

TERMS OF REFERENCE

for Consulting Services
(Individual Consultant)

Higher Education Coordination Administrative Support Specialist

Procurement No. MOES-C3-05-SUP-IC-20

Ukraine Improving Higher Education for Results Project
World Bank Loan No. 9238-UA

I. BACKGROUND

Ukraine and the International Bank for Reconstruction and Development (hereinafter referred to as "IBRD" or the "World Bank") signed Loan Agreement No. 9238-UA in the amount of US\$200 million to implement the Ukraine Improving Higher Education for Results Project (hereinafter, the "Project"). The Project is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MoES) with support from the World Bank Group.

Project implementation period: 2021-2027.

The Project Development Objective (PDO) is to improve the efficiency, conditions for quality, and transparency in Ukraine's higher education system.

The Project comprises six components:

- Component 1: Sector-Wide Improvements to Governance, Financing, Quality and Transparency.
- Component 2: Alliances and Partnerships for Improved Efficiency and Quality.
- Component 3: Capacity Building and Education Environment Enhancement.
- Component 4: Project Management, Monitoring and Evaluation.
- Component 5: Support to Academic and Social Scholarships for Higher Education Students.
- Component 6: Contingent Emergency Response Component (CERC).

The Project will finance two expenditure categories: Category (i) - investments in goods, works, and services, with disbursements made against eligible expenditures; and Category (ii) - transfers to the budget upon fulfilment of certain results-based conditions, with disbursements likewise made against eligible expenditures subject to the achievement of specified results, as set forth in the Loan Agreement and the Project Operations Manual.

Within Part 3 of the Project, specialized consultants are planned to be engaged to support the effective management of the higher education and research system, as well as higher education institutions, and to provide support for the implementation of digital, financial, human resources, and other components of higher education reform at the institutional level.

More detailed information about the Project is available at:

<https://projects.worldbank.org/en/projects-operations/project-detail/P171050>

These Terms of Reference set out the objective and scope of the consulting services, as well as the qualification requirements for the Consultant.

II. OBJECTIVE

The objective of this assignment is to provide administrative and organizational support for the activities of the support team of the Ministry of Education and Science of Ukraine in the higher education sector and to coordinate with management, structural units, higher education institutions, the UIHERP Project, and other higher education stakeholders in order to facilitate an effective management process.

III. SCOPE OF SERVICES

The Consultant's scope of services shall include, but not be limited to:

- ensure effective working interaction among the Deputy Minister, MoES structural units, consultants of UIHERP and other stakeholder;
- collect and consolidate information required for UIHERP implementation;
- organize the day-to-day work of specialists and consultants of the MoES UIHERP support team;
- coordinate work-related matters, deadlines, and task priorities;
- maintain working calendars and records of tasks, deadlines, status, and agreements; send reminders to responsible persons and provide timely notice of delays or the need for management decisions;
- coordinate the preparation and conduct of working sessions, meetings, events, and visits under the Project; record agreements and monitor follow-up actions;
- ensure the timely exchange of information among MoES management, structural units, the support consultant team, higher education institutions, partners, and UIHERP;
- collect, verify for completeness, systematize, and technically format working materials, background information, draft letters, and meeting materials;
- organize the clearance of documents and materials, track their routing and status, and monitor the completion of assigned tasks;
- organize the collection of reports from engaged Support Team specialists for the preparation of monthly and other reports required under the Project, and perform other Project implementation tasks within the Consultant's competence;
- perform other Project-related tasks within the Consultant's competence, as assigned by the Deputy Minister of Education and Science of Ukraine responsible for the higher education system.

The following outputs and results are expected from the services (the list is not exhaustive):

- the day-to-day work of MoES specialists, consultants of the higher education support team, and UIHERP is organized;
- working calendars, task lists, deadlines, status, and agreements are kept up to date; decisions and follow-up actions are recorded and tracked;
- working meetings, sessions, events, and visits are organized in a timely manner; the necessary materials are prepared and information exchange among the parties involved is ensured;
- working materials and evidence of task completion are systematized;

- effective working interaction is ensured among the Deputy Minister, MoES structural units, the support team and UIHERP, higher education institutions, and other higher education stakeholders;
- the day-to-day work of the team's specialists and consultants is organized.

IV. REPORTING

The Consultant shall report to the Project Coordinator/Co-Coordinator, be accountable to the Deputy Minister of Education and Science of Ukraine responsible for the higher education system, and work under their supervision.

The Consultant shall coordinate their activities with the Project Manager - Head of the Consultant Team and ensure the administrative coordination of specialists and consultants engaged in implementing UIHERP tasks in higher education.

The Consultant shall submit monthly reports in hard copy to the Project Coordinator/Co-Coordinator.

Each monthly report shall include a concise description of the administrative and coordination tasks performed, meetings and events organized, assignments and work processes supported, the status of interaction with engaged specialists, and the materials collected and systematized for UIHERP implementation and reporting. Where necessary, the report shall include agendas, minutes, links, task lists, or other evidence of performance.

V. RESOURCES PROVIDED

MoES shall provide the Consultant in a timely manner with the information necessary to perform the assignment.

MoES may provide the Consultant with a workspace, including the equipment necessary to perform the functions (e.g., a personal computer, communications equipment, and office equipment).

VI. QUALIFICATION REQUIREMENTS

Minimum requirements (mandatory):

- a Master's degree or higher;
- at least three years of professional experience in administrative coordination, project administration, or organizational support for managers or teams in the education sector;
- experience organizing the work of a team or group of consultants while concurrently managing multiple tasks, deadlines, and clearances;
- experience preparing working meetings and events, taking minutes or recording agreements, and monitoring their implementation;
- experience organizing document workflows, clearance processes, and working interaction among structural units, partners, or contractors;
- skills in collecting, systematizing, and consolidating information for working and reporting materials;
- strong organizational skills, attention to detail, and the ability to work with confidential information, manage multiple tasks, and meet tight deadlines;

- fluency in Ukrainian;
- English proficiency at CEFR level B2 or higher;
- proficiency in Microsoft Office, Google Workspace, videoconferencing platforms, and digital tools for task management and teamwork.

The following preferred (non-mandatory) qualifications, competencies, and experience will be considered an advantage:

- an academic background in management, public administration, project management, international relations, political science, or a related field;
- experience in higher education;
- experience in the public sector;
- experience providing administrative support to projects financed by international financial institutions or international technical assistance programs;
- knowledge of other foreign languages will be considered an advantage.

MoES may invite the most qualified candidates for an interview to clarify information provided in their CVs.

VII. PERIOD AND PLACE OF WORK

The Consultant shall provide the services until 30 June 2027. with the possibility of extending the contract if UIHERP is extended.

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

The Client and the Consultant may at any time agree on a different workload based on the actual volume of tasks.

Specific contractual terms and working arrangements shall be discussed and agreed separately.

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: «MOES-C3-05-SUP-IC-20: [NAME]».

The deadline for submission of the documents is 14:00 am Kyiv time September 8, 2026.

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