**Individual TORs for the Reforms Delivery Office**

**POSITION: *Project Manager (Monitoring and reporting team)***

ToR Date of Issuance: November 27, 2018

Due Date for Applications: December 11, 2018

# 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 are a group of Ukrainian professionals (non-civil servants) funded by 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 design and implementation of the sectoral strategies and priority reforms.

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

*Project Background*

Ukraine Reforms Architecture (URA) project is a comprehensive policy instrument deployed to support critical reform processes in Ukraine.

URA is composed of three mutually-reinforcing components:

* The Reforms Delivery Office (RDO) placed in the Cabinet of Ministers of Ukraine, coordinating and overseeing the reform processes across the Ukrainian administration;
* Reform Support Teams (RSTs) currently embedded in 7 Ministries and agencies to manage the implementation of sectoral reforms; and
* The Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR), providing high-level advice to the President, Prime Minister, line ministers and the Parliament of Ukraine.

The RDO and RSTs operate against the background of the wider Public Administration Reform (PAR) effort spearheaded by the European Union.

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

# Duration and proposed timeframe:

Duration of the assignment is until December 30, 2018 with an envisaged extension until end 2019, subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + Project management support (risk management, change management, data collection, aggregation, verification, coordination, meetings with stakeholders), where the dedicated sector manager is not recruited;
  + In close cooperation with the Secretariat of the Cabinet of Ministers (SCMU) ensure coordination and facilitate the development of the annual Action Plans of the Government of Ukraine;
  + Facilitate fulfilment of the annual Government Action Plan by all concerned stakeholders;
  + In close cooperation with the SCMU and other relevant stakeholders support coordination and monitoring of the reforms progress, prepare the aggregated and detailed reports on reforms’ implementation;
  + In close cooperation with the SCMU monitor and verify the status of implementation of the Government Action Plan using the online tool in the SharePoint system as well as develop other unified data gathering tools (if required) and timely collect corresponding data from central executive bodies (CEBs);
  + In close cooperation with the SCMU and other relevant stakeholders support the coordination of reforms implementation with relevant CEB and facilitate planning of activities of the Government;
  + Provide operational assistance to the SCMU (presentations on the priority reforms, performance indicators, minutes of the meetings if required, etc.) as part of the duties and responsibilities outlined above ;
  + Participate in development of internal RDO documents (budgets, reports, etc.);
  + Timely escalate issues and red flags within project development and delivery processes to the RDO Executive Director, Senior Program Manager and relevant stakeholders at the SCMU;
  + Ensure high quality information and visibility of the particular reform areas' development and implementation in cooperation with the RDO communication team, SCMU and other stakeholders.

# Main anticipated deliverables:

* + Project management documentation (plans, time-lines, KPIs) on reform areas for which there is no dedicated RDO expert;
  + Regular reports for the Prime-Minister on reform implementation prepared and published;
  + Annual Actions Plan of the Government of Ukraine sections prepared, adopted and updated, where appropriate;
  + Regular control of the Actions Plan of the Government of Ukraine implementation ensured though publication of progress reports and dedicated meeting with stakeholders;
  + Presentations on the priority reforms, performance indicators, minutes of the meetings prepared if required by the SCMU;
  + RDO internal documents (budgets, reports, etc.) prepared.

# Qualifications, Skills and Experience:

## 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.

## 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 related to the field of assignment.

## Specific professional experience:

* + - Proven knowledge and professional experience in project management;
    - Knowledge and experience in corporate governance or public administration is an asset;
    - Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by December 11, 2018 to the following address: [rdo@reforms.in.ua](mailto: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.

# 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 (RP2. Business Climate Improvement)

ToR Date of Issuance: November 27, 2018

Due Date for Applications: December 11, 2018

# 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 are a group of Ukrainian professionals (non-civil servants) funded by 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 design and implementation of the sectoral strategies and priority reforms.

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

* + Technical support and advocacy in the Parliament of the Business climate legislation package:
    - draft law on Doing Business (#8124)
    - draft law on business ombudsman (#4591);
  + In close cooperation with the Ministry of Economic development and trade (MEDT), State Regulatory Service (SRS) and other stakeholders support coordination of the fulfilling of the Deregulation plan and Doing Business Roadmap.

*Project Background*

Ukraine Reforms Architecture (URA) project is a comprehensive policy instrument deployed to support critical reform processes in Ukraine.

