

## **TERMS OF REFERENCE**

for consulting services (individual consultant) for the position of  
**«Administration Specialist»**

Procurement No. LEARN-3.1-PIU-IC-02

Program “Lifting Education Access and Resilience in Times of Need in Ukraine”

### **I. Background**

Ukraine and World bank have signed the agreements for the Program “Lifting Education Access and Resilience in times of Need in Ukraine Program” (hereinafter referred to as the LEARN or Operation).

The Operation total financing is US\$415 million using a combination of the World Bank’s financial instruments: Program-for-Results (PforR) complemented by Investment Project Financing (IPF).

The Program-for-Results (PforR) is implemented through a US\$235 million credit provided by Bank resources, supported by credit enhancement from the Advancing Needed Credit Enhancement for Ukraine (ADVANCE Ukraine) Trust Fund, which is backed by the Government of Japan. This is formalized under the Financing Agreement between Ukraine and the International Development Association for the Program (CREDIT NUMBER 7626-UA). An additional US\$150 million is provided under the Special Program for Ukraine and Moldova Recovery (SPUR) of the International Development Association (IDA) Crisis Facility, as outlined in the Loan Agreement between Ukraine and the International Bank for Reconstruction and Development for the Program (LOAN NUMBER 9721-UA).

Furthermore, US\$30 million in Investment Project Financing (IPF) is secured under the Grant Agreement between Ukraine and the International Bank for Reconstruction and Development and the International Development Association, acting as the administrator of the Ukraine Relief, Recovery, Reconstruction, and Reform Multi-Donor Trust Fund (URTF GRANT NUMBER TF0C5794).

Hereinafter, the portion of the Operation financed through the PforR will be referred to as the Program, and the portion financed through the IPF will be referred to as the Project.

LEARN was developed to address critical challenges and provide essential support to the education sector, aligning with the Ministry of Education and Science’s (MoES) Strategic Action Plan.

The Operation will focus on supporting the Strategic Action Plan Priority 2: School education and the New Ukrainian School (NUS). The continuation of the NUS reform is a key priority of the MoES.

The objectives of the Operation are to (i) improve teaching and learning conditions; and (ii) strengthen management capacity of the education system.

The Program Development Objectives (PDOs) are to:

- improve teaching and learning conditions; and
- strengthen management capacity of the education system.

For this program, “teaching and learning conditions” refer to three critical factors of education service delivery:

- safety, including shelters as a pre-condition for schools to open for in-person learning and free and inclusive school bus transportation for students living further distances from schools;
- learning materials, especially updated textbooks and age-appropriate learning materials in line with the NUS model; and
- teachers trained on NUS standards, principles, and the use of the updated learning materials.

Meanwhile, “management capacity of the education system” refers to institutional capabilities to plan, allocate, and monitor resources based on robust data at the student and school levels.

The Program is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MoES) with the support of the World Bank Group. The implementation period is 2024-2027.

More detailed information is given at the link <https://projects.worldbank.org/en/projects-operations/project-detail/P504171>

Management of the Operation is implemented by World Bank Operation Management Unit also referred as Project Implementation Unit (WBOMU/PIU) established to support MoES with day-to-day the operation management and coordination in administration, disbursement, procurement, financial management, monitoring and expert support compliance with environmental and social standards, reporting and other activities, including preparation and expansion of existing operations.

The Consultant will be contracted through competitive selection in line with the World Bank’s Procurement Regulations for IPF Borrowers, Sep 2023. This Terms of References defines the purpose, Scope and duration of consulting services and qualification requirements for the Consultant.

## **II. OBJECTIVE**

The objective of this assignment is to provide assistance to the MOES in the management and development of the workforce in technical support groups established under the World Bank operations. This individual is responsible for recruiting, onboarding and training employees, ensuring they have the necessary skills and resources to perform their roles effectively. He/she oversees the productivity and professional development of employees in all consultant groups established under the Operation, contributing to a positive and productive work environment. In addition, the Administration Specialist works with management to align human resources strategies with the organization's operational goals, ensuring that technical support teams operate efficiently and effectively.

## **III. SCOPE OF SERVICES**

The Consultant shall provide the following services and perform the following tasks, including but not limited to:

*Recruitment and adaptation of personnel:*

- Organization of the search, selection and involvement of qualified specialists to participate in the Operation.
- Conducting adaptation programs for new employees in order to familiarize them with the objectives, tasks and requirements of the Operation.

*Coordination of personnel work:*

- Drawing up work schedules, monitoring their implementation.
- Ensuring compliance of employees' activities with the goals and objectives of the Operation.
- Providing support to employees to solve organizational issues.

*Personnel development:*

- Organization of trainings, workshops and seminars for improving the qualifications of employees.
- Facilitating the exchange of experience among the participants of the Operation.

*Assessment of work:*

- Development and implementation of a system for evaluating the performance of employees.
- Providing recommendations on improving the efficiency of staff work.

*Ensuring employee motivation and retention:*

- Development and implementation of motivation programs for participants of the Operation.
- Solving issues related to the social and psychological climate in the team.

*Documentation and reporting:*

- Maintaining personnel documentation that meets the requirements of the project and the legislation of Ukraine.
- Preparation of regular HR reports for Operations management.

## **IV. REPORTING**

The Consultant will report to and operate under the overall supervision of the Operations Coordinator and the Head of WBOMU/PIU / Project Manager – Lead of group of consultants. The Consultant shall submit monthly reports in hard copy. The reports shall include description of services provided by the Consultant during the reporting period.

## **V. PROVIDED RESOURCES**

MoES will provide the Consultant with information necessary to carry out his assignment, in a timely manner. MoES will 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):

- Higher education - bachelor's level or higher;
- At least 3 years of experience similar to the assignment in public institutions, non-governmental organizations or in the private sector;
- Proven experience in searching, selection and involvement of specialists;
- Proven experience in organizing trainings, workshops and seminars;
- Working level of English;
- Fluency in Ukrainian;
- Advanced PC user, knowledge and practical skills in using the Microsoft Office (MS Word, Excel, Power Point), email and databases.

### Desired (optional) competences and experience:

- Experience in developing and implementing employee performance evaluation systems;
- Experience of work with state institutions.

## **VII. PERIOD AND PLACE OF WORK**

The consultant shall provide his/her services until August 31, 2027 with potential prolongation till the end of the Operation(s).

The Consultant shall provide services on a full-time basis.

The services are planned to be rendered in Kyiv, Ukraine. It is expected that the Consultant may provide the Services remotely with mandatory presence upon request to be in the premises of MoES. The Consultant should be required and expected to take business trips to other regions of Ukraine to support the implementation of the Operations.

The terms of the contract and the work schedule are subject to negotiation.

## **VIII. APPLICATION PACKAGE**

Interested persons should submit their CVs in Ukrainian and English at the following email address: [oleksandr.radchenko@uiherp.org](mailto:oleksandr.radchenko@uiherp.org) Cc: [serhiy.artemenko@uiherp.org](mailto:serhiy.artemenko@uiherp.org) indicating the email's subject: "LEARN-3.1-PIU-IC-02: Administration specialist: [NAME]".

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

The deadline for submission of applications is 1:00 pm Kyiv time January \_\_, 2025.