

## **TERMS OF REFERENCE**

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

Procurement No. MOES-IC-03-PS-2

### **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).

The LEARN objectives are: (i) to improve teaching and learning conditions; and (ii) to strengthen the management capacity of the education system. The total LEARN financing amounts to US\$451 million and is provided through a combination of World Bank financing instruments: Program for Results (PforR) and 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 No 9721-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 No 7626-UA). On July 1, 2025, the Financing Agreement (Additional Financing: Lifting Education Access and Resilience in Times of Need in Ukraine Program) between Ukraine and the International Development Association (CREDIT No 7905-UA) was signed in the amount of US\$4.9 million.

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 No TF0C5794). On December 19, 2025, the Grant Agreement (Additional Financing for Lifting Education Access and Resilience in Times of Need in Ukraine Project) between UKRAINE and the International Bank for Reconstruction and Development and the International Development Association jointly acting as a Supervising Entity for the Global Partnership for Education Fund and as administrator of the Ukraine Relief, Recovery, Reconstruction and Reform Multi-Donor Trust Fund (GPE GRANT No TF0D0613, URTF GRANT No TF0D0612) was signed in the amount of US\$31.1 million.

LEARN was developed to address critical issues and provide the necessary support to the education sector in accordance with the Strategic Action Plan of the Ministry of Education and Science until 2027, approved by the Order of the Ministry of Education and Science of Ukraine dated March 7, 2024 No. 276. Early childhood education ranks first among the strategic priorities identified by the Strategic Plan. The ultimate goal of the reform is to ensure access to quality preschool education for every child, including children with special educational needs, which is planned to be achieved through a number of strategic objectives: accessibility, highly qualified and motivated staff, compliance of the quality and content of education with European requirements, the functioning of effective quality monitoring and assessment systems, management and financing. In addition, LEARN is focused on supporting Priority 2 of the Strategic Action Plan: School Education and the New Ukrainian School (NUS). Continuing the reform of the NUS is a key priority of the MOES.

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 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 and advice to MOES on procurement of goods, works, and services under the Operations in accordance with World bank requirements as well as monitoring of contracts implementation.

## **III. SCOPE OF SERVICES**

The Consultant shall provide under the IPF part of the Operations the following services and perform the following tasks, including but not limited to:

- Conducting market analysis and research on goods, works and services procured (or likely to be procured) under the Operations, including initiating requests and collecting commercial offers from potential participants to determine the expected cost;
- Participate in the development and timely updating of PPSDs for Operations;
- Participate in updating the Action Plan and Procurement Plan of Operations, including through the World Bank's electronic system Systematic Tracking of Exchanges in Procurement (STEP), and preparation of related cost estimates under the Operations;
- Preparation of draft bidding documentation including independent development and finalization of technical specifications, terms of reference in accordance with World Bank requirements, including procurement notices under the Operations;
- Providing professional assistance to other consultants regarding general requirements for the preparation of Terms of Reference or specifications;
- Assistance to the MOES in organizing and conducting procurement of goods, works, and services under the Operations in line with the IBRD procedures and requirements, including using Prozorro e-procurement system for the procurement of goods, works and non-consulting services;
- Assistance to the MOES and other Operations' implementing agencies during the evaluation of bids and proposals, and the preparation of evaluation reports under the Operations in accordance with World Bank requirements;
- Provide advisory support to implementing agencies on procurement procedures, including the review of procurement documentation, evaluation reports, draft contracts, and contract management matters, in accordance with the World Bank's Procurement Regulations and the Operations' agreed procurement mechanisms;

- Participation in negotiations with successful bidders or consultants (as necessary), assistance to the MOES in the preparation of draft contracts under the Operations with successful bidders or consultants, as appropriate;
- Collaborate as a team with other WBOMU/PIU consultants and MoES staff on all procurement activities As requested by the MoES;
- Provide assistance in contracts administration (including through STEP) and preparation of the contract amendments and contract reports;
- Provide explanations to PIU members, Tender Committee members, other employees of MOES, and Operations' implementing agencies regarding procurement rules and procedures of World Bank;
- Preparation of procurement reports under the Operations for World Bank and for other interested government agencies;
- Support the processing of procurement-related complaints in accordance with the prescribed procedures;
- Maintaining procurement documentation in accordance with the established procedure and within the established period under the Operations;
- Participating (if necessary) in amending the Operations Manuals;
- Perform other tasks and activities related to the implementation of the Operations, within his competence upon request of the Project Coordinator(s) and/or the Project Manager – Lead of group of consultants / Head of WBOMU/PIU.

#### **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):

- Master's Degree or complete higher education Degree in procurement, economics, law, management, finances, accounting, or audit;
- At least three (3) years of practical experience in accordance with the World Bank Procurement Regulations for Borrowers of Investment Project Financing after July 1, 2016 or the rules of other IFIs and/or donors;

- Basic skills in working with EPS/authorized sites;
- Experience in preparing/conducting market research/market consultations to determine expected cost;
- At least one (1) year of practical experience using STEP;
- At least three (3) years of relevant experience as a procurement specialist with full knowledge of procurement methods and practices used in the public sector;
- Fluency in English;
- Fluency in Ukrainian;
- Advanced PC user, knowledge and practical skills in using the Microsoft Office (MS Word, Excel, Power Point), email and databases;
- Knowledge of Ukrainian legislation on public procurement.

Desired (optional) competences and experience:

- Practical experience in procurement using the ProZorro electronic public procurement system;
- Other relevant procurement experience in public or private institutions, organizations or enterprises;
- Experience in World Bank investment projects.

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

The consultant shall provide his/her services until December 31, 2026 with potential prolongation till the end of the Operation(s).

The Consultant shall provide services under this Contract on an ongoing basis during its term with a level of engagement equivalent to full-time employment, to the extent necessary for the proper performance of the tasks specified in the Terms of Reference.

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. INTEGRITY AND CONFLICT OF INTEREST**

The consultant must ensure compliance with the requirements for preventing conflicts of interest and integrity during the preparation of documentation and assessment.

## **IX. 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) indicating the email's subject: "MOES-IC-03-PS-2: Procurement 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 11:00 am Kyiv time June 3, 2026.