## POSITION: Senior Project Manager (RP7. Land Reform)

ToR Date of Issuance: January 8, 2019

Due Date for Applications: January 27, 2019

# 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 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:

Envisaged duration of the assignment is until December 31, 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 January 27, 2019 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.