

## **TERMS OF REFERENCE**

for Consulting Services (Individual Consultant)

### **Subventions Manager 2**

Contract No. LEARN-IC-NIO-7.3

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 Subventions Manager 2 is responsible for the operational coordination, monitoring, and analysis of educational subvention mechanisms implemented under the LEARN Project and the broader NUS reform. The Consultant will work to ensure transparent, effective, and needs-based allocation and use of public funds — particularly those related to infrastructure upgrades, safe

learning environments, and support for inclusive and digital education — in collaboration with MoES, regional authorities, and other stakeholders.

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

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

- Monitor the planning, allocation, and use of subvention funds by oblast military administrations (OMAs) and territorial communities (hromadas), ensuring alignment with program objectives, legal frameworks, and technical criteria.
- Collect, systematize, and analyze financial and technical data submitted by regional and local authorities on the use of LEARN-related subventions.
- Support the design, implementation, and revision of education-related subvention mechanisms (e.g., for safe learning environments, inclusive education infrastructure, school buses, digital tools) in coordination with the Ministry of Education and Science (MoES) and Ministry of Finance (MoF).
- Support the development of analytical tools, dashboards, and reporting formats to track disbursement progress, compliance, and bottlenecks in subvention utilization.
- Identify and document challenges, delays, and risks in subvention execution and provide recommendations for mitigation and policy adjustments.

### **IV. REPORTING**

The Subventions Manager 2 reports directly to the LEARN Coordinator and works under the supervision of the Expert in NUS Subventions and the Head of NIO. Provides monthly progress reports and milestone tracking updates. Collaborates closely with the Infrastructure Unit, MoES Finance Department, regional education authorities, DREAM technical teams, 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 public financial management, budget planning, education financing, or infrastructure project coordination.
- University degree in economics, public administration, finance, or related fields.
- Proven experience in monitoring the use of public funds, preferably in the education or infrastructure sectors.
- Familiarity with Ukrainian subvention mechanisms, budget code regulations, and intergovernmental transfers.
- Experience in working with regional and local authorities, particularly on fund planning and reporting.
- Strong analytical skills, including data interpretation, financial tracking, and presentation of budget execution results.
- Fluency in Ukrainian;

Desired skills and qualifications:

- Experience with donor-funded projects or World Bank operations is an asset.
- Proficiency in working with data dashboards, spreadsheets, and government reporting tools (e.g., DREAM, local finance portals).
- Understanding of education infrastructure planning and costing.
- Ability to work independently and manage complex workflows with multiple stakeholders.
- Strong communication skills, including the ability to translate technical financial concepts into actionable guidance for regional actors.
- 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 Program.

## **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 Subventions Manager 2: [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.