

TERMS OF REFERENCE

for Consulting Services (Individual Consultant)

Legal Specialist Coordinator

Contract No. LEARN-IC-NIO-8.1

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.

II. OBJECTIVE

The Legal Specialist Coordinator is responsible for providing legal oversight, coordination, and expert support to ensure that all regulatory, contractual, and normative processes under the New Ukrainian School (NUS) reform, and specifically the LEARN Project IPF component, are fully compliant with Ukrainian legislation, World Bank policies, and international good practices. The Consultant will lead the work of the NIO Legal Team and coordinate legal input across all NIO functional units.

III. SCOPE OF SERVICES

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

- Lead and coordinate the work of the NIO Legal Team, including oversight of the Regulatory Analyst and Legal Drafting Specialists.
- Provide legal review and expert input into normative documents, ministerial orders, government resolutions, regulatory frameworks, and legal acts developed within the scope of the NUS reform and LEARN activities.
- Support the drafting, legal analysis, and processing of ministerial decisions, Cabinet of Ministers resolutions, and other regulatory documents required for NUS reform implementation (e.g., approval of state standards, subvention mechanisms, operational guidelines).
- Ensure alignment of all legal and regulatory documents with Ukrainian education laws, budget and procurement regulations, and World Bank fiduciary and safeguard requirements.
- Provide legal support during the development and approval of technical specifications, procurement packages, and service contracts under the LEARN Project.
- Coordinate legal aspects of content development, teacher professional development models, learning environment upgrades, and digital education system modernization, ensuring regulatory compliance and risk mitigation.
- Provide legal support and guidance to MoES, UIRO, regional education authorities, and other stakeholders on questions of legislative interpretation, implementation procedures, and risk management.
- Lead risk identification and mitigation strategies for all legal processes related to the NUS reform rollout.

IV. REPORTING

The Legal Specialist Coordinator reports directly to the LEARN Coordinator and works under the supervision of the Head of NIO. Provides monthly progress reports and milestone tracking updates. Collaborates closely with the Content Development Unit, Teacher Professional Development Unit, Learning Environment Unit, UIRO, MoES, 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 5 years of professional experience in legal advisory roles, preferably in education law, public administration, or donor-funded projects.
- University degree in law from an accredited institution.
- Proven experience in drafting and reviewing regulatory acts, normative documents, and ministerial legal frameworks in Ukraine.
- In-depth knowledge of Ukrainian administrative, education, procurement, and budget legislation.
- Demonstrated experience in stakeholder coordination, including with government bodies, international organizations, and civil society.
- Strong legal drafting, risk analysis, and policy interpretation skills.
- Excellent written and oral communication skills in Ukrainian;

Desired Skills and Qualifications:

- Familiarity with World Bank operational policies, procurement guidelines, and donor compliance standards.
- Experience working on education reform initiatives or public policy modernization projects.
- Familiarity with public procurement law, especially in the context of international donor projects.
- Understanding of fiduciary and legal risk management in the education sector.
- Experience providing legal training, coaching, or capacity-building workshops.
- 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 Cc: serhiy.artemenko@uiherp.org indicating the email subject: "LEARN: Selection of Legal Specialist Coordinator: [NAME]".

The deadline for submission of the documents is 11:00 am Kyiv time August 13, 2025.

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