

TERMS OF REFERENCE

for Consulting Services (Individual Consultant)

Project Coordinator

LEARN Contract № LEARN-2.6-FLAGS-3

GPE № TF0D0613

I. Background

Ukraine with the International Bank for Reconstruction and Development and the International Development Association (hereinafter referred to as the World Bank) have signed the agreements for the Program “Lifting Education Access and Resilience in times of Need in Ukraine” (hereinafter referred to as the LEARN or Operation).

LEARN was designed 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 of Ukraine until 2027, approved by the Order of the Ministry of Education and Science of Ukraine dated 07.03.2024 No. 276 (hereinafter referred to as the Strategic Plan).

The Operation focuses on supporting the priorities “1. Early Childhood and Preschool Education” and “2. Reform of the “New Ukrainian School”” stipulated in the Strategic Plan.

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 provides a combination of the 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 loan provided by Bank resources, supported by loan 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 Loan Agreement between Ukraine and the International Bank for Reconstruction and Development for the Program ([LOAN 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 Financing Agreement between Ukraine and the International Development Association for the Program ([CREDIT 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.

More detailed information about the LEARN program is provided at <https://projects.worldbank.org/en/projects-operations/project-detail/P504171>

The latest additional grant agreement provides for expanded support for reforms in the education sector, in particular by:

- financing activities for the development of preschool education;
- providing grant support of the Global Partnership for Education (GPE) aimed at strengthening the institutional capacity of the Ministry of Education and Science of Ukraine to implement educational reforms.

In accordance with the provisions of the agreements concluded, the Ministry of Education and Science of Ukraine is responsible for the overall implementation, coordination, monitoring and reporting on the Project activities, in particular those aimed at strengthening the institutional management capacity of the Ministry of Education and Science of Ukraine. Such activities include the provision of technical assistance, the development and implementation of information systems, conducting training activities in the field of vocational (technical) education, as well as the implementation of initiatives in cross-sectoral areas, in particular inclusive education, European integration, education infrastructure management and strategic planning.

II. Objective

The objective of this assignment is to ensure effective coordination and support of the implementation of activities under the Global Partnership for Education (GPE) grant, including facilitating coordination between MoES structural units, the Ministry's leadership, and external partners, tracking progress and timelines, ensuring the preparation of high-quality project documentation, and supporting timely managerial decision-making.

III. Scope of services

The scope of services to be provided by the Consultant will include, but not be limited to,

the following:

- Ensure coordination between structural units of the Ministry of Education and Science of Ukraine (MoES), the Ministry's leadership, and external partners, including the Global Partnership for Education (GPE), to align priorities, decisions, and results in the implementation of GPE grant activities;
- Monitor the implementation of key milestones, track results and timelines, and identify issues affecting the implementation of the GPE grant;
- Ensure coordination and quality of key project materials and documentation, including Terms of Reference (ToRs);
- Maintain documentation related to the GPE grant;
- Provide support in the administration of the GPE grant and ensure alignment among stakeholders for effective implementation of grant activities;
- Monitor processes and provide timely updates to project stakeholders during the preparation and initiation of procurement under the GPE grant;
- Prepare and present up-to-date information on ongoing processes and the status of activities under the grant during weekly meetings with the Project Coordinator or Co-Coordinator, and respond promptly to urgent requests;
- Perform other organizational tasks related to the implementation of the Operation, as requested by the Ministry of Education and Science of Ukraine and/or the LEARN Project Coordinator.

IV. Reporting

The Consultant will report to the Project Coordinator/Co-Coordinator and will work in coordination with the Deputy Ministers of Education and Science of Ukraine, the relevant directorates of the Ministry of Education and Science of Ukraine, the World Bank Operations Team Leader, ensuring effective interaction and support throughout the project implementation process, as well as with project managers involved in the implementation of Project activities.

The Consultant will submit monthly reports in hard copy to the Project Coordinator/Co-Coordinator. The reports will include a description of the services provided by the Consultant 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. The MoES may provide the Consultant with a workplace, including the necessary equipment required for the performance of his/her functions (e.g., computer, communication tools, and office equipment), subject to mutual agreement between the Parties.

VI. Qualification requirements

Minimum requirements (mandatory):

- Master's degree or higher in public administration, economics, international relations, other social sciences, education, or related fields;
- At least 2 years of relevant experience in administrative work, project management, public sector, or international cooperation;
- Strong project management skills, including planning, tracking deliverables, and managing timelines and dependencies;
- Proficiency in English at B2 level or higher;
- Fluency in Ukrainian;
- Strong organizational and communication skills, as well as the ability to work with documentation.

Desirable skills and qualifications:

- Experience in managing or coordinating donor-funded projects and working with international partners will be considered an advantage;
- Strong analytical and problem-solving skills, including the ability to identify risks and propose solutions;
- Ability to manage multiple priorities, work under tight deadlines, and effectively engage with stakeholders.

VII. Period and location of employment

The Consultant shall provide his/her services until June 30, 2027. The contract may be extended subject to satisfactory performance and mutual agreement between the Consultant and the Ministry of Education and Science of Ukraine during the Project financing period.

The Consultant is expected to provide services under this Agreement on an ongoing basis throughout its term at a level of engagement equivalent to full-time employment, to the extent necessary to properly perform the tasks specified in the Terms of Reference.

The Consultant shall provide services primarily in Kyiv, Ukraine, and may take business trips to other regions of Ukraine to support implementation of the Project. The Consultant is expected to provide services at the Client's premises.

VIII. Application package

Interested persons should submit their CVs in Ukrainian and English at the following email address: kateryna.kovtun@mon.gov.ua Cc: serhiy.artemenko@uiherp.org, marina.chubenko@mon.gov.ua

indicating the email subject: «LEARN: Selection of the Project Coordinator: [NAME]».

The deadline for submission of the documents is 14:00 am Kyiv time June 04, 2026.

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