

## **TERMS OF REFERENCE**

For Consulting Services (Individual Consultant)

### **“Project Manager – Lead of group of consultants”**

Contract No. \_\_\_\_\_

Ukraine Improving Higher Education for Results Project

World Bank Loan No. 9238-UA

#### **I. BACKGROUND**

Ukraine and the International Bank for Reconstruction and Development (the World Bank) have signed the Loan Agreement No. 9238-UA in the amount of US\$200 million for the Project ‘Ukraine: Improving Higher Education for Results’ (hereinafter referred to as the Project). The Project is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MESU) with support of the World Bank Group. The Project implementation period is 2021-2026.

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

The Project includes four components:

- Component 1: Sector-Wide Improvements to Governance, Financing, Quality, and Transparency;
- Component 2: Alliances/Partnerships for Improved Efficiency and Quality;
- Component 3: Capacity Building and Education Environment Enhancement;
- Component 4: Project Management, Monitoring & Evaluation

The Project 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 Project Operational Manual.

As a requirement of the Loan Agreement, MESU established a Project Implementation Unit (PIU) to conduct day-to-day Project management and coordination in disbursement, procurement, financial management, compliance with environmental and social standards, reporting and other Project-related activities. In order to ensure efficient implementation of the Project, MESU shall engage individual consultants for the PIU.

#### **II. OBJECTIVE**

The objective of this assignment is to provide overall general management of PIU consultants, participate in, coordinate, and supervise implementation of the Project under strategic guidance of the Project Coordinator(s), including but not only, procurement and financial management, short-term and long-term project planning and tracking, and reporting on a day-to-day basis.

### **III. SCOPE OF SERVICES**

The Consultant shall provide the following services and tasks:

- 1) Coordination and management of PIU consultants and resources, including monitoring of activities carried out under the Project;
- 2) Operational communication with Project counterparts in Ukraine including MESU, as well as Ministry of Finance, beneficiary higher education institutions (HEIs), and other agencies;
- 3) In charge of the daily management of the Project;
- 4) Prepares Project Implementation Report and semi-annual Progress Report;
- 5) Prepares required documentation related to verification protocols for performance-based conditions (PBCs), including evidence of achievement of PBCs
- 6) Develops concept notes and calls for proposals within Project implementation, in collaboration with other PIU Consultants and MESU staff;
- 7) Manages communication with HEIs;
- 8) Prepares actions points, monitors progress against timelines;
- 9) Ensure that all project activities are delivered on time, within scope and within budget;
- 10) Management of budget, including formulation of budget requests and management of financial resources;
- 11) Liaison and cooperation with the World Bank and overall responsibility for implementation of the Project;
- 12) Conducts stakeholder engagement and context and needs analysis;
- 13) Organizes regular project reviews;
- 14) Mainstreams gender inclusiveness and transparency across project planning and implementation;
- 15) Develops Project Implementation Report and semi-annual Progress Report;
- 16) Coordinates hiring of local and international consultants, oversees implementation of their contracts.
- 17) Participate (as necessary) in amending the Project Operational Manual (POM);
- 18) Carry out other assignments and activities related to the Project implementation within his/her competence upon request of the Project Coordinator(s).

### **IV. REPORTING**

The Project Manager as Lead of group of consultants will report to the Project Coordinator(s) and act under the overall supervision of the Project Coordinator(s). The Consultant shall submit monthly reports in hard copy. The reports shall include description of services provided by the Consultant during the reporting period.

### **V. PROVIDED RESOURCES**

MESU shall provide the Consultant with information necessary to carry out his/her assignment in a timely manner. MESU shall provide the Consultant with a workplace, including necessary equipment to carry out his/her functions (e.g. PC, communications and office equipment).

## VI. QUALIFICATIONS REQUIREMENTS

### Minimum requirements (mandatory):

- Master Degree or complete higher education Degree in Public Administration, Management, Economics, Public/Business Administration, Political Science, or other relevant field;
- At least 5 years of professional experience in project management and administration/implementation
- Experience in implementation of projects in education sphere, preferably higher education sphere;
- Experience of work with World Bank or other international financial or donor organizations;
- Strong grasp of all stages of program cycle management and quality standards in education, preferably higher education;
- At least 3 years of experience in collaboration with national and local government authorities as well as drafting of normative acts;
- Fluent spoken and written English to be confirmed by a certificate or during contract negotiations (upper intermediate or better level of English including knowledge of economic, legal, and technical terminology related to the Project)
- Fluency in Ukrainian
- Advanced PC user, knowledge and practical skills in using Microsoft Office (MS Word, Excel, PowerPoint) package, e-mail and databases.

### Desirable qualifications and competences

- Experience in performance-based management and reporting;
- Experience working with results frameworks;
- Strong experience in analyzing concepts, calls for proposals, analyses;
- Ability to manage and coach teams of experts;
- Ability to multitask;
- Proactive approach to work;
- Excellent interpersonal, consensus building and negotiating skills;
- Experience of working and interacting with the media will be considered an advantage;
- *Experience of using World Bank systems like Systematic Tracking of Exchanges in Procurement (STEP) and Client Connection will be considered as an advantage*
- *Knowledge of World Bank's procedures on financial management, procurement, and/or the environmental and social framework will be considered as an advantage*

## VII. PERIOD AND LOCATION OF EMPLOYMENT

The Consultant shall provide his/her services during Project implementation period, which lasts until December 31, 2026, with 6 months probation period. The Consultant shall provide his/her services on a full-time basis.

The incumbent will be based at the premises of the Ministry of Education and Science of Ukraine, 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.

Interested persons should submit their CVs in Ukrainian and English at the following e-mail address: [uiherp@mon.gov.ua](mailto:uiherp@mon.gov.ua) indicating subject of the letter: «P171050: Selection of Project Manager – Lead of group of consultants». The deadline for submission of CVs is 12:00 noon local time 05 November 2021.