URA is composed of three mutually-reinforcing components:

* The Reforms Delivery Office (RDO) placed in the Cabinet of Ministers of Ukraine, coordinating and overseeing the reform processes across the Ukrainian administration;
* Reform Support Teams (RSTs) currently embedded in 7 Ministries and agencies to manage the implementation of sectoral reforms; and
* The Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR), providing high-level advice to the President, Prime Minister, line ministers and the Parliament of Ukraine.

The RDO and RSTs operate against the background of the wider Public Administration Reform (PAR) effort spearheaded by the European Union.

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

# Duration and proposed timeframe:

Duration of the assignment is until December 30, 2018 with an envisaged extension until end 2019, subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + In close cooperation with MEDT, Service and other stakeholders provide technical support and advocacy in the Parliament of the Business climate legislation package:
    - draft law on Doing Business (#8124)
    - draft law on business ombudsman (#4591);
  + Provide project management support to MEDT, SRS and other relevant stakeholders in the process of implementation of the business climate reform (development of project/reform implementation plan, risk management, change management, etc.);
  + Timely escalate issues and red flags within reform development and delivery processes, provide regular progress reports to the Executive Director, MERT, SES and other stakeholders;
  + Ensure coordination with RST in the MEDT and other relevant donor-funded initiatives regarding business climate improvement and deregulation reform
  + Ensure visibility of the reform development and implementation.

# Main anticipated deliverables:

* + Draft laws adopted by the Parliament;
  + In coordination with the MEDT, SES, other stakeholders “Deregulation days” organized in the CMU with the main agenda on decisions aimed to fulfil Deregulation Plan and Doing Business Roadmap;
  + Regular progress reports on the Reform development and implementation prepared and published;
  + Inputs to regular reports to the relevant stakeholders provided.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in finance, economics, business or public 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.

## 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 related to the field of assignment.

## 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;
    - Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by December 11, 2018 to the following address: [rdo@reforms.in.ua](mailto: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.

# 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: *Reform Campaigns Manager (Producer)***

ToR Date of Issuance: November 27, 2018

Due Date for Applications: December 11, 2018

# 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 are a group of Ukrainian professionals (non-civil servants) funded by 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 design and implementation of the sectoral strategies and priority reforms.

Reform Campaigns Manager will ensure cost efficient and accurate production of communication materials, editing of campaigns and effective placement of produced products.

*Project Background*

Ukraine Reforms Architecture (URA) project is a comprehensive policy instrument deployed to support critical reform processes in Ukraine.

URA is composed of three mutually-reinforcing components:

* The Reforms Delivery Office (RDO) placed in the Cabinet of Ministers of Ukraine, coordinating and overseeing the reform processes across the Ukrainian administration;
* Reform Support Teams (RSTs) currently embedded in 7 Ministries and agencies to manage the implementation of sectoral reforms; and
* The Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR), providing high-level advice to the President, Prime Minister, line ministers and the Parliament of Ukraine.

The RDO and RSTs operate against the background of the wider Public Administration Reform (PAR) effort spearheaded by the European Union.

The funding source of this assignment is the EBRD Ukraine Stabilization and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America.

# Duration and proposed timeframe:

Duration of the assignment is until December 30, 2018 with an envisaged extension until end 2019, subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + In close coordination with the Secretariat of the Cabinet of Ministers (SCMU) and other relevant stakeholders ensure coordination of Communication plans development and prioritization, executed by Communication Managers of the RDO; monitoring of their implementation,
  + Coordination of production at all stages: development and approval of scenarios, layouts and designs, postproduction;
  + Accurate placement of all produced materials: video and audio social ads, posters, newsletters, newspapers, digital products;
  + Assure proper attribution of donors' support and donor visibility for all donors of the Ukraine Multi Donor Account, as well as involvement of relevant government authorities;
  + Donor coordination in cooperation with Senior Campaigns Manager (Team Lead) of the RDO Communications Team;
  + Monitoring, evaluation and shortlisting of preferred suppliers for printed, audio and video products, ensuring smooth and accurate tendering processes;
  + Producing semi-annual reforms report design and production.

