

## TERMS OF REFERENCE

For Consulting Services (Individual Consultant)

### “Project Assistant”

Contract No. MoES-IC-08-PA

Ukraine Improving Higher Education for Results Project

World Bank Loan No. 9238-UA

#### I. BACKGROUND

Ukraine and the International Bank for Reconstruction and Development (IBRD, the World Bank) have signed Loan Agreement No. 9238-UA in the amount of US\$200 million for the Project “Ukraine: Improving Higher Education for Results” (hereinafter referred to as the Project). The Project is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MoES) with the support of the World Bank Group. The Project implementation period is 2021-2026.

The Project Development Objective (PDO) is to improve efficiency, conditions for quality, and transparency in the higher education system of Ukraine.

The Project includes six components:

- Component 1: Sector-Wide Improvements to Governance, Financing, Quality, and Transparency;
- Component 2: Alliances/Partnerships for Improved Efficiency and Quality;
- Component 3: Capacity Building and Education Environment Enhancement;
- Component 4: Project Management, Monitoring & Evaluation
- Component 5: Support to Academic Scholarships under MOES and Social Scholarships under MOSP for Higher Education Students;
- Component 6: Contingent Emergency Response (CERC).

The Project supports two categories of expenditures: (i) traditional investments in goods, works, and services, for which disbursements are made against eligible expenditures; and (ii) defined performance-based conditions (PBCs), for which disbursements are also made against eligible expenditures conditional on the achievement of the PBCs as defined in the Loan Agreement and Project Operational Manual.

As a requirement of the Loan Agreement, MoES established a Project Implementation Unit (PIU) to conduct day-to-day Project management and coordination in disbursement, procurement, financial management, compliance with environmental and social standards, reporting and other Project-related activities. In order to ensure efficient implementation of the Project, MoES shall engage individual consultants for the PIU.

More detailed information is given at the link <https://projects.worldbank.org/en/projects-operations/project-detail/P171050>

The Consultant will be contracted through competitive selection in line with Procurement Regulations for IPF Borrowers, Nov 2020. This Terms of References defines the purpose, scope and duration of consulting services and qualification requirements for the Consultant.

## II. OBJECTIVE

The Project Assistant shall be responsible for providing day-to-day assistance to PIU consultants, including translation of the documents and analytical work to achieve the Project objectives.

## III. SCOPE OF SERVICES

The scope of services to be provided by the Consultant shall include but not be limited to the following:

- Project coordination support;
- Collecting, processing, monitoring and analyzing the Project-related data;
- Provide the clerical services for the Project;
- Taking the minutes of meetings of the Project implementation activities as needed;
- English-Ukrainian and Ukrainian-English interpretation during the meetings and/or negotiations as the case may need;
- Translation of the documentation required for the implementation of the Project (English-Ukrainian and Ukrainian-English);
- Exchange of information and interaction with the World Bank, Ministry of Finance of Ukraine and other stakeholders for the Project implementation;
- Drafting the letters and document management related to the Project implementation;
- Reviewing and providing editorial revisions to the Project documents;
- Assistance to the MoES in coordinating the work of selected international and local experts in the preparation of studies and other documents agreed upon by the MoES and the World Bank;
- Assistance to the Project Manager – Lead of the group of consultants in day-to-day organizational, administrative and other tasks;
- Execution of other tasks as required for successful Project implementation.

## IV. REPORTING

Project Assistant will report to the Project Coordinator(s) and Project Manager – Lead of group of consultants and act under the overall supervision of the Project Coordinator(s) / Project manager – Lead of group of consultants.

The Consultant shall submit monthly reports in hard copy. The reports shall include a description of the Consultant's services during the reporting period.

## V. PROVIDED RESOURCES

MoES shall provide the Consultant with the information necessary to carry out his/her assignment in a timely manner. MoES may provide the Consultant with a workplace, including necessary equipment to carry out his/her functions (e.g. PC, communications and office equipment).

## VI. QUALIFICATION REQUIREMENTS

Minimum Requirements (Mandatory):

- Completed higher education degree;
- At least 3 years of experience similar to the assignment either in the government agencies or in the private sector;
- Proficiency in English reaching at least B2 level according to the Common European Framework of Reference (CEFR)<sup>1</sup> definition or any other certificate confirming at least Upper-Intermediate level;
- Fluency in Ukrainian;
- Advanced PC user, knowledge and practical skills in using Microsoft Office (MS Word, Excel, Power Point) package, e-mail and databases.

Desirable qualifications and competencies which provide the advantage:

- proven experience working in project/programme support and executing the administrative support functions;
- proven experience of working in an international project or for an institution implementing IFI/donor-funded activities;
- experience in translation/interpretation;
- advanced skills in data collection and analysis, task tracking;
- positive and proactive attitude to the work.

When submitting CV and cover letter (expression of interest), Consultants are requested to provide

- i) evidence confirming their experience in the areas specified in this section,
- ii) reference letters detailing the results of the projects implemented, if available
- iii) contacts details (phone and email) of the previous employers.

The MOES may invite the best-qualified candidates to an interview to clarify information provided in the respective CVs.

## **VII. PERIOD AND LOCATION OF EMPLOYMENT**

The Consultant shall provide his/her services for 2 years (24 months) with 3 months probation period (subject to extension if necessary) with the possibility to extend the contract for the Project implementation period, which lasts until December 31, 2026. The Consultant shall provide his/her services on a full-time basis.

The Consultant will be based at the premises of the MoES in Kyiv, Ukraine. The Consultant should be required and expected to take business trips (as needed) to other regions of Ukraine to support the project's implementation.

Particular contract conditions and work mode modalities are subject to negotiations.

## **VIII. APPLICATION PACKAGE**

---

<sup>1</sup> The Common European Framework of Reference (CEFR) for Languages was developed by the Council of Europe to provide a common basis for elaborating language learning, teaching and assessment across Europe. For more details, see: <https://www.coe.int/en/web/common-european-framework-reference-languages/home>

Interested persons should submit their CVs in Ukrainian and English at the following e-mail address: [uiherp@mon.gov.ua](mailto:uiherp@mon.gov.ua) indicating subject of the letter: «P171050: Project Assistant: [NAME]».

The deadline for submission of the documents is 17:00 local time January 17<sup>th</sup> 2023 .

If the Consultant fails to provide a CVs in both languages, the Client reserves the right to reject the Consultant's application.