**TERMS OF REFERENCE**

**Improvement of International Financial Cooperation Process**

**(Category 1, Senior Project Manager)**

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) was launched in October 2016. The RST is a group of Ukrainian professionals (non-public servants) funded on a temporary basis by donors that provides targeted technical support and assists the Ministry in the design and implementation of sectoral strategies and 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 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.

To overcome the consequences of war and in view of the need to start the reconstruction process, one of the current priorities of the IFI reform is to organize an effective, coherent, transparent, and inclusive system for attracting financial support from various sources to finance Ukraine's immediate financial needs as well as future economic recovery and reconstruction, and provide support to the operations of the Multi-Agency Donor Cooridnation Platform (MDCP).

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

* Work with the Recovery and Reform Delivery Office (RDO)/Secretariat of the Cabinet of Ministers of Ukraine (SCMU), the Ministry for Communities, Territories and Infrastructure Development of Ukraine, the State Agency for Restoration and Infrastructure Development of Ukraine, and other stakeholders on the coordination of establishing an effective system for attracting macro and financial support both for Ukraine’s state budget and economic recovery and reconstruction, in particular through providing support to the operations of MDCP.

1. **Position and Reporting Line**

The Senior Project Manager will support the RST in the stated focus area and will be subordinated to the RST Director.

1. **Duration and Proposed Timeframe**

The initial consultancy assignment is expected to start on 24 June 2024 and has an estimated duration until August 2025. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, this appointment may be extended.

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

***Main duties and responsibilities:***

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.

***Main anticipated deliverables:***

* Coordination of organisation of an effective system of attracting macro and financial support both for Ukraine’s state budget and economic recovery and reconstruction jointly with the RDO/SCMU, the Ministry for Communities, Territories and Infrastructure Development of Ukraine, the State Agency for Restoration and Infrastructure Development, and other stakeholders;
* Support to the development of a matrix of needs, identifying the government’s financing needs, matching of recovery resources to priorities/needs, and identification of gaps, jointly with the RDO/SCMU, the Ministry for Communities, Territories and Infrastructure Development of Ukraine, the State Agency for Restoration and Infrastructure Development, and other stakeholders;
* Development of reform plans and alignment of coordination efforts, jointly with the RDO/SCMU, the Ministry for Communities, Territories and Infrastructure Development of Ukraine, the State Agency for Restoration and Infrastructure Development, and other stakeholders;
* Support to the operations of the Multi-Agency Donor Coordination Platform;
* Build project management capacity by improving the legal framework and establishing better collaboration between the MoF, line ministries, IFIs, and foreign governments;
* Improve and intensify cooperation between the MoF, other ministries, foreign governments, IFIs, and other counterparties;
* Provide support to technical-level preparatory meetings among key stakeholders;
* Improve and intensify engagement of IFI and other counterparties;
* Support project pipelines and other work underway.

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

* Master’s degree in Finance, Economics, Accounting/Auditing, Business Administration, International Relations;
* Experience in managing implementation of complex public sector investments/transactions;
* Strong organisational management, communication and presentation skills;
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
* Fluency in Ukrainian and English (No less than IELTS 6,5);
* Good inter-personal 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 in respective regulatory framework will be a great asset.
  1. ***Other experience:***
* Experience in corporate governance and administration of large companies in Ukraine or abroad;
* Experience of cooperation with IFIs 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, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor.

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 16 June 2024 to mof.rst@reforms.in.ua. All submissions must include a completed Application Form [https://www.mof.gov.ua/uk/vacancies-RST], NDA Form, the candidate’s Curriculum Vitae and Reference Letter from a recent supervisor (original in English, or Ukrainian with English translation) together with the contact details of two further 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.