# Main anticipated deliverables:

* + Map of suppliers for audio, video, printed products based on costs/quality ratio, references and reliability/reputation developed;
  + Video and audio social ads, posters, newsletters, newspapers, digital products in accordance with campaign plans produced;
  + Video and audio social ads, posters, newsletters, newspapers, digital products placed in accordance with campaign requirements;
  + Timely publication of regular (annual, semiannual) reforms reports;
  + Timely publications on reforms on the Governmental Portal (kmu.gov.ua) and sites of relevant state bodies;
  + Regular progress reports to Senior Campaigns Manager (Team Lead) of the RDO Communications Team;
  + Cooperation with partners (EBRD, EU, bilateral donors and others, as needed) on communication and visibility projects.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor’s 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.

## General professional experience:

* + - Preferably more than 7 years of general professional experience (minimum 5 years), preferably 5 years of experience in communications or public relations.

## Specific professional experience:

* + - Proven knowledge and professional experience in communications, public relations, government relations or international relations;
    - 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.
    - Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
    - Experience in cooperation with government entities, knowledge of their mandate and processes is an asset;
    - Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria:

* + Timely submission of quarterly reports, monthly acts and timesheets of reform communication managers;
  + % of tasks delivered within deadlines.

# Submissions

Submissions must be prepared in English and delivered electronically by December 11, 2018 to the following address: [rdo@reforms.in.ua](mailto: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.

# 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: Reform communication manager (Energy sector, energy efficiency)

ToR Date of Issuance: November 27, 2018

Due Date for Applications: December 11, 2018

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 are a group of Ukrainian professionals (non-civil servants) funded by 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 design and implementation of the sectoral strategies and priority reforms.

The Reform Communication Manager will provide communication support to activities of the RDO and other involved stakeholders in planning and implementation of proper media coverage of the energy sector, energy efficiency reforms.

*Project Background*

Ukraine Reforms Architecture (URA) project is a comprehensive policy instrument deployed to support critical reform processes in Ukraine.

URA is composed of three mutually-reinforcing components:

* The Reforms Delivery Office (RDO) placed in the Cabinet of Ministers of Ukraine, coordinating and overseeing the reform processes across the Ukrainian administration;
* Reform Support Teams (RSTs) currently embedded in 7 Ministries and agencies to manage the implementation of sectoral reforms; and
* The Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR), providing high-level advice to the President, Prime Minister, line ministers and the Parliament of Ukraine.

The RDO and RSTs operate against the background of the wider Public Administration Reform (PAR) effort spearheaded by the European Union.

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

# Duration and proposed timeframe:

Duration of the assignment is until December 30, 2018 with an envisaged extension until end 2019, subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + In close coordination with the Secretariat of the Cabinet of Ministers (SCMU) and other relevant state bodies ensure development and implementation of the communication strategy of relevant reforms;
  + Communications with mass media, press offices of the state authorities, industry and public institutions, and civil society organizations;
  + Provide support to the government speakers in drafting speeches, presentations, press articles and other documents;
  + Develop the communications materials including creation of the visual content;
  + Assure proper attribution of donors' support and donor visibility for all donors of the Ukraine Multi Donor Account, as well as involvement of relevant government authorities;
  + Coordination and alignment with major partners (e.g. EBRD and EU Delegation) regarding reforms communication and communication campaigns;
  + Coordination with RSTs regarding reforms communication.

# Main anticipated deliverables:

* + In close coordination with concerned state bodies relevant communication strategy and implementation plan for relevant reforms developed and implemented;
  + Communication events on reforms conducted in close coordination with concerned state bodies;
  + Coordination and alignment with the press services of the ministries, the Department of Communications of the Secretariat of the Cabinet of Ministers aimed at galvanizing public support for reforms;
  + Communication materials on reforms - newsletters, reports, web content, press- articles, posts for media and social media;
  + Cooperation with partners (EBRD, EU, bilateral donors and others, as needed) on communication and visibility projects.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor’s 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.

## General professional experience:

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

## Specific professional experience:

* + - Experience of having successfully developed, managed and implemented communications strategies and campaigns aligned to the organization objectives;
    - Experience in working in the field of energy sector would be considered an asset’
    - Ability to write and proofread press releases, columns and other communications materials;
    - Ability to create info graphics and other visual materials;
    - Public speaking and presentation skills;
    - Superior verbal and written communication skills.

# Indicative Performance criteria:

* + Number of media appearances (incl. TV, social media, press) and projects launched for communications support of the reform;
  + Timely submission of quarterly reports, monthly acts and timesheets of reform communication managers;
  + % of tasks delivered within deadlines.

