

TERMS OF REFERENCE

for Consulting Services (Individual Consultant)

Ad-Hoc Senior Expert

Contract № LEARN-2.6-CC-7

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

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 mln million provides a combination of the World Bank financing instruments: Program for Results (PforR) – US\$389.9 mln and Investment Project Financing (IPF) – US\$61.1 mln.

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 operational and analytical support of high-quality to the Minister of Education and Science of Ukraine in the execution of priority, urgent, and ad hoc tasks, through coordination of the preparation of materials, follow-up on management instructions, review of documents, and facilitation of coordination among structural units to enable 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:

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

- Provide strategic advisory and analytical support to the implementation of Component 2.6.1 activities, including strategic planning, intergovernmental coordination, and cross-functional initiatives in the education sector;
- Provide flexible expert support to the 2.6.1 team on emerging, priority, urgent, and cross-cutting issues that require rapid response and cannot be fully absorbed by other project positions;
- Provide strategic analytical support to the coordination and implementation of flagship national programs, including “English for New Ukraine” and “Build Back Better”, and other priority reform initiatives supported under Component 2.6.1;
- Prepare analytical notes, policy briefs, briefing materials, presentations, position papers, concept notes, and strategic recommendations on issues defined by the Ministry’s leadership and the Project team;
- Facilitate coordination among structural units of the MoES and relevant stakeholders to support the implementation of strategic initiatives and priority reform activities;
- Coordinate the preparation of materials for meetings, official engagements, working visits, public events, and other activities involving the Ministry’s leadership;
- Ensure the finalization and quality review of briefs, presentations, talking points, position papers, and informational materials prepared by structural units of the MoES;
- Review draft documents submitted for leadership consideration to ensure quality, completeness, logical consistency, and alignment with assigned tasks;
- Coordinate the implementation of urgent, special, and ad hoc assignments issued by the Ministry’s leadership;
- Ensure the timely collection and consolidation of information from structural units and monitor the implementation of assigned tasks and instructions;
- Perform other activities related to the implementation of Component 2.6.1 and support to the Ministry's leadership, as requested.

IV. Expected Deliverables

The Consultant shall provide monthly evidence of services delivered, which may include, but is not limited to:

- analytical notes, policy briefs, briefing materials, presentations, talking points, concept notes, position papers, and strategic recommendations;
- evidence of support provided to the 2.6.1 team on emerging, priority, urgent, and

cross-cutting issues, including coordination activities, stakeholder engagement, information gathering and consolidation, analytical support, follow-up actions, and other assignments completed during the reporting period;

- consolidated information, status updates, tracking tools, and progress reports prepared for decision-making and management purposes;
- records of stakeholder consultations, coordination meetings, follow-up actions, and intergovernmental engagement activities;
- monthly reports summarizing activities performed, outputs delivered, and results achieved during the reporting period.

V. Reporting

The Consultant will report to the Project Coordinator/Co-Coordinator. On operational matters, the Consultant will coordinate his/her activities with the World Bank Operations Team Leader, ensuring effective interaction and support throughout the project implementation process.

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.

VI. 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.

VII. 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 5 years of relevant professional experience;
- Experience in the development, coordination, or monitoring of the implementation of reforms or public policies, including preparation of analytical materials, stakeholder coordination, and tracking the implementation of managerial decisions in the fields of education, science, or related sectors;
- Familiarity with Ukraine's education reform agenda and key policy priorities in the education sector;
- Experience coordinating with external partners, including government institutions, development partners, international organizations, or other stakeholders;
- Ability to prepare analytical, policy, and management materials for senior leadership;
- Proficiency in English at a minimum level of B2;

- Full professional proficiency in Ukrainian;
- Strong organizational and communication skills, as well as the ability to work with documentation.

Desirable skills and qualifications:

- Experience in coordinating interagency or cross-sectoral cooperation and stakeholder engagement;
- High level of attention to detail and the ability to manage a large volume of tasks.

VIII. Period and location of employment

The Consultant shall provide his/her services until July 31, 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.

IX. 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-2.6-CC-7: Ad-Hoc Senior Expert: [NAME]».

The deadline for submission of the documents is 14:00 am Kyiv time July 01, 2026.

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