

## **TERMS OF REFERENCE**

For Consulting Services (Individual Consultant)

### **"IT Product Manager"**

Contract No. MOES-IC-10-ITM2

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 Loan Agreement No. 9238-UA 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 (MOES) with the 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 six 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
- Component 5: Support to Academic Scholarships under MOES and Social Scholarships under MOSP for Higher Education Students
- Component 6: Contingent Emergency Response (CERC)

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, MOES 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, MOES shall engage individual consultants for the PIU.

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

The project components consider intensive intervention toward improving the digital infrastructure at the national level and level of HEIs to meet emergency needs and ensure efficient and comprehensive development of the Higher education management system.

This includes but is not limited to

- i. Upgrade the Unified State Electronic Database on Education (EDEBO). This core IT system serves as the evidence-based policymaking on the formation, implementation, and monitoring of higher education policies. This system collects information on students' applications, enrolment, and graduation and is the focal point for the annual competitive enrolment campaign into Higher education, Professional Pre-Higher and Vocational training institutions.

EDEBO plays a vital role in all digital transformation projects in the higher education sector that the Ukrainian Government is working on, including HEIs' graduate tracking system, distance enrolment of foreign students into Ukrainian HEIs, and e-licensing of educational institutions.

- ii. Upgrade the e-assessments system. At least three digital assessments (admission tests to the selected Master's program (Master's test of academic competencies/Master's complex test/Unified Foreign Language Entrance test; exit tests from the selected Master's program (Unified State Qualification Exam), National Multisubject Test required for admission to the bachelor's and junior bachelor's programs) require an urgent upgrade to ensure a successful enrolment campaign based on the education quality assessment.
- iii. National Student Survey (NSS) is a central beneficiary feedback loop for the perceptions of students on learning environments, teaching quality, academic integrity, and diversity and inclusion at their respective institutions. Results of the NSS will be publicly disseminated and used to help inform policymaking and further outreach and communication efforts with HEIs. Ultimately (though outside the project implementation period), student feedback will improve teaching practices and learning environments at HEIs. Additionally, the NSS will be designed to collect and report data disