

## **TERMS OF REFERENCE**

for Consulting Services (Individual Consultant)

### **Learning Environment Manager 1**

Contract No. LEARN-IC-NIO-4.2

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

URTF Grant No. TF0C5794

#### **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.

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

- i. 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;
- ii. learning materials, especially updated textbooks and age-appropriate learning materials in line with the NUS model; and
- iii. 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 NUS Implementation Office (NIO) will be established by the Ministry as an advisory and consultative body. The NIO's primary purpose is to support and implement the New Ukrainian School (NUS) reform by providing expert guidance, strategic oversight, and coordination of reform initiatives across Ukraine.

The NUS Subventions Unit works to ensure effective implementation and management of educational subventions within the NUS reform framework. The unit is responsible for analyzing funding needs, ensuring optimal distribution, and aligning subventions with strategic priorities to support project goals.

## **II. OBJECTIVE**

The Learning Environment Manager 1 is responsible for coordinating the planning, implementation, and monitoring of activities related to the procurement and installation of educational equipment, furniture, and other learning environment improvements under the LEARN Project. While not directly conducting procurements, the Consultant will provide expert

coordination and technical support to ensure that procurement activities are needs-based, timely, aligned with pedagogical requirements, and compliant with national and donor standards.

### **III. SCOPE OF SERVICES**

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

- Coordinate the development of technical specifications, distribution plans, and procurement packages for educational equipment and furniture (e.g., STEM kits, ICT devices, ergonomic classroom furniture, inclusive learning tools) in cooperation with MoES, UIRO, regional stakeholders, and procurement agents.
- Support the work of MoES and PIUs in preparing TORs, evaluating proposals, and monitoring the delivery and installation of goods and services, in close coordination with the World Bank's procurement and fiduciary requirements.
- Liaise with content developers, curriculum teams, and teacher training units to ensure consistency between the provided materials, classroom layout, and the intended use of equipment.
- Coordinate the interaction between MoES, UIRO, procurement units, and local stakeholders to support the efficient roll-out of centrally procured assets to schools and regional implementation teams.
- Collect and analyze data on equipment use, installation status, and user satisfaction to inform procurement decisions and improvement strategies.
- Contribute to communication and orientation efforts for school-level stakeholders on the pedagogical use and proper maintenance of delivered materials.
- Identify bottlenecks, risks, or quality concerns in procurement implementation and propose corrective actions and mitigation strategies.
- Ensure that procurement-support activities reflect inclusivity, environmental sustainability, and the principles of universal design.

### **IV. REPORTING**

The Learning Environment Manager 1 reports directly to the LEARN Coordinator and works under the supervision of the Learning Environment Coordinator and the Head of NIO. Provides monthly progress reports and milestone tracking updates. Collaborates closely with the Procurement Support Teams, MoES infrastructure and finance departments, UIRO, regional education authorities, and other functional teams within the NUS Implementation Office (NIO).

### **V. PROVIDED RESOURCES**

MoES shall provide the Consultant with the information necessary to carry out his/her assignment in a timely manner. MoES shall 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):

- At least 3 years of experience in managing or supporting procurement-related processes in the public sector, preferably in education, infrastructure, or international technical assistance projects.
- University degree in engineering, education, public administration, logistics, procurement, economics, or related fields.
- Familiarity with Ukrainian public procurement legislation and/or donor (e.g., World Bank) procurement frameworks.
- Understanding of learning environment standards, pedagogical equipment, and infrastructure quality assurance.
- Strong skills in project coordination, risk monitoring, and operational reporting.
- Fluency in Ukrainian;

Desired skills and qualifications:

- Knowledge of furniture and equipment standards for classrooms, STEM labs, or digital learning environments.
- Experience with donor-funded projects or World Bank operations is an asset.
- Understanding of education infrastructure planning and costing.
- Ability to work independently and manage complex workflows with multiple stakeholders.
- English proficiency at B1 level or higher.

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

The Consultant shall provide his/her services until August 31, 2027. The contract may be extended subject to satisfactory performance and mutual agreement between the Consultant and the Ministry of Education and Science (MoES) during the Program financing period.

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

The incumbent will be based in Kyiv, Ukraine. The Consultant should be required and expected to take business trips to other regions of Ukraine to support implementation of the Project.

## **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 subject: "LEARN: Selection of Learning Environment Manager 1: [NAME]".

The deadline for submission of the documents is 11:00 am Kyiv time August 12, 2025.

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