**Expert on Public Administration Reform (Category 3)**

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

The Reform Support Team (RST) at the Ministry of Environmental Protection and Natural Resources of Ukraine (MEPR) is composed of a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by international donors to provide targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the MEPR’s priorities and relevant donor support.

The Ministry has made Public Administration Reform one of its priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims to achieve objectives:

• Optimizing the organisational structure of the Ministry in line with the relevant policy framework established by the Government (government decision of 27 December 2017 "On the Concept of optimisation of central executive bodies")

• Assessing the current HR practices and upgrade procedures and methodologies (recruitment, assessment and trainings, career development, remuneration) in line with the new law "On Civil Service" and its secondary legislation

• Simplifying and improving the efficiency of internal approval and decision-making processes in line with the applicable policy development framework.

1. **Position and reporting line**

A highly qualified professional is needed in order to draft, supervise and support the necessary products (documents) related to the Public Administration Reform.

The Expert will be subordinated to the RST PAR Project Manager.

1. **Duration and proposed timeframe**

The initial consultancy assignment is expected to start on 8/03/2021 and has an estimated duration up to 2 months. This assignment has an opportunity for extension for another 12 months, subject to the donors funding availability and the consultant’s performance.

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

Main anticipated deliverables for this Reform include legislative drafts (by-laws), comments, analyses and proposals for:

● Ensure the implementation of relevant measures of the PAR Strategy till 2021 for which the Ministry has direct or indirect responsibility

● New organizational structure of the Ministry

● Internal communication in the Ministry

● New HR business processes

● New decision – making and other processes in the Ministry.

Main Duties and Responsibilities: Support to PAR Project Manager, Working Groups, RST Director in:

- data and information search, integration and analysis related to PAR

- drafting of evidence-based policy and legal reform proposals in compliance with the OECD Standards

- support for training and capacity building within the Ministry

- organizational support to Reform Support Team in the area of PAR, partly (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)

- preparation of timely and quality reports and status updates on implementation progress in the area of PAR

- preparation of slides for presentations, infographics

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

* Master’s degree in law, public administration, economics, psychology, philosophy or similar.
* Strong analytical, communication and presentation skills
* PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
* Fluency in Ukrainian and English
  1. ***Professional experience:***
* More than 5 years of general postgraduate professional experience
* 3 years of proven managerial experience in project management, analytical institutions, in public administration, business consulting or HR.
  1. ***Other experience:***
* Familiarity with the public administration reform agenda in Ukraine, good understanding of policy formulation process is an asset
* Experience with government entities and their mandate and processes is an asset.

1. **Funding Source**

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

Please note, selection and contracting will be subject to the availability of funding.

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by 21 February 23.59 (Kyiv time), 2021 to [rst.mepr@gmail.com](mailto:rst.mepr@gmail.com) . All submissions must include a completed Application Form [*provide link to download*], NDA Form, the candidate’s Curriculum Vitae and Reference Letter from a recent supervisor (original in English, or Ukrainian with English translation) together with the contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications which have been submitted using the correct template and are fully completed will be considered.

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates may be invited to the tests. Only shortlisted candidates will be invited to the interview.