

TERMS OF REFERENCE

for Consulting Services (Individual Consultant)

Junior Project Administrator

LEARN Contract No. LEARN-2.6-FLAGS-5

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

GPE № TF0D0613

I. Background

Ukraine and the International Bank for Reconstruction and Development (hereinafter referred to as the IBRD or the 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).

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 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 Bank for Reconstruction and Development ([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.

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 provide administrative and organizational support to the implementation of Project activities, including those financed under the Global Partnership for Education (GPE) grant for building institutional capacity, and to assist project managers and relevant MoES directorates in day-to-day coordination, documentation, and administrative processes related to the Project.

III. Scope of services

The Consultant shall provide the services which include but not limited to:

- Provide administrative and organizational support to relevant MoES directorates, Deputy Ministers, and project managers involved in cooperation with the Global Partnership for Education

(GPE);

- Support the implementation of the functions of the national GPE focal point, including preparation of working materials, draft correspondence, organization of working meetings, and maintenance of ongoing communication;
- Assist in the preparation of materials and working documents related to the development of the GPE Country Compact and preparation for mobilizing financing under the GPE Multiplier instrument;
- Provide administrative support to project managers and consultants involved in the implementation of activities under the GPE Capacity Grant;
- Assist in the preparation of working documentation, including meeting minutes, internal memos, acts of completed works, and other administrative materials;
- Perform other administrative and organizational tasks related to the implementation of the Operation, as requested by MoES and/or the LEARN Project Coordinator.

IV. Reporting

The Junior Project Administrator shall report to the Project Coordinator / Project Co-Coordinator and work in coordination with the Deputy Ministers of Education and Science of Ukraine, relevant MoES directorates, and project managers involved in the implementation of Project activities. On operational matters, the Consultant shall cooperate with the Head of the Operations Management Group of the World Bank.

The Consultant shall submit monthly reports in hard copy format. The reports shall include a description of services provided during the reporting period and timesheets.

V. Provided resources

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

- Bachelor's degree in a relevant field (public administration, law, economics, international relations, social sciences, education, or related disciplines) or final-year undergraduate student in a relevant field;
- Some experience in administrative work, project support, public sector activities, or international cooperation (including internships, volunteer work, or other relevant engagement);
- English language proficiency at B2 level;
- Fluency in Ukrainian;
- Strong organizational and communication skills and ability to work with documentation.

Desirable skills and qualifications:

- Desired experience or familiarity with the work of public institutions, international organizations, or donor-funded projects;
- Basic understanding of the Ukrainian education system and the New Ukrainian School reform will be an advantage;
- Experience in preparing documents, reports, or analytical materials;
- Strong interpersonal and communication skills and ability to work in a team;
- Ability to organize tasks, manage multiple assignments, and work with deadlines;
- Attention to detail and willingness to learn

VII. Period and location of employment

The Consultant shall provide his/her services until December 31, 2028. 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 be able to provide services remotely, but at the MOES request must arrive and/or provide services at the MOES premises as soon as possible.

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, maryna.chubenko@mon.gov.ua

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

The deadline for submission of the documents is 14:00 am Kyiv time May 19, 2026.

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