

TERMS OF REFERENCE

for Consulting Services (Individual Consultant)

«Junior Procurement Assistant»

Contract № MOES-IC-19-1-1-R

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

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 2021-2026.

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 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 Program).

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 Bank for Reconstruction and Development 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 Development Association for the Program (CREDIT NUMBER 7626-UA). An additional financing in the amount US\$4,9 million has been made available under the Financing 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).

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.

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

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 2024-2027.

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.

MoES is seeking motivated young professionals to strengthen the operational capacity of the PIU in the procurement sector, as outlined in this Terms of Reference (hereinafter referred to as the ToR). It is expected that the young professional will learn throughout the assignment and gain skills and experience in procurement under World Bank–funded projects (hereinafter referred to as the Consultant).

This ToR defines the objective, scope, and duration of the consulting services, as well as the qualification requirements for the Consultant.

II. OBJECTIVE

The purpose of this position is to assist in the preparation and execution of procurement activities for goods, works, and services as part of the implementation of Operations, in full compliance with the requirements of the International Bank for Reconstruction and Development. Additionally, the role includes providing administrative support to the group of consultants of the WBOMU/PIU.

III. SCOPE OF SERVICES

The Consultant carries out tasks in close collaboration with procurement specialists of the WBOMU/PIU, the Implementation Manager for the Education Environment and Infrastructure Enhancement, and/or the Procurement Assistant. The scope of services to be provided by the Consultant includes, but is not limited to, the following:

Support in Documentation Preparation

- Assisting in the preparation of draft procurement documentation (forms, templates, verification of compliance with technical requirements);
- Preparing informational and reference materials for the meetings of the Tender Committee;
- Maintaining an electronic archive and organizing documentation;
- Preparing interim reports, tables, and registers (e.g., market overview, comparative tables, compliance matrices);
- Participating in the preparation of materials for meetings and presentations;
- Assisting in the preparation of contracts with tender winners (clarifying specific terms with the winners).

Communication and Coordination

- Communicating with representatives of higher education institutions (HEIs) and communities to clarify technical requirements, submit documents, etc.;
- Liaising with potential suppliers to request and clarify commercial proposals (CPs);
- Assisting in the preparation of materials for meetings (draft letters, presentations, registers).

Analytics and Translations

- Preliminary market analysis, including gathering information on goods/services and comparing technical specifications;
- Translation of technical specifications from Ukrainian to English.

Technical and General Support

- Providing technical assistance in working with data storage systems (Google Drive, MS Excel, Word, etc.);

- Performing other auxiliary tasks related to procurement activities as assigned by the Procurement Specialist/Assistant, Implementation Manager, or Head of the PIU;
- Assisting in the evaluation of received bids and drafting evaluation reports;
- Monitoring and supporting contract implementation: tracking delivery deadlines, ensuring the availability of technical and supporting documentation, recording contract-implementation milestones in Contract Management Module in STEP;
- Performing any other tasks assigned by the Operations Coordinator and/or the Head of WBOMU/PIU /Project Manager – Lead of group of consultants.

Acquired Skills and Knowledge

- Developed hands-on expertise in preparing and managing competitive bidding processes in full compliance with World Bank rules and policies.
- Gained proficiency in drafting procurement documentation, conducting market analysis, and engaging effectively with suppliers and stakeholders.
- Strengthened practical skills and understanding of process documentation requirements within a government institution.
- Acquired in-depth knowledge of the specifics of conducting procurements in accordance with World Bank procedures through the Prozorro e-procurement system, including the Prozorro Market electronic catalog.
- Familiarized with the STEP system (Systematic Tracking of Exchanges in Procurement) utilized for procurement activities under World Bank projects, including Contract Management Module.

IV. ADMINISTRATIVE ASPECTS

The Consultant reports to and operates under the general supervision of the Operations Coordinator and/or the Head of WBOMU/PIU /Project Manager – Lead of group of consultants. Day-to-day work is guided by the Implementation Manager for the Education Environment and Infrastructure Enhancement, and conducted in close cooperation with procurement specialists of the WBOMU/PIU.

The Consultant shall submit monthly reports in hard copy. The reports shall include description of services provided by the Consultant during the reporting period and/or any other reports upon request.

MoES/ PIU will establish KPIs for the Consultant’s performance.

MoES / PIU will conduct periodic performance evaluations and reserves the right to amend the terms of the Contract should the Consultant’s performance be deemed unsatisfactory or if otherwise stipulated by the contract conditions. This position requires the Consultant’s full-time commitment.

V. PROVIDED RESOURCES

MoES will provide the Consultant with information necessary to carry out his/her assignment, in a timely manner. MoES will 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)

- Final-year university student pursuing a Bachelor's or Master's degree, preferably in economics, law, international relations, or related fields, OR recent graduate with less than one year of work experience. Candidates with honors diplomas will be given preference;
- English language proficiency at a minimum B1 level;
- Fluent in Ukrainian; experience in official correspondence;
- Computer literacy, including proficiency with standard office software packages, email, and databases.

Preferred (Optional) Competencies and Experience:

- At least 3 months of internship and/or work experience in procurement;
- At least 3 months of internship and/or work experience in project management within international financial organizations (IFIs);
- Verified experience working as an assistant or aide to a specialist;
- Skills in data collection and analysis, as well as monitoring;
- Experience in completing professional training, courses, or educational programs related to procurement in accordance with rules and procedures of IFIs (IBRD, EIB, EBRD etc.) or donors, public procurement or related fields.

VII. PERIOD AND PLACE OF WORK

The consultant shall provide his/her services until December 31, 2026 with potential prolongation of the Contract.

A probation period of 3 months is applicable from the date of the contract signing.

The services are planned to be rendered in Kyiv, Ukraine, at the MoES premises or at another location designated by the MoES.

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 and maryna.chubenko.piu@gmail.com indicating the email subject: "MOES-IC-19-1-1-R: Selection of Junior Procurement Assistant: [NAME]".

The deadline for submission of the documents is 11:00 am Kyiv time November 06, 2025.

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