# Submissions

Submissions must be prepared in English and delivered electronically by December 11, 2018 to the following address: [rdo@reforms.in.ua](mailto: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.

# 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: *Reform communication manager (Designer)***

ToR Date of Issuance: November 27, 2018

Due Date for Applications: December 11, 2018

# 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 are a group of Ukrainian professionals (non-civil servants) funded by 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 design and implementation of the sectoral strategies and priority reforms.

The Reform Communication Manager (Designer) will provide communication support to the activities of the RDO and other involved stakeholders in the production of design concepts for reforms communication, proposing effective design solutions to meet project goals, assisting team members when required.

*Project Background*

Ukraine Reforms Architecture (URA) project is a comprehensive policy instrument deployed to support critical reform processes in Ukraine.

URA is composed of three mutually-reinforcing components:

* The Reforms Delivery Office (RDO) placed in the Cabinet of Ministers of Ukraine, coordinating and overseeing the reform processes across the Ukrainian administration;
* Reform Support Teams (RSTs) currently embedded in 7 Ministries and agencies to manage the implementation of sectoral reforms; and
* The Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR), providing high-level advice to the President, Prime Minister, line ministers and the Parliament of Ukraine.

The RDO and RSTs operate against the background of the wider Public Administration Reform (PAR) effort spearheaded by the European Union.

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

# Duration and proposed timeframe:

Duration of the assignment is until December 30, 2018 with an envisaged extension until end 2019, subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + Produce Design Concepts for reforms communication;
  + Propose effective design solutions to meet project goals;
  + Develop presentations on reforms;
  + Provide assistance to team members when required;
  + Prepare design layouts and sketches;
  + Assure proper attribution of donors' support and donor visibility for all donors of the Ukraine Multi Donor Account;
  + Coordination and alignment with major partners (e.g. EBRD and EUD) regarding reforms communication and communication campaigns; Coordination with RSTs regarding reforms communication.

# Main anticipated deliverables:

* + Design for reforms branding, POS, events, print and digital ads, OOH and user tools in terms of project;
  + Cooperation with partners (EBRD, EU, bilateral donors and others, as needed) on communication and visibility projects.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor’s 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.

## General professional experience:

* + - Preferably more than 2 years of general professional experience, preferably 1 year of experience relevant to the position;
    - Experience in international organizations or projects is a plus.

## Specific professional experience:

* + - Experience in the development of infographics and other visual materials, using graphic design and other relevant software;
    - Good verbal and presentation skills.

# Indicative Performance criteria:

* + Number of products (layouts, sketches, infographics);
  + Timely submission of quarterly reports, monthly acts and timesheets of reform communication managers;
  + % of tasks delivered within deadlines.

# Submissions

Submissions must be prepared in English and delivered electronically by December 11, 2018, to the following address: [rdo@reforms.in.ua](mailto: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.

# 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: *Reform communication manager (SMM)***

ToR Date of Issuance: November 27, 2018

Due Date for Applications: December 11, 2018

# 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 are a group of Ukrainian professionals (non-civil servants) funded by 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 design and implementation of the sectoral strategies and priority reforms.

The Reform Communication Manager (SMM) will provide support in developing reforms communications materials including creation of the visual content, developing content for RDO website rdo.in.ua and RDO page on the Government official website and other relevant activities.

*Project Background*

Ukraine Reforms Architecture (URA) project is a comprehensive policy instrument deployed to support critical reform processes in Ukraine.

URA is composed of three mutually-reinforcing components:

* The Reforms Delivery Office (RDO) placed in the Cabinet of Ministers of Ukraine, coordinating and overseeing the reform processes across the Ukrainian administration;
* Reform Support Teams (RSTs) currently embedded in 7 Ministries and agencies to manage the implementation of sectoral reforms; and
* The Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR), providing high-level advice to the President, Prime Minister, line ministers and the Parliament of Ukraine.

The RDO and RSTs operate against the background of the wider Public Administration Reform (PAR) effort spearheaded by the European Union.

