

## TERMS OF REFERENCE

for Consulting Services (Individual Consultant)

### **“Implementation Manager for the Education Environment and Infrastructure Enhancement”**

Contract No. MOES-IC-15-IMP

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:

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

More detailed information is given at the link

<https://projects.worldbank.org/en/projects-operations/project-detail/P171050>

The full-scale Russian invasion disrupted the organization of teaching and learning in higher education, jeopardizing the educational processes, the professional lives of students and faculty, and the reform of the higher education system. Nevertheless, the higher education sector, drawing from the experience gained during the COVID-19 pandemic, demonstrated resilience by ensuring the continuity of the educational process. However, there are significant obstacles and challenges to improving the quality of higher education and the sustainability of the infrastructure of state Higher education institutions (HEIs).

HEIs have faced a disproportionate negative impact on certain territories of the country due to military actions and acute needs, including the necessity to (i) provide a safe environment for students and faculty, and (ii) ensure the availability and preservation of access to quality higher education opportunities.

Simultaneously, the reconstruction of the education system and support of the higher education reform requires the optimization of the network of higher education institutions (HEIs), enhancement of the education environment and infrastructure.

In response to these challenges and in order to preserve and expand educational opportunities including online learning, enhancing safety and resilience in educational and administrative activities disrupted by the conflict since February 24, 2022, and raising the overall quality of education, the Ministry of Education and Science (MoES), under the implementation of Alliances and Partnerships for Improved Efficiency and Quality and Capacity Building and Education Environment Enhancement, will select HEIs based on transparent and evidence-based criteria as potential eligible recipients which will meet the needs and procure goods and works for the selected HEIs.

MoES is seeking a highly qualified consultant who will provide support to the Technical Selection Committee, which is responsible for the selection of HEIs, and be responsible for subsequent management of the complete procurement cycle, contract implementation, and monitoring of the delivery of goods and services within the framework of Project.

The contract with the Consultant will be awarded through a competitive process in accordance with the Procurement Regulations for IPF Borrowers, November 2020.

This Terms of References defines the purpose, scope and duration of consulting services and qualification requirements for the Consultant.

## **II. OBJECTIVE**

This assignment aims to support MoES in selection of HEIs and subsequent management of the complete procurement cycle, contract implementation, and monitoring of the delivery of goods and services for Capacity Building and Education Environment Enhancement.

## **III. SCOPE OF SERVICES**

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

### *Supporting Selection of HEIs and Sub-Project Readiness (Pre-Procurement Activities)*

- Organizing information and awareness campaigns among HEIs and other stakeholders.
- Support the complete HEIs selection process, including analysis, preliminary evaluation and provision of recommendations and advice to the Technical Selection Committee.
- Ensuring signing of HEI Public Agreements

### *Supporting Planning, Implementation, and Monitoring of Procurement Activities*

- Developing and supervising the implementation of action plans for Project parts 2 and 3, including tasks and resource allocation.
- Contributing to the development of procurement strategies and plans.
- Conducting market research in collaboration with procurement specialist.

- Contributing to the preparation of bidding documentation and development the terms of references and/or technical specifications in collaboration with HEIs.
- Monitoring the implementation of the bidding process and participating in proposal evaluation and contract award procedures.
- Managing contracts implementation within the project including acceptance and payment modalities including construction contracts.
- Overseeing the technical supervision teams and complete construction management workflow incl. feasibility study, design, validation, tender, contract, implementation, acceptance, commissioning, defect notification periods;
- Coordinating the provision of advisory support to the implementation teams in HEIs.
- Facilitating effective communication with HEI implementation teams, including organization of the meetings and drafting reports.
- Resolving conflicts and overcoming obstacles that may arise during the implementation of Project Components 2 and 3.
- Organizing and monitoring performance indicators for the implementation of Project Components 2 and 3.
- Overseeing compliance with procurement/financial management in accordance with World Bank procedures and HEIs Public Agreements.
- Provision of advisory support and assistance to the MOES on any technical issues related to the implementation of the Project.
- Collecting and analyzing needs for improving and achieving the project's objectives and ministerial policies and positions.
- Interacting with the fiduciary team to ensure smooth contract implementation;
- Execution of other assignments and tasks related to project implementation within the scope of competence at the request of the Project Coordinator(s) or Project Manager - Lead of a group of consultants.

#### **IV. REPORTING**

Consultant will report to the Project Coordinator and Project Manager - Lead of group of consultants, and act under the 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 the assignment in a timely manner. MoES may provide the Consultant with a workplace, including necessary equipment to carry out the functions (e.g. PC, communications and office equipment).

#### **VI. QUALIFICATIONS REQUIREMENTS**

Minimum requirements (mandatory):

- At least a Master's Degree;
- At least 7 years of the project management experience;

- Experience in procurement and managing of the goods, works, and consulting contracts following World Bank / other IFIs / donors-specific procedures resulting in at least 15 contracts over the last 10 years;
- Experience in developing the terms of references and/or technical specifications for the procurement of goods (equipment) and works;
- Experience in managing of the national and internationally recognised contracts including acceptance, commissioning and payment procedures;
- Working proficiency in English;
- Fluent in the Ukrainian language;
- PC literacy, with knowledge and practical skills in project management and task tracking software.

Desirable qualifications and competencies which provide the advantage

- Technical / engineering / construction background;
- Experience in implementing IFIs funded projects, especially World Bank's project;
- Experience in managing of the international consultants, including FIDIC Engineer/ Construction Supervisors;
- Experience using the Prozzorro;
- Familiarity with the World Bank's procurement system and/or Systematic Tracking Exchange in Procurement (STEP);
- Knowledge and experience in World Bank fiduciary procedures and Environmental and Social Standards (ESS).

The MoES may, at its discretion, invite the potential Consultant to an interview to prove the Consultant's skills and qualifications, request additional clarifications in writing and perform due-diligence actions.

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

The Consultant shall provide his/her services until December 31, 2025 with the possibility to extend the contract.

MoES will conduct annual performance reviews. The contract conditions and remuneration may be downgraded subject to unsatisfactory performance or other conditions.

The Consultant is expected to provide the services based on the 100% workload. The Employer and the Consultant may negotiate other workloads in any time, given the actual scope of the assignment.

The services can be periodically rendered remotely with mandatory presence upon request to be on the working place. Business trips are expected in course of this assignment.

Particular contract and work mode modalities are subject to negotiations.

## **VIII. APPLICATION PACKAGE**

Interested persons should submit their CVs in Ukrainian and English at the following email address: [uiherp@mon.gov.ua](mailto:uiherp@mon.gov.ua) Cc: [serhiy.artemenko@uiherp.org](mailto:serhiy.artemenko@uiherp.org), [oleksandr.radchenko@uiherp.org](mailto:oleksandr.radchenko@uiherp.org) indicating the email's subject: "Implementation Manager for the Education Environment and Infrastructure Enhancement: [NAME]".

The deadline for submission of applications is 11:00 am Kyiv time November 30, 2023.

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