



Individual TORs for the Prime Minister's Reforms Delivery Office Consultants

POSITION: *Executive Director*

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Executive Director of the RDO will be subordinated to the Minister of the Cabinet of Ministers of Ukraine and responsible for (1) effective operational management of the RDO (2) overall coordination and monitoring of the reforms implementation in the Government (3) facilitation in communication of the reforms (4) cooperation with donors and IFIs.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Ensure transparency of the reforms development and implementation processes;
- Maintain regular communication with the Prime Minister to ensure that the reports and analyses have been prepared and drafted with the appropriate quality;
- Oversee the reforms progress ensuring that delivery of the activities is performed within the agreed timescale and budget;
- Raise issues and red flags as well as propose solutions within reforms development and implementation processes to the Prime Minister;
- Define, develop and implement project management practices, governance standards, business processes and performance metrics;
- Build and manage the RDO team:
 - ensure the effective management of the team including project managers, other consultants, external consultants and short-term experts;
 - develop and implement performance assessment system of the team;
 - oversight the work of the project managers;
- Ensure effective communication and partnership with national and international counterparts, donors and civil society;
- Ensure high quality information and visibility of the RDO activities;
- Perform reporting to the Prime Minister and the NRC, and provide information for semiannual reports to the international donors;



4. Main anticipated deliverables:

- Recruitment of all the RDO staff;
- Reform implementation plans and progress reports on defined reforms;
- RDO working standards and plan/report/presentation, templates of the other documents;
- Reforms progress reports – on a monthly basis to the Prime Minister;
- Information for semiannual reports to the international donors in a required format;
- Regular communications with the public on reforms progress.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- Impeccable ethical standards, outstanding leadership skills;
- At least a Master degree in economics, finance or management;
- Proven ability to lead a team of experts in donor-funded, business or public organizations;
- Experience in high-level negotiations, strong communication and presentation skills;
- Strong analytical skills with the ability to interpret complex legal, commercial and financial information;
- PC literacy
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- More than 10 years of general professional experience, working for international companies is an asset;
- At least 5 years of proven managerial experience in project management, public or business administration, business consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in project management;
- Proven work experience in coordinating and supporting the formulation and development of policies, procedures and guidance, requiring effective facilitation and consensus-building skills;
- Good understanding of the reform agenda in Ukraine;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of the quarterly performance reports

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



POSITION: Senior program manager (monitoring and reporting team)

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

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The Senior program manager is responsible for (1) development of the annual work plan of the reforms implementation, reports and status updates on reform implementation progress (2) effective operational management of the Monitoring and reporting team of the RDO (3) development of an internal documents (budget, plan, reports) requested by donors and IFIs.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordination and facilitation of development of the yearly Government Reform Plan;
- Coordination and monitoring of reforms, preparation of the aggregated and detailed reports on reforms' implementation proceeding for the RDO Executive Director and relevant stakeholders;
- Management of the Monitoring and reporting team;
- Development of the RDO internal documents (budgets, reports) requested by the international donors and IFIs.

4. Main anticipated deliverables:

- Annual work plan of the reforms implementation;
- Regular aggregated progress reports on the reform development and implementation to the RDO Executive Director and relevant stakeholders.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- Impeccable ethical standards, outstanding leadership skills;
- At least a Bachelor degree in economics, finance, management. Master degree is an asset;
- Strong analytical skills with the ability to interpret complex legal, commercial and financial information;
- PC literacy (advanced PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.



5.2 General professional experience:

- Preferably more than 7 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, business consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in project management;
- Knowledge and experience in corporate governance is an asset;
- Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua .

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



POSITION: *Project manager (monitoring and reporting team)*

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

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The Project manager of the Monitoring and reporting team is responsible for (1) coordination of different stakeholders (including ministries) within development of the annual work plan of reforms implementation (2) information gathering within development of monthly reports and status updates on reform implementation progress.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordination and facilitation of development of the annual Government Reform Plan on several particular reform areas;
- Coordination and monitoring of the reforms, preparation of aggregated and detailed reports on reforms' implementation proceeding on several particular reform areas;
- Development of the internal documents (budgets, reports) templates;
- Timely escalation of issues and red flags within project development and delivery processes to the RDO Executive Director;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- Annual Government Reform Plan on several particular reform areas;
- Monthly aggregated progress reports on several particular reforms development and implementation;
- Inputs to semiannual and annual reports to relevant stakeholders.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- Impeccable ethical standards, outstanding leadership skills;
- At least a Bachelor degree in economics, law, finance, management. Master degree is an asset;
- Strong analytical skills with the ability to interpret complex legal, commercial and financial information;
- PC literacy (advanced PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English



5.1 General professional experience:

- Preferably more than 7 years of general professional experience (minimum 3 years), preferably 5 years of experience in project management, public or business administration, business consulting.

