

**TERMS OF REFERENCE**  
For Consulting Services (Individual Consultant)

**“Project Assistant”**  
Contract No. MoES-IC-08-PA-3

**I. BACKGROUND**

The Ministry of Education and Science of Ukraine is implementing projects financed by the World Bank, including: Ukraine Improving Higher Education for Results Project (UIHERP) and Lifting Education Access and Resilience in times of Need in Ukraine Program (LEARN) Program and plans to prepare and implement new operations in cooperation with the World Bank (hereinafter referred to as the Operation(s)).

*UIHERP*

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

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

UIHERP includes six parts:

- 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: Component 5: Support to Academic Scholarships under MoES and Social Scholarships under MOSP for Higher Education Students
- Part 6: Contingent Emergency Response (CERC)

UIHERP 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 UIHERP Operational Manual.

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

*LEARN*

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 Program).

LEARN 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).

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.

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

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 above Operations 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.

This Terms of Reference 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 objectives of the Operations.

## **III. SCOPE OF SERVICES**

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

- Operations coordination support;
- Collecting, processing, monitoring and analyzing the Operations-related data;

- Provide the clerical services for the Operations;
- Taking the minutes of meetings of the Operations 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 Operations (English-Ukrainian and Ukrainian-English);
- Exchange of information and interaction with the World Bank, Ministry of Finance of Ukraine and other stakeholders for the Operations implementation;
- Drafting the letters and document management related to the Operations implementation;
- Reviewing and providing editorial revisions to the Operations 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 Operations implementation.

#### **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 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):

- higher education; Bachelor's degree or higher, preferably in engineering, law, economics or related fields;
- at least 3 years of experience similar to the assignment either in the government agencies, NGOs or in the private sector;
- English fluency<sup>1</sup>;
- fluency in Ukrainian;
- high level of computer skills, knowledge and practical skills in using Microsoft Office packages - Word, Excel, Project, PowerPoint, e-mail and databases.

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<sup>1</sup> The level of language proficiency must correspond to a level not lower than C1 according to the Common European Framework of Reference (CEFR) Detailed information can be found at: <https://www.coe.int/en/web/common-european-framework-reference-languages/home>

The level of language proficiency will be checked at the interview regardless of the presence of a certificate and must be acceptable to the Client.

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;
- experience in market monitoring and analysis.

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 services until December 31, 2026 with potential prolongation till the end of the Operation(s).

The MOES will conduct periodic performance reviews and the Parties have the right to review the terms of the contract. The Consultant shall provide his services on full-time basis.

The services are planned to be rendered in Kyiv, Ukraine.

## **VIII. APPLICATION PACKAGE**

Interested persons should submit their CVs in Ukrainian and English at the following e-mail address: [oleksandr.radchenko@uiherp.org](mailto:oleksandr.radchenko@uiherp.org) CC: [serhiy.artemenko@uiherp.org](mailto:serhiy.artemenko@uiherp.org) and [maryna.chubenko.piu@gmail.com](mailto:maryna.chubenko.piu@gmail.com) indicating subject of the letter: «Project Assistant: [NAME]».

The deadline for submission of the documents is 1:00 pm local time May 9, 2025.

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