

TERMS OF REFERENCE

for Consulting Services (Individual Consultant)

Content Development Project Manager 3 (upper secondary school, content for educational domains)

Contract No. LEARN-IC-NIO-2.4-2

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

URTF Grant No. TF0C5794

I. BACKGROUND

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

The total financing of LEARN currently amounts to USD 451 million, using a combination of World Bank financial instruments: Program for Results (PforR), complemented by Investment Project Financing (IPF).

The Program for Results (PforR) is implemented through a loan of USD 235 million from World Bank resources via credit enhancement instruments from the Advancing Needed Credit Enhancement for Ukraine (ADVANCE Ukraine) Trust Fund, supported by the Government of Japan. This is formalized through the Program Loan Agreement between Ukraine and the International Bank for Reconstruction and Development (Loan No. 9721-UA).

An additional USD 150 million is provided under the Special Program for Ukraine and Moldova Recovery (SPUR) of the International Development Association (IDA) Crisis Fund, as set out in the Financing Agreement between Ukraine and the International Development Association for the Program (Credit No. 7626-UA). Additional financing of USD 4.9 million was provided under the Financing Agreement between Ukraine and the International Development Association (Credit No. 7905-UA).

In addition, USD 30 million of Investment Project Financing (IPF) is provided under the Grant Agreement between Ukraine and the International Bank for Reconstruction and Development and the International Development Association, acting as administrator of the Multi-Donor Trust Fund for Ukraine Relief, Recovery, Reconstruction and Reform (URTF No. TF0C5794).

Also, on December 19, 2025, a Grant Agreement (Additional Financing for the Project "Lifting Education Access and Resilience in times of Need in Ukraine") was signed between Ukraine and the International Bank for Reconstruction and Development and the International Development Association, acting jointly as the Supervising Entity for the Global Partnership for Education

Fund and as administrator of the Multi-Donor Trust Fund for Ukraine Relief, Recovery, Reconstruction and Reform (GPE No. TF0D0613, URTF No. TF0D0612), in the amount of USD 31.1 million.

LEARN was developed to address critical challenges and provide essential support to the education sector, in line with the Strategic Action Plan of the Ministry of Education and Science (MoES).

The Operation focuses on supporting priorities "1. Early and Pre-School Education" and "2. New Ukrainian School Reform" as set out in the Strategic Action Plan.

The objectives of the Operation are: (i) to improve teaching and learning conditions; and (ii) to strengthen the management capacity of the education system.

For this Program, "teaching and learning conditions" relate to three critical factors of education service delivery:

- i. Safety, including shelters as a prerequisite for reopening schools for in-person learning, and free and inclusive school bus transportation for students living at greater distances from schools;
- ii. Learning materials, in particular updated textbooks and age-appropriate learning materials in line with the NUS model; and
- iii. Teachers trained in NUS standards and principles, using updated teaching materials.

Meanwhile, "management capacity of the education system" refers to the institutional capacity to plan, allocate, and monitor resources based on reliable data at the student and school level.

The NUS Implementation Office (NIO) is being established by the MoES as an advisory and consultative body. The primary purpose of the NIO is to support and implement the New Ukrainian School (NUS) reform by providing expert advice, strategic oversight, and coordination of reform initiatives across Ukraine.

II. OBJECTIVE

The Content Development Project Manager 3 is responsible for leading and coordinating the development of educational content for upper secondary school (grades 10–12) within the New Ukrainian School (NUS) reform. The manager ensures that all content is aligned with the State Standard for Upper Secondary Education, supports competency-based learning, and is tailored to the diverse needs of students in academic lyceums.

III. SCOPE OF SERVICES

The Consultant shall provide the following services, including but not limited to:

- Coordinate the development of updated concepts for educational domains for upper secondary school.

- Coordinate the development of TLM (teaching and learning materials) for 10 educational domains for upper secondary school.
- Lead the planning and development of teaching and learning materials for grades 10-12 (pilot schools), ensuring alignment with the NUS framework and State Standard.
- Manage interdisciplinary teams of experts, designers, and editors involved in content development.
- Ensure materials are competency-based, inclusive, engaging, and age-appropriate.
- Collaborate with UIRO for approval procedures and integration of expert reviews.
- Coordinate feedback collection from pilot schools and refine TLM based on input.
- Liaise with relevant units to ensure coherence across content and implementation efforts.

IV. REPORTING

The Content Development Project Manager 3 reports directly to the LEARN Coordinator/Co-Coordinator and works under the supervision of the NIO Content Development Coordinator and Head of NIO. Works closely with the Upper Secondary Education Deputy Head of NIO and other functional teams within the NUS Implementation Office.

The Consultant submits monthly reports in writing to the Project Coordinator/Co-Coordinator. Reports shall contain a description of the Consultant's services 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. MoES shall 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):

- At least 2 years of experience in education project management or curriculum/content development
- Advanced understanding of the State Standard for Upper Secondary Education and NUS principles
- Experience in managing cross-functional teams and complex timelines
- Higher education degree in education, project management, or a relevant field
- Proficiency in Ukrainian and B1 or higher level in English

Desired Skills and Qualifications:

- Knowledge of modern educational trends, digital learning, and assessment tools
- Familiarity with inclusive education principles and universal design for learning
- Strong communication, organizational, and leadership skills
- Experience collaborating with international education projects or donor-funded initiatives

VII. PERIOD AND LOCATION OF EMPLOYMENT

The Consultant shall provide his/her services until August 31, 2027. The contract may be extended subject to satisfactory performance and mutual agreement between the Consultant and the Ministry of Education and Science (MoES) during the Program financing period.

The Consultant shall provide services under this Contract on a part-time basis throughout its duration, at an engagement level equivalent to part-time employment, to the extent necessary for the proper performance of the tasks defined in the Terms of Reference.

The incumbent will be based in Kyiv, Ukraine. The Consultant should be required and expected to take business trips to other regions of Ukraine to support implementation of the Project.

VIII. APPLICATION PACKAGE

Interested persons should submit their CVs in Ukrainian and English at the following email address: oleksandr.radchenko@uiherp.org indicating the email subject: "LEARN: Selection of Content Development Project Manager 3 (upper secondary school): [NAME]".

The deadline for submission of the documents is 11:00 am Kyiv time September 25, 2026.

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