

Individual TOR for Reform Support Team at the Ministry of Education and Science of Ukraine

POSITION: RST Deputy Director – Technical Vocational Education and Training (TVET) (Category 1)

ToR Date of Issuance: 17 April
Due Date for Applications: 2 May

1. Objective(s) and linkages to Reforms

The RST Deputy Director (Category 1) will be a full-time consultant in the Reform Support Team at the Ministry of Education and Science.

The Reform Support Team (RST) is a group of Ukrainian professionals (not public servants) funded on a temporary basis by donors that provides targeted technical support and assists the Ministry in the design and implementation of sectoral strategies and priority reforms.

Competencies of the RST include the following core capacities:

- Expert analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.) in the field of education reform, and
- Reform program planning, implementation and coordination (including performance indicators, progress reports, program management, monitoring and coordination, preparation of project proposals and other).

The RST is operational as of April 2019. It helps the Ministry to implement two priority reforms: the general secondary education reform – the New Ukrainian School (NUS), and the reform of Vocational Education and Training (TVET).

The RST Deputy Director will be subordinated and report to the RST Director at the Ministry of Education.

The Deputy Director is responsible for (1) effective operational management of the RST's, (2) coordination and monitoring of TVET reform implementation in the Ministry (3) Reform Teams (Working Groups) support, and (4) support to the RST Director.

2. Duration and proposed timeframe

Duration of the assignment is until 31 December 2019, with starting date not later than 10 May 2019, including a 2-month probation period.

3. Main Duties and Responsibilities

- Ensuring effective operational management of RST
 - o resource planning, recruitment and management of RST staff on TVET;
 - o cooperation and coordination of various TVET stakeholders (donors, experts, government officials, industry etc.) and relevant existing projects;
 - o coordinating and facilitating reform team activities on TVET;
 - o coordination of work with the management of the Ministry, specifically with the Directorate general on vocational education;
 - o Ensuring smooth cooperation between RST and the Ministry units within the Public administration reform;
 - o Communicating on regular basis to the respective policy DGs within the Ministry on RST plans regarding the TVET sector;
 - o In the absence of RST Director, performing his/her tasks (upon the directors' decision on the acting head appointment);
 - o Preparation of analytical reports and policy recommendations to the Ministry;
 - o Preparing sectorial reports in accordance with the RST Guidelines for Reporting and Performance Monitoring.

- Overall coordination and monitoring of VET reform implementation in the Ministry of Education and Science
 - o coordination of the reform team on TVET, ensuring active engagement of relevant stakeholders in the field;
 - o development of work plans, and other key documents in order to facilitate the TVET reform projects;
 - o resolving problems and obstacles encountered during implementation process;
 - o maintaining regular communications with relevant units of the Ministry of Education and Science, other ministries and agencies, regional authorities and VET councils, employers; ensuring appropriate coordination and coherence between various assistance interventions, programmes, projects and policies that relate to TVET.

- Reform Teams (Working Groups) support
 - o project management;
 - o change management, quality and risk management;
 - o communication.

4. Main anticipated deliverables

- Reform\project strategy, work plan, scorecard;
- Implementation plan of the TVET reform;
- Draft legal acts and other policy documents in TVET;
- Regular progress reports on reform development and implementation;
- Communication plan of the TVET reform developed and implementation started.

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Impeccable ethical standards; excellent communication and interpersonal skills; strong organizational management, communication and presentation skills; motivated team player with ability to work independently;
- Master degree in the relevant field;
- PC literacy (PowerPoint, Project, Excel, Word);

- Fluency in Ukrainian and English.

5.2 General professional experience:

- More than 5 years of general professional experience

5.3 Specific professional experience:

- Minimum 3 years of specific experience in a relevant area;
- Project and team management experience;
- Knowledge in the area of TVET management and policy;
- Solid knowledge of TVET policies in Ukraine;
- Knowledge in the area of the EU policies, and education and labour market as well as the European integration/ association issues;
- Experience in working with local and international experts.

6. Assignment Value

The estimated monthly value of this consultancy position is in the region of EUR 1200 to EUR 1800. 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. Please note selection and contracting will be subject to the availability of funding.

7. Submissions

Submissions must be prepared in English only and be delivered electronically by 2 May 2019 to the following address: rst@mon.gov.ua

All submissions must include a completed [Application Form](#), the candidate's Curriculum Vitae and Reference Letter from a recent supervisor.

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

8. Selection Procedure

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.