TERMS OF REFERENCE
For Consulting Services (Individual Consultant)

"Financial management specialist"
Procurement No. MoES-IC-02-FMS-4

I. BACKGROUND

The Ministry of Education and Science of Ukraine is implementing projects financed by the World Bank, including: Ukraine Improving Higher Education for Results Project (UIHERP) and Lifting Education Access and Resilience in times of Need in Ukraine Program (LEARN) Program and plans to prepare and implement new operations in cooperation with the World Bank (hereinafter referred to as the Operation(s)).

UIHERP

Ukraine and the IBRD have signed Loan Agreement No. 9238-UA of US$200 million for the Project "Ukraine: Improving Higher Education for Results" (hereinafter referred to as UIHERP). UIHERP is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MoES) with the support of the World Bank Group. UIHERP implementation period is 2021-2027.

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

UIHERP includes six parts:

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

UIHERP supports two categories of expenditures: (i) traditional investments in goods, works, and services, for which disbursements are made against eligible expenditures, and (ii) defined performance-based conditions (PBCs), for which disbursements are also made against eligible expenditures conditional on the achievement of the PBCs as defined in the Loan Agreement and UIHERP Operational Manual.

More detailed information is given at the link https://projects.worldbank.org/en/projects-operations/project-detail/P171050

LEARN

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$737 mln provides a combination of the World Bank financing instruments: Program for Results (PforR) – US$675.9 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. 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.

LEARN was developed 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 until 2027, approved by the Order of the Ministry of Education and Science of Ukraine dated March 7, 2024 No. 276. Early childhood education ranks first among the strategic priorities identified by the Strategic Plan. 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 strategic objectives: accessibility, highly qualified and motivated staff, compliance of the quality and content of education with European requirements, the functioning of effective quality monitoring and assessment systems, management and financing. In addition, LEARN is focused on supporting Priority 2 of the Strategic Action Plan: School Education and the New Ukrainian School (NUS). Continuing the reform of the NUS is a key priority of the MOES.

The Program is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MoES) with the support of the World Bank Group. The implementation period is 2024-2028.

More detailed information is given at the link https://projects.worldbank.org/en/projects-operations/project-detail/P504171

Management of the above Operations is implemented by World Bank Operation Management Unit also referred as Project Implementation Unit (WBOMU/PIU) established to support MoES with day-to-day the operation management and coordination in administration, disbursement, procurement, financial management, monitoring and expert support compliance with environmental and social standards, reporting and other activities, including preparation and expansion of existing operations.

This Terms of Reference defines the purpose, Scope and duration of consulting services and qualification requirements for the Consultant.

II. OBJECTIVE

The objective of this assignment is to provide assistance and advice to MoES on financial management under the Project in accordance with IBRD and national legislation requirements.

III. SCOPE OF SERVICES

The Scope of services to be provided by the Consultant shall include but not be limited to the following:

- Providing day-to-day functions of financial aspects of the Operations, including but not limited to the following: financial reporting, disbursement, consolidation, budgeting, planning, and auditing aspects of the project as per the procedures agreed with the World Bank and the duties and procedures outlined in the Operational Manual;
- ensuring reflection of all financial transactions carried out within the Operations in the computerized accounting and reporting system of the Operations;
- maintaining project accounts and reporting on the Operations in national and foreign currency;
- preparation of draft withdrawal applications and related supporting documents as necessary, including Statements of Expenditures (SOE) in the format provided in the Project's Disbursement and Financial Information Letter (DFIL) for Category 1 of the project (non-PBC-based category);
- preparation of documentation related to verification protocols for performance-based conditions (PBCs), namely on eligible education expenditures for reimbursement as defined in the Loan Agreement and DFIL;
- preparation of draft financial and budget reports, particularly interim Unaudited Financial Reports, in accordance with Ukrainian legislation and Bank requirements;
- coordinating Operations audit with Accounting Chamber of Ukraine or other auditors;
- preparation of financial and disbursement forecasts for all expenditure categories of the project;
- monitoring disbursement due and balance of undisbursed funds under all expenditure categories;
- maintaining records of disbursements, respective payments and balance funds in agreement with the Financial Department of the MoES;
- control of fulfilment of contract conditions under the Operations in the financial part;
- ensure that all the payments under the project are made on a timely basis and according to contract terms and conditions as well as the Bank relevant guidelines, regulations, legal agreements and other applicable documents;

- providing financial management and accounting input to all PIU activities;
- interaction with the Ministry of Finance of Ukraine and the State Treasury Service of Ukraine in all issues relating to flow of funds, payments' processing procedures and other financial management-related processes in the Operations, as well as the preparation of draft financial and budget statements;
- preparation of financial information upon request of Project Manager - Lead of group of consultants or Project coordinator;
- ensuring provision of payments for the remuneration of Operations consultants, preparation of relevant draft payment orders and other reporting if required by law;
- coordination with and assistance to other consultants of the PIU in day-to-day Operations implementation issues;
- performance of other assignments related to FM, planning as required under the Operations and related tasks.

The above Scope of services is complete and encompasses the finance management (mandatory) and accounting, but can be adjusted at the discretion of the Client according to the qualifications of the selected Consultant.

IV. REPORTING

The Consultant will report to and operate under the overall supervision of the Operations Coordinator and the Head of WBOMU/PIU / Project Manager – Lead of a group of consultants in direct cooperation with the Head of the Department of Accounting and Reporting - the Chief Accountant of MOES.

The Consultant shall submit monthly reports in hard copy. The reports shall include 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 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

<u>Minimum requirements (mandatory)</u>

- Master's or Specialist degree (full higher education) in economics, finance, accounting, audit, management, or a related field;
- At least five (5) years' experience working in the financial and/or accounting sector;
- Working level of English;
- Fluency in Ukrainian;
- Working level knowledge of PC use, knowledge and advanced practical working skills in Excel and other financial and accounting programs.

Desirable qualifications and competencies which may provide the advantage

- Knowledge of budget Ukrainian legislation on planning and finance, accounting and reporting, National regulations (standards) of accounting in the public sector
- Experience with World Bank–financed projects or other projects funded/supported by international financial institutions (IFIs) would be considered an advantage;
- Experience as the financial and/or accounting specialist in public institutions;
- Experience working with MinFin and State Treasury Service of Ukraine;
- Practical experience with specialized World Bank systems and portals (e.g., Client Connection) will be considered a significant advantage.

When submitting CV and cover letter (expression of interest), Consultants shall provide

i) evidence confirming their experience in the areas specified in this section,
ii) reference letters detailing the results of the projects implemented, if available,
iii) contacts details (phone and email) of the previous employers or reference letters from the employers if available.

The MoES may invite the best-qualified candidates to an interview to clarify information provided in the respective CVs.

VII. PERIOD AND LOCATION OF EMPLOYMENT

The Consultant shall provide his services until December 31, 2028 with potential prolongation till the end of the Operation(s).

The MOES will conduct periodic performance reviews and the Parties have the right to review the terms of the contract. 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 services are planned to be rendered in Kyiv, Ukraine.

Particular contract and work mode modalities are subject to negotiations.

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's subject: "MoES-IC-02-FMS-4: Selection of Financial specialist: [NAME]".

The deadline for submission of applications is 11:00 am Kyiv time on November 25, 2026.

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