

TERMS OF REFERENCE
for Consulting Services (Individual Consultant)

Administrative Assistant
Early Childhood Education Development Office (ECEDO)

LEARN-IC-ECEDO-03
Lifting Education Access and Resilience in Times of Need in Ukraine Program
URTF Grant No. TF0D0612

I. Background

The Government of Ukraine is implementing a comprehensive reform of the education sector aimed at strengthening teaching and learning conditions and enhancing management capacities across all levels of education, which is one of the key tasks on the path of Ukraine's accession to the EU. With the adoption in 2024 of the new [Law of Ukraine "On Preschool Education"](#), which entered into force on January 1, 2025, active transformation processes have also covered preschool education.

Early childhood and preschool education ranks first among the strategic priorities identified by 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 March 7, 2024 No. 276. 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 the following strategic goals: accessibility, highly qualified and motivated staff, compliance of the quality and content of education with European requirements, the functioning of effective systems for monitoring and assessing quality, management and financing.

[The European Commission's Communication on the EU's Enlargement Policy for 2024](#) notes the steps taken as achieving some progress. It emphasizes the next task of ensuring the implementation of the legislation on preschool education, which puts in place measures aligning to EU principles and focuses on high-quality early childhood education, guaranteeing access for children of early and preschool age, fair rules for the functioning of preschool entities, and decent working conditions for employees.

Implementation of this reform is also accompanied by the development of the draft Strategy for preschool education development presented during the event “[First Steps Forward](#)”, new secondary legislation, and additional budget allocations.

These reforms, which are the most transformative in more than three decades, will be implemented in two phases. The first phase involves developing capacity at the national and local levels for implementation of reforms on a limited scale, approximately 35 territorial communities (hromadas), combined with a rigorous process evaluation to prepare for scale up. The second phase involves implementation of the Strategy at the national level.

To support the first stage of the preschool education reform, the Government requested additional resources under the Technical Assistance component, Investment Project Financing, of “Lifting Education Access and Resilience in Times of Need in Ukraine” (LEARN) project.

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\$737 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. On June 9, 2026, a Loan Agreement (Third Additional Financing for Lifting Education Access and Resilience in Times of Need in Ukraine Program) was signed between Ukraine and the International Bank for Reconstruction and Development (Loan No. K019-UA) in the amount of \$286 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.

The Ministry of Education and Science of Ukraine has established the Early Childhood Education Development Office (ECEDO). Functioning as a technical implementation office within the ministry, ECEDO provides operational and expert support to coordinate overall reform efforts across several areas, including access and financing, content of education and teacher professional development, inclusion, quality assurance, legal and regulatory frameworks, as well as intersectoral cooperation. The office will also be responsible for monitoring the implementation of reforms in the field of Early Childhood and Preschool Education (ECPE). The establishment of ECEDO strengthens the capacity of the Ministry of Education and Science of Ukraine to manage donor-funded technical assistance, provide support to participating communities, ensure coherence between reform components, and integrate project results into national systems for long-term sustainability and scalability.

II. Objectives

The objective of this assignment is to provide reliable administrative and communication support to ECEDO, enabling efficient office operations, clear documentation, effective scheduling, and consistent internal and external communication in support of the First Steps Forward project.

III. Scope of Services

1. Administrative and office support

- Provide day-to-day administrative support to ECEDO leadership and technical teams.
- Maintain calendars, schedule meetings, coordinate logistics, and support organization of events, workshops, and coordination meetings.
- Assist with preparation, filing, and archiving of official correspondence, documents, and records in line with MoES and project requirements.

2. Documentation and reporting support

- Support preparation, formatting, and consolidation of reports, meeting minutes, presentations, and briefing materials.
- Maintain organized electronic and physical filing systems for project documentation, contracts, and correspondence.
- Track deadlines, follow up on action points, and support timely submission of required documents.

3. Communication support

- Assist with internal communication within ECEDO and with MoES directorates, ensuring timely dissemination of information.
- Support external communication with partners, consultants, and stakeholders by drafting routine correspondence and coordinating information exchange.
- Provide logistical and administrative support to the Senior Communication Expert and SBC Expert as needed.

4. Stakeholder coordination and engagement

- Support coordination with hromadas, partners, and consultants by managing contact lists, invitations, and meeting logistics.
- Assist in organizing stakeholder consultations, trainings, and coordination events, including preparation of agendas and participant materials.

5. Operational support

- Support procurement-related administrative tasks, including document preparation and coordination with the Project Implementing Unit, as requested.
- Assist with travel arrangements and logistics for ECEDO staff and consultants, including mission planning and documentation.

IV. Reporting and Coordination Arrangements

The Consultant reports directly to the Project Coordinator/Co-Coordinator and works under the supervision of the Head of ECEDO, with day-to-day task coordination by the Deputy Head for Cross-Sectoral Coordination and close collaboration with the Senior Communication Expert. The Consultant shall submit monthly reports in hard copy.

V. Duration and Modality of Assignment

The Consultant shall provide his/her services until December 31, 2028. 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 Consultant is expected to work primarily remotely, with in-person presence at MoES premises as required.

VI. Minimum Qualification Requirements

- Bachelor's degree in Public Administration, Communications, Management, Education, Social Sciences, or a related field.
- At least 2-3 years of relevant experience in administrative support, office management, or project coordination.

- Experience supporting projects or teams within government institutions, international organizations, or donor-funded programs.
- Strong organizational, time-management, and communication skills.
- Proficiency in standard office software (Word, Excel, PowerPoint, email, calendars, document management tools).
- Fluency in Ukrainian and working proficiency in English.

VII. Desirable Skills and Qualifications

- Experience working with education or social sector projects.
- Familiarity with World Bank, UNICEF, or other donor-funded project environments.
- Experience supporting communication activities or event organization.
- Ability to work in a fast-paced, multi-stakeholder environment with multiple deadlines.
- Strong attention to detail and ability to handle confidential information professionally.

VIII. Application Package

Interested persons should submit their CVs in Ukrainian and English to the following email address:

oleksandr.radchenko@uiherp.org

Please indicate the email subject line as: «**LEARN: Selection of the Administrative Assistant: [NAME]**»

The deadline for submission of documents is **11:00 am Kyiv time, July 16, 2026**.

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