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

# Duration and proposed timeframe:

Duration of the assignment is until December 30, 2018 with an envisaged extension until end 2019, subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + Develop reforms communications materials including creation of the visual content (infographics);
  + Develop content for RDO website rdo.in.ua and RDO page on the Government official website;
  + SMM of the official FB page (moderator/ context manager /copywriter);
  + Communications with mass media, press offices of the state authorities, industry and public institutions, and civil society organizations in the sphere of key reforms;
  + Provide support to the government speakers in drafting speeches, presentations, press articles and other documents;
  + Provide support in the organization of reform events;
  + Assure proper attribution of donors' support and donor visibility for all donors of the Ukraine Multi Donor Account;
  + Coordination and alignment with major partners (e.g. EBRD and EUD) regarding reforms communication and communication campaigns;
  + Coordination with RSTs regarding reforms communication.

# Main anticipated deliverables:

* + Communication materials - newsletters, reports, web content for RDO website, press- articles, posts for media and social media (RDO FB page) prepared;
  + SMM for RDO FB page provided;
  + Communication events conducted;
  + Coordination and alignment with the press services of the ministries, the Department of Communications and Information of the Secretariat of the CMU aimed at galvanizing public support for reforms;
  + Cooperation with partners (EBRD, EU, bilateral donors and others, as needed) on communication and visibility projects.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor’s 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.

## General professional experience:

* + - Preferably more than 2 years of general professional experience, preferably 1 year of experience relevant to the position;
    - Experience in international organizations or projects is a plus.

## Specific professional experience:

* + - Experience of having successfully developed, managed and implemented SMM campaigns;
    - Public speaking and presentation skills;
    - Superior verbal and written communication skills.

# Indicative Performance criteria:

* + Number of media appearances (incl. TV, social media, press) and projects launched for communications support of the key reforms;
  + Website attendance;
  + The number of new subscribers of FB page;
  + The number of publications.

# Submissions

Submissions must be prepared in English and delivered electronically by December 11, 2018 to the following address: [rdo@reforms.in.ua](mailto: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.

# 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 (RP4. Healthcare)***

ToR Date of Issuance: November 27, 2018

Due Date for Applications: December 11, 2018

# 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 are a group of Ukrainian professionals (non-civil servants) funded by 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 design and implementation of the sectoral strategies and priority reforms.

In close cooperation with the Ministry of Health and other relevant stakeholders the Project Manager will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on:

* + Facilitation of development and calculation of the State Guaranteed Benefits Package (SGBP) and other legislation related to healthcare financing reform;
  + Coordination and facilitation of the National Health Service of Ukraine (single national purchaser) establishment;
  + Deployment of National e-Health System.

Project Background

Ukraine Reforms Architecture (URA) project is a comprehensive policy instrument deployed to support critical reform processes in Ukraine.

URA is composed of three mutually-reinforcing components:

* + The Reforms Delivery Office (RDO) placed in the Cabinet of Ministers of Ukraine, coordinating and overseeing the reform processes across the Ukrainian administration;
  + Reform Support Teams (RSTs) currently embedded in 7 Ministries and agencies to manage the implementation of sectoral reforms; and
  + The Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR), providing high-level advice to the President, Prime Minister, line ministers and the Parliament of Ukraine.

The RDO and RSTs operate against the background of the wider Public Administration Reform (PAR) effort spearheaded by the European Union.

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

# Duration and proposed timeframe:

Envisaged duration of the assignment is until December 30, 2019 subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + In cooperation with the SCMU, Ministry of Health, Ministry of Finance and other relevant stakeholders coordination and facilitation of development and calculation of the State Guaranteed Benefits Package (SGBP) and other legislation related to health care financing reform
  + Facilitate development and adoption of the State Concept of Transformation of Medicines Registration and Quality Control Systems
  + Review the State Strategy of Implementation of State Policy on Ukrainian Population Access to Medicines for 2018-2025 for consistency with best European practices, facilitate finalization and adoption of the strategy
  + In cooperation with the SCMU, Ministry of Health, Ministry of Finance and other relevant stakeholders (including international procurement agencies) сoordination and facilitation of establishment of the medicines procurement agency with full operational functioning
  + In close cooperation with the Ministry of Health and other relevant stakeholders support coordination and facilitate development, monitoring and control over delivery of the Healthcare reform;
  + Provide project management support to the Ministry of Health and other relevant stakeholders in the process of implementation of the health care (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, the Ministry of Health and other relevant stakeholders;
  + Provide regular progress reports on the reform plan implementation to the Executive Director,the Ministry of Health and other relevant stakeholders;
  + Ensure visibility of a particular reform development and implementation in close cooperation with the Ministry of Health and other relevant stakeholders.