5.2 Specific professional experience:

- Proven knowledge and professional experience in project management;
- Knowledge and experience in corporate governance is an asset;
- Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines
- Timely submission of quarterly performance reports

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua .

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



POSITION: Senior communications manager

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

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The Senior communications manager will provide communication support to activities of the RDO ensuring proper media coverage and public support of key reforms and initiatives.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Development and implementation of the communication strategy of reforms in general, separate priority reforms and about the RDO;
- Providing proper communication support to the RDO: ensure constant and effective communications with mass media, press service of the State authorities, industry and public institutions and civil society organizations;
- Provide support to the Executive Director and Project Managers in drafting speeches, presentations, press articles and other documents;
- Leads, directs and delivers a broad range of communications services for the RDO including: quick response; media relations with domestic and international media; news releases and backgrounders; publications content; speech writing; notes and strategies for legislative introductions; web content; media monitoring; events planning/management and public communications;
- Development of the communications materials including creation of the visual content.

4. Main anticipated deliverables:

- Communication strategy for reforms and RDO developed;
- Implementation plan of the Communication strategy for reforms and RDO developed;
- Ensured efficient cooperation with media and other stakeholders aimed at getting public support of key RDO activities;
- Regular progress reports on reform development and implementation.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree, preferably in communications, public relations, government relations or international relations;
- Strong analytical, communication and presentation skills;
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset);



- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 7 year of general professional experience, preferably 5 year of experience in communications or public relations;
- Experience in international organizations or projects is a plus.

5.3 Specific professional experience:

- Experience of having successfully developed, managed and implemented communications strategies and campaigns aligned to the organization objectives;
- Ability to write and proofread press releases, columns and other communications materials;
- Ability to create infographics and other visual materials;
- Public speaking and presentation skills;
- Superior verbal and written communication skills.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- Increased awareness on reform process and outcomes of reforms for citizens, activities of RDO:
 - Number of projects launched for communications support of the key reforms;
 - Digital KPI's (social media management);
 - Number of media appetences, communication materials produces, new media, civil society organizations or other stakeholder engaged;
 - Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



POSITION: *Administrative assistant*

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

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The Administrative assistant will (1) assist the RDO Executive Director with day-to-day administrative tasks, (2) provide organizational, administrative and logistical support to the RDO team.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Perform day-to-day administrative tasks of the RDO;
- Maintain calendar, schedule meetings and appointments, and make necessary travel arrangements;
- Establish and maintain office files and RDO documents, both physically and virtually;
- Prepare meeting materials, formalize agendas, record and share minutes to promote exchange of actionable information and timely decision-making;
- Assist on regular basis in drafting reports for EBRD on projects implementation and for other donors on demand;
- Provide translation support during meetings with foreign counterparts;
- Handle ad hoc tasks from Project Managers during hot periods.

4. Main anticipated deliverables:

- Storage of the RDO documents (meeting materials, minutes, reports, budgets, contracts, etc.) established.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree. Master degree is an asset;
- Strong communication and presentation skills;
- PC literacy, experience with the advanced features of email, spreadsheets, calendars, shared documents, Power Point, etc.;
- Deep expertise in Power Point presentation design, MS Project is an asset;
- Fluency in oral and written Ukrainian and English.



5.2 General professional experience:

- Preferably more than 2 years of general professional experience, preferably 1 year of experience relevant to the position

5.3 Specific professional experience:

- Excellent interpersonal and communication skills;
- Ability to broadly support managers, including experience with facilitating communications, scheduling and information management;
- Knowledge of the office and communication practices and procedures.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- Timely submission of the quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua;

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV;

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



Reform priority #1. Public administration reform (PAR), including capacity building in the Secretariat of the Cabinet of Ministers of Ukraine and e-Government

POSITION: Senior Project Manager (RP1. Public administration reform)

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

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Ukraine's Public Administration Reform Strategy for 2016-2020 (PARS) was approved by the Cabinet of Ministers of Ukraine (CMU) on 24 June 2016. It is a highly relevant and state-of-art strategic document, required overarching cooperation both on political and administrative levels for effective implementation. Successful PARS implementation also requires building new set of skills and competencies for civil servants, which allow them to perform new work activities more effectively. To better monitor and coordinate the PARS implementation, CMU established the PAR Coordination Council with Vice-prime-minister on European integration as the Head of the Council and Minister of CMU as its Deputy Head.

