

TERMS OF REFERENCE

for Consulting Services (Individual Consultant)

Legal Drafting Specialist 2

Contract No. LEARN-IC-NIO-8.4

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

URTF Grant No. TF0C5794

I. BACKGROUND

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

The total financing for the Operation is US\$419.9 million using a combination of the World Bank's financial instruments: Program-for-Results (PforR) complemented by Investment Project Financing (IPF).

The Program-for-Results (PforR) is implemented through a US\$235 million loan 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 Loan Agreement between Ukraine and the International Development Association for the Program (LOAN NUMBER 9721-UA).

An 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 Bank for Reconstruction and Development for the Program (CREDIT NUMBER 7626-UA). An additional financing in the amount US\$4,9 million has been made available under the Credit Agreement (Credit No. 7905-UA).

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 NUMBER TF0C5794).

Hereinafter, the portion of the Operation financed through the PforR will be referred to as the Program, and the portion financed through the IPF will be referred to as the Project.

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

The Operation will focus on supporting the Strategic Action Plan Priority 2: School education and the New Ukrainian School (NUS). The continuation of the NUS reform is a key priority of the MoES.

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

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

- i. safety, including shelters as a pre-condition for schools to open for in-person learning and free and inclusive school bus transportation for students living further distances from schools;
- ii. learning materials, especially updated textbooks and age-appropriate learning materials in line with the NUS model; and
- iii. teachers trained on NUS standards, principles, and the use of the updated learning materials.

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

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

II. OBJECTIVE

The Legal Drafting Specialist 2 reports directly to the LEARN Coordinator and works under the supervision of the Legal Specialist Coordinator and the Head of NIO. Provides monthly progress reports and milestone tracking updates. Collaborates closely with the Regulatory Analyst, MoES Legal Department, and other relevant NIO functional units.

III. SCOPE OF SERVICES

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

- Draft legal and regulatory documents (laws, resolutions, decrees, orders, concepts, etc.) related to the NUS reform implementation.

- Review and provide legal expertise on policy documents developed by the NIO or MoES.
- Coordinate interagency legal reviews and consolidate comments from MoES, Ministry of Justice, Ministry of Finance, and other stakeholders.
- Support the development and legal alignment of national teacher policy, education quality assurance, curriculum reform, and school governance regulations.
- Ensure legal consistency and compliance with Ukraine’s legislative framework and relevant international agreements.
- Advise the NIO and its partners on procedural steps for initiating, approving, and registering legal acts.
- Participate in working groups and public consultations on regulatory reform in education.
- Prepare legal justifications, comparative legal analyses, and explanatory notes for drafted documents.

IV. REPORTING

The Legal Drafting Specialist 2 reports directly to the Project Coordinator and works under the supervision of the Head of the NUS Implementation Office and under the direct guidance of the Legal Specialist Coordinator. Provides monthly progress reports, updates on legal drafting status, and identifies legal and procedural risks.

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 5 years of professional experience in legal drafting or legal advisory work in the public sector
- Master’s degree in law
- Experience working with central executive authorities or legal units of ministries
- In-depth knowledge of legislative procedures in Ukraine (CMU, MoJ, VRU workflows)
- Strong skills in legal argumentation, editing, and document analysis
- Proficiency in Ukrainian

Desired Skills and Qualifications:

- Experience drafting normative acts in the field of education, public administration, or social policy
- Understanding of the NUS reform, education policy, and decentralization processes
- Excellent organizational and stakeholder coordination skills
- Ability to work with short deadlines, multitask, and manage sensitive legal content
- English language proficiency at B1 level or higher

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 his/her services on a full-time basis (100% FTE, approximately 40 hours per week).

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 Program.

VIII. APPLICATION PACKAGE

Interested persons should submit their CVs in Ukrainian and English at the following email address: oleksandr.radchenko@uiherp.org Cc: serhiy.artemenko@uiherp.org indicating the email subject: "LEARN: Selection of Legal Drafting Specialist 2: [NAME]".

The deadline for submission of the documents is 11:00 am Kyiv time October 27, 2025.

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