# Main anticipated deliverables:

* + Draft State Guaranteed Benefits Package (SGBP) and related legislation developed;
  + State Concept of Transformation of Medicines Registration and Quality Control Systems adopted
  + State Strategy of Implementation of State Policy on Ukrainian Population Access to Medicines for 2018-2025 amended in line with European practices finalized and adopted
  + Medicines Procurement Agency deployment support;
  + Regular progress reports on reform development and implementation prepared and published;
  + Inputs (analytical notes, opinions on the relevant policy and legal acts, other documents related to project management support in reform implementation) to relevant meetings and regular reports to the Ministry of Health and other relevant stakeholders provided.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in finance, economics, business or public 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.

## 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 related to the field of assignment.

## Specific professional experience:

* + - Proven knowledge and professional experience in public policy making, 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.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by December 11, 2018 to the following address: [rdo@reforms.in.ua](mailto: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.

# 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 (RP7. Land Reform)

ToR Date of Issuance: November 27, 2018

Due Date for Applications: December 11, 2018

# 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.

In close cooperation with the Ministry of Agricultural Policy and Food, other relevant stakeholders the Senior Project Manager will ensure coordination, monitoring and reporting of the Land reform:

* + Development of the draft law on lands turnover;
  + Development of the passport (concept, strategic framework and results framework, implementation plan, cost estimate, etc.) of the Land Market reform;
  + Coordination of the concept of the new Land market model development.

*Project Background*

Ukraine Reforms Architecture (URA) project is a comprehensive policy instrument deployed to support critical reform processes in Ukraine.

URA is composed of three mutually-reinforcing components:

* + The Reforms Delivery Office (RDO) placed in the Cabinet of Ministers of Ukraine, coordinating and overseeing the reform processes across the Ukrainian administration;
  + Reform Support Teams (RSTs) currently embedded in 7 Ministries and agencies to manage the implementation of sectoral reforms; and
  + The Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR), providing high-level advice to the President, Prime Minister, line ministers and the Parliament of Ukraine.

The RDO and RSTs operate against the background of the wider Public Administration Reform (PAR) effort spearheaded by the European Union.

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

# Duration and proposed timeframe:

Envisaged duration of the assignment is until December 30, 2019 subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + Together with major stakeholders (Ministry of Agrarian Policy and Food / GeoCadastre, CEBs, World Bank, Business and agrarian associations) coordination the development of the draft law on agriculture lands turnover
  + In coordination with MinAgri, MinFin and MinEcoDev contribute to the assessment of financial needs related to the introduction of a full-fledged agricultural land market and support development of financial instruments and solutions for the land market.
  + Coordinate, facilitate work of working groups, consultants and other relevant stakeholders on development of the Land market reform in close cooperation with the Ministry of Agricultural Policy and Food, other relevant stakeholders;
  + Provide project management support to the Ministry of Agriculture and Food, other relevant stakeholders in the process of implementation of the health care (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;
  + Provide regular progress reports on the reform plan implementation to the Executive Director, the Ministry of Agriculture and Food, other relevant stakeholders;
  + Ensure visibility of a particular reform development and implementation in close cooperation with the Ministry of Agriculture and Food, other relevant stakeholders;
  + Resolve problems and obstacles encountered during implementation process.

# Main anticipated deliverables:

* + Draft law on lands turnover developed;
  + Passport of the Land Market reform developed, including concept, strategic framework and results framework, implementation plan, cost estimate, etc.;
  + Regular progress reports on reform development and implementation prepared and published;
  + Inputs (analytical notes, opinions on the relevant policy and legal acts, other documents related to project management support in reform implementation) to relevant working meetings and regular reports to the Ministry of Agriculture and Food, other relevant stakeholders provided.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in finance, economics, business or public 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.

## 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 related to the field of the assignment.

## Specific professional experience:

* + - Proven knowledge and professional experience in public administration, business development, change management, project management;
    - Good understanding of the agricultural relations specifics and the land market, including relevant practical experience;
    - Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
    - Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by December 11, 2018 to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua)

All submissions must include:

* + Filled Application Form;
  + At least one professional reference letter (from the past supervisor / manager);
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Only selected applicants will be invited for the interview.

# 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.