**TERMS OF REFERENCE**

**Public Finance Management Reform and Budget Expenditures Optimization**

**(Category 1, Senior Project Manager / Audit Coordinator)**

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

The Senior Project Manager / Audit Coordinator (Category 1, Public Finance Management Reform and Budget Expenditures Optimization) 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, project proposals preparation etc.).

The RST assists the Ministry in coordinating the implementation of reforms in line with the EU Commission's annual Enlargement Report on Ukraine, the Ukraine Plan developed to support the implementation of the Ukraine Facility Plan[[2]](#footnote-2), the provisions of the Ukraine Facility Regulation #2024/792, the Framework Agreement between the EU and Ukraine on specific arrangements for the implementation of Union funding under the Ukraine Facility, and key strategic documents of the Government of Ukraine.

The newly created Subdivision on Coordination of Ukraine Plan Implementation (Subdivision) within the Ministry of Economy (MinEconomy) is the National Coordinator tasked with overseeing the Ukraine Plan monitoring. The Subdivision will consist of nine civil servants and will be supported by a dedicated sub-unit within the RST in the Ministry of Economy (MinEconomy). The National Coordinator’s Team, in a broader sense, will also include relevant departments in line ministries supported by respective RST teams, as well as by the Recovery and Reform Delivery Office of the Cabinet of Ministers (RDO). All RSTs and the RDO are expected to support the MinEconomy’s staff in coordinating and monitoring the implementation of the Ukraine Plan, including in cooperation with other line ministries, specifically the Ministry of Finance, and European partners.

A separate structural subdivision, supported by the RST, will be established within the Ministry of Finance, which will verify the report on the implementation of measures set out in the Ukraine Plan by the Responsible Authorities.

The Senior Project Manager/Audit Coordinator (SPM) is expected to support the audit activities within the project and deliver reporting documentation in accordance with Ukrainian and international standards. The assignment will include analytical work with large datasets of information, assisting the Ministry of Finance in preparing various financial reports, analytical papers, and reviews in accordance with Ukrainian and international standards. The SPM is also expected to be a capable team player, able to assist in building coordination networks among relevant colleagues from other government agencies and ministries and the RDO.

**2. Position and Reporting Line**

The SPM will be subordinated to the Director of the RST MoF but will be in close contact with the responsible Unit at the Ministry of Finance.

**3. Assignment Start Date and Duration**

The initial consultancy assignment is expected to start in October 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.

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

***Main duties and responsibilities***

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

* assisting in fostering engagement and cooperation with relevant stakeholders (primarily the Ministry of Finance) concerning issues of the audit of Ukraine Facility and Ukraine Plan implementation;
* contributing to conducting audit and financial analysis within the architecture of the audit of the Ukraine Plan;
* preparing timely and quality reports and status updates on reform implementation progress for the relevant Head of Department of the MoF, the Deputy Minister of Finance, the RST Director, and other stakeholders as assigned.

***Key deliverables:***

* financial analysis of key financial KPIs defined by the European Union’s Regulation, including auditing Ukraine’s performance on investment indicators;
* assessment of the use of macro-financial support within the framework of the Ukraine Facility as part of regular audits;
* monitoring reports (annual, monthly, weekly) in accordance with the requirements of the Ukraine Plan;
* data tables and charts for ongoing analysis of risks;
* regular reports on RST progress, challenges and achievements within the process of implementation of the Ukraine Plan.

**5. Qualifications, Skills and Experience**

***5.1 Qualifications and skills****:*

* Master’s degree in Finance, Economics, Accounting/Auditing, Business Administration, International Relations or other related fields;
* Internationally recognised certification for auditors would be an advantage;
* Knowledge in managing and auditing the implementation of complex public sector investments/transactions;
* Strong analytical, communication, and presentation skills;
* Excellent verbal, written, and communication skills;
* Advanced level of PC literacy (PowerPoint, Project, Excel, Word);
* Fluency in Ukrainian and English;
* Good interpersonal skills.

***5.2 Professional experience:***

* Preferably more than 7 years of general professional experience (minimum 5 years of relevant professional experience in international financial institutions or public finance-related development projects, auditing, or banking sector);
* Knowledge of respective regulatory framework will be a great asset.

***5.3 Other competencies:***

* Proven knowledge and professional experience in finance and public policy development, strategic planning and project management;
* Previous experience working for international companies/organisations;
* Relevant professional experience in international financial institutions will be an asset;
* Familiarity with Ukraine’s current reform agenda, and a good understanding of policy formulation processes and policy dialogues.

**6. 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, Slovenia, 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.

**7. Submissions**

Submissions must be prepared in English only and be delivered electronically by 24 September 2025, 23:59 (Kyiv time) 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 have been 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 to apply unless 6 months have elapsed since they left such employment.**

**8.** **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)
2. https://www.ukrainefacility.me.gov.ua/ [↑](#footnote-ref-2)