The PAR Senior Project Manager will ensure the coordination, monitoring and reporting of the PAR Strategy and Action Plan implementation:

- PARS implementation coordination and support to PM, VPM, PAR Coordination Council and Minister of CMU;
- Periodic PARS monitoring and evaluation, including monitoring framework and tools design and prepare regular progress reports (both internal and public);
- Support in PAR communication;
- Support in international assistance and donors coordination within PAR scope.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of PAR;
- Moderate of policy development within PAR scope making sure that all the stakeholders and appropriate relevant domestic and international expertise are engaged;
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director;
- Provide regular progress reports on the reform plan implementation to the Head, NRC and to the public;
- Ensure visibility of a PAR development and implementation;



- Resolve problems and obstacles encountered during implementation process.

4. Main anticipated deliverables:

- Developed Roadmap and work plan of the PAR;
- Regular progress reports on the PAR development and implementation;
- Inputs to reports and other materials for relevant stakeholders;
- Inputs to the PAR communications;
- PAR related international practices analysis and recommendations.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, HR, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in public administration, change management;
- Good understanding of reform agenda in Ukraine and of policy formulation process;
- Good understanding about government entities and their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV;

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



POSITION: *Senior Project Manager (RP1. Capacity building in the Secretariat of the Cabinet of Ministers of Ukraine)*

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

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Reorganization of the Secretariat of the Cabinet of Ministers of Ukraine (SCMU) is required to introduce functions and principles of the Center of Government (OECD practice) and to support and implement Public Administration reform. It covers change of internal work processes in order to make them more effective, decision-making more transparent, avoid duplication of functions with line ministries and decrease number of involved levels inside the SCMU. It also requires building new set of skills and competencies for civil servants, which allow them to perform new work activities more effectively.

The Senior Project Manager on SCMU reorganization will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on:

- Organizational Capacity Building (new organizational structure, project management);
- Internal Process Improvement (key business-processes' optimization, including strategy planning, HR, communications, etc.);
- IT-Governance (IT PMO, IT strategy development);
- E-document Management System.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate, facilitate work of working groups, consultants and other relevant stakeholders on the SCMU organizational capacity building (new organizational structure, project management), internal process and IT-governance improvement;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.



4. Main anticipated deliverables:

- Implementation plan of reorganization of the SCMU;
- New organizational structure of the SCMU introduced;
- Decision-making system in the SCMU improved;
- Improved processes on the preparation of legislative acts in the SCMU;
- Audit of IT assets fulfilled, internal IT procedures adopted;
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, HR, law, IT. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in Ukrainian and English.

5.2 General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in organizational development, change management, business processes reorganization and improvement, IT;
- Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
- Experience with government entities and their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



POSITION: Senior Project Manager (RP1. E-government)

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

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According to the United Nations E-Government Survey 2016, Ukraine is on the 62nd place of 193 countries by e-government development index. This index evaluates how ready the national governments are to use the Internet and mobile technologies for government functions. E-government is a way for government to achieve objectives to better serve people, including the poorest and most vulnerable, and for people to be involved in the design and use of public services to ensure the well-being of all. Also, it allows to ensure transparency and effective utilization of state-owned or communities-owned assets.

The Senior Project Manager on E-government will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on development of the:

- feasibility study of E-government and technical analysis of ecosystems
- TOR for E-government strategy (including e-auctions, e-registries, e-public services, e-procurement, etc.)
- roadmap of the E-government strategy development and implementation

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate, facilitate work of working groups, consultants and other relevant stakeholders on development of the E-government strategy;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- Report with results of feasibility study on business processes and existing informational infrastructure introduced
- E-government strategy TOR developed



- Roadmap of the E-government strategy development and implementation prepared
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in IT, finance, economics, business administration, HR, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in Ukrainian and English.

5.2 General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in IT, consulting, organizational development, business processes reorganization and improvement;
- Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
- Experience with government entities and their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



Reform priority #2. Social Security System and State Services' Reform

POSITION: Senior Project Manager (RP2. Social Security System)

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

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The Senior Project Manager will ensure the coordination, monitoring and reporting of the Social Support System reform:

- Coordination and facilitation of development of the parametric pension reform measures in line with the IMF program
- Development of the new target model (concept) of the pension system
- Development of the new target model (concept) of the social support system – switching from categorical to means-tested system.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of the Social Support System reform;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- Developed Roadmap and work plan of the Social Support System reform;
- Concept of the new target pension system model developed
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.



5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in public administration, change management; project management;
- Good understanding on the social support system in Ukraine and other countries;
- Good understanding of reform agenda in Ukraine and of policy formulation process;
- Good understanding about government entities and their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV;

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



POSITION: *Project Manager (RP2. Education)*

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Project Manager will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on:

- Development of the new target model for secondary education financing
- Coordination and facilitation of development of the legislation implementing the new target model for secondary education financing
- Development of the new target model for primary education financing

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of the Education reform;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- Developed Roadmap and work plan of the Education reform;
- Concept of the new target model primary and secondary education financing developed;
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);



- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 7 years of general professional experience (minimum 3 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in organizational development, change management;
- Good understanding on the Education system in Ukraine and other countries;
- Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



POSITION: *Project Manager (RP2. Healthcare)*

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Project Manager will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on:

- Coordination and facilitation of development of the draft law of national health insurance system
- Development of the concept of State Guaranteed Benefit Package of Medical Services
- Development of the concept of National e-Health System
- Coordination and facilitation of development of legislation for the State Guaranteed Benefit Package of Medical Services

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of the Healthcare reform;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- Developed Roadmap and work plan of the Healthcare reform;
- Concept of the of State Guaranteed Benefit Package of Medical Services developed;
- Concept of National e-Health System developed;
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.



5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 7 years of general professional experience (minimum 3 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in organizational development, change management;
- Good understanding on the Healthcare system in Ukraine and other countries;
- Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



Reform priority #3. Business Climate Improvement and Labor Reform

POSITION: Senior Project Manager (RP3. Business Climate Improvement)

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Senior Project Manager will ensure the coordination, monitoring and reporting of the Business Climate Improvement reform:

- Update and adopt Doing Business rating Roadmap
- Monitoring, analysis and preparation of the decision on temporary cancellation of state price regulation of food products after pilot project
- Prepare and send for approval the Concept of implementation of business self-regulation in Ukraine and Draft Law on Business self-regulation
- Permanently organize informational support and advocacy for draft laws, registered in the parliament and fulfill the Deregulation Plan and Doing Business Roadmap
- Coordinate the fulfilling of the Deregulation plan, Doing Business Roadmap and Rolling Review on CMU level.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of the Business Climate Improvement reform;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- Doing Business rating Roadmap developed
- Concept of implementation of business self-regulation in Ukraine developed
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.



5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in public administration, business development, change management, project management;
- Good understanding of regulations in Ukraine and best practices of deregulation and business climate improvement;
- Good understanding of reform agenda in Ukraine and of policy formulation process;
- Good understanding about government entities and their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV;

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



POSITION: *Project Manager (RP3. Industry Development)*

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Project Manager will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on:

- Coordination and facilitation of the development of the action plan of the National industry development committee
- Develop feasibility study on fiscally responsible solutions for industrial parks development
- Develop feasibility study on key barriers for export to EU in technical regulation sphere and develop an action plan on increasing the speed of harmonization the legislation

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of the Industry Development reform;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- Feasibility study and recommendations for industry development prepared
- Recommendations for the action plan of the National industry development committee prepared
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;



- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 7 years of general professional experience (minimum 3 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in organizational development, change management;
- Good understanding of best practices of industry development and special economic zones and industrial parks;
- Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



POSITION: *Project Manager (RP3. Labor reform)*

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Project Manager will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on:

- Development of the concept and action plan of development of the new Labor Code
- Coordination and facilitation of development of the new Labor Code

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of the new Labor Code development;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- Concept of the new Labor Code developed
- part of the new Labor Code developed
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.



5.2 General professional experience:

- Preferably more than 7 years of general professional experience (minimum 3 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in organizational development, change management;
- Good understanding on the Labor system in Ukraine and other countries;
- Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



Reform priority #4. Privatization and State-Owned Enterprises (SOE) Reform

POSITION: Senior Project Manager (RP4. Privatization and SOE reform)

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Senior Project Manager will ensure the coordination, monitoring and reporting of the Privatization and SOE reform:

- coordination and facilitation of the development of the legislation on privatization including the law to significantly reduce the list of companies banned for privatization
- development of a concept of reform for the State Property Fund (or establishment of a new privatization agency)
- coordination and facilitation of the development of a new mechanism for small-scale privatization (allowing efficient and transparent sale of smaller companies and property of SOEs)
- promoting and monitoring effective large-scale privatization on a case-by-case basis
- coordination and facilitation of the development of the legislation to create a level playing field for SOEs and private enterprises (includes identifying the instances creating discrimination between SOEs and private enterprises and proposals to remove them; as well as solving the issues of political of SOEs; ownership rights of SOEs; dividend policy for SOEs and their subsidiaries; approval of SOEs' financial plans)
- development of a concept for the National Wealth Fund, the institution to manage SOEs and public assets.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of the Privatization and SOE reform;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.



4. Main anticipated deliverables:

- New draft law on privatization developed
- Concept paper for the privatization agency developed
- Online platform for small-scale privatization launched
- Draft legal changes creating a level playing field for SOEs and private companies developed
- Concept paper for the National Wealth Fund developed
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in asset management, investment bank, project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in public administration, asset management, investment banking, business development, change management, project management;
- Good understanding of SOE in Ukraine and best practices of privatization and SOE management;
- Good understanding of reform agenda in Ukraine and of policy formulation process;
- Good understanding about government entities and their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV;

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



Reform priority #5. Energy Independence

POSITION: Senior Project Manager (RP5. Energy Independence)

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Senior Project Manager will ensure the coordination, monitoring and reporting of the Energy Independence reform:

- Coordination and facilitation of development of the amendments to the draft law on electricity market
- Coordination and facilitation of the secondary legislation development to the draft law on electricity market
- Development of the concept of coal sector reform to ensure self-financing in 3 years
- Coordination and facilitation of execution of the plan of Naftogaz restructuring
- Coordination and facilitation of the Energy Efficiency Fund launch.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of the Energy Independence reform;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- Draft law on electricity market is developed and ready for vote in 2nd reading
- Drafts of secondary legislation to the law on electricity market are developed
- Concept of the coal sector reform developed
- Timely execution of task from the plan of Naftogaz restructuring
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.



5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in energy sector, change management, project management;
- Good understanding on the energy sector and obligations of Ukraine under the 3rd Energy Package;
- Good understanding of best practices of coal sector reorganization is an asset;
- Good understanding of corporate governance is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV;

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



Reform priority #6. Decentralization

POSITION: Senior Project Manager (RP6. Decentralization)

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Senior Project Manager will ensure the coordination, monitoring and reporting of the Decentralization reform:

- Introduction of the monitoring system regarding status of transformations in the joint and other communities
- Introduction of the monitoring system (indicators and methodology) on the quality and budgetary efficiency of local communities
- Coordination of donor assistance projects to support the implementation of regional policy and decentralization reform
- Coordination of the relevant ministries on subsidies calculation for health care and education at the basic level, based on the calculation of budgetary ratios provision in accordance with the methodology.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of the Decentralization reform;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- The map of indicators and methodology of the monitoring system regarding status of transformations in the joint and other communities developed
- The system of indicators and methodology of the monitoring system on the quality and budgetary efficiency of local communities developed



- Audit of the objectives and results of donor projects conducted and recommendations developed
- Methodology for calculation of the cost of providing services in the field of health care and education at a basic level developed
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in public administration, business development, change management, project management;
- Good understanding on the decentralization process in Ukraine and best practices of decentralization from other countries;
- Good understanding of reform agenda in Ukraine and of policy formulation process;
- Good understanding about government entities and their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV;

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.



Reform priority #7. Anticorruption

POSITION: *Senior Project Manager (RP7. Anticorruption)*

ToR Date of Issuance: November 4, 2016
Due Date for Applications: November 18, 2016

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Senior Project Manager will ensure the coordination, monitoring and reporting of the Anticorruption reform:

- Development of the action plan of development of the new Anticorruption Strategy for 2018
- Coordination and facilitation of development of the Anticorruption Strategy for 2018
- Coordination and facilitation of timely implementation of the action plan on creation and capacity building of anticorruption bodies in Ukraine.

2. Duration and proposed timeframe:

Duration of the assignment is until April 30 2017 (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than December 30, 2016, including a 3-month probation period.

3. Main Duties and Responsibilities:

- Coordinate and facilitate development, monitoring and control over delivery of the Anticorruption reform;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and SCMU Head;
- Provide regular progress reports on the reform plan implementation to the Executive Director and SCMU Head;
- Ensure visibility of a particular reform development and implementation.

4. Main anticipated deliverables:

- Action plan of development of the new Anticorruption Strategy for 2018 developed
- Anticorruption Strategy for 2018 developed
- Regular progress reports on reform development and implementation;
- Inputs to semiannual and annual reports to the relevant stakeholders provided.



5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in public administration, business development, change management, project management;
- Good understanding on the system of anticorruption and law enforcement bodies in Ukraine and best practices of anticorruption reforms;
- Good understanding about government entities and their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of quarterly performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by November 18, 2016 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV;

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.