7 years of general professional experience (minimum 5 years of relevant professional experience in IFI or public finance-related development projects or banks);
* Knowledge of respective regulatory frameworks will be a great asset.
  1. ***Other experience:***
* Proven knowledge and professional experience in international law;
* Experience in corporate governance and administration of large companies in Ukraine or abroad;
* LLM degree in financial law is an asset;
* Experience of cooperation with IFIs is an asset;
* Familiarity with the reform agenda in Ukraine (especially in the financial sector) and a good understanding of the policy formulation process are assets.

1. **Funding Source**

The funding source of this assignment is the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA), contributors to which are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom and 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 9 March 2025, 23:59 (Kyiv time) to mof.rst@reforms.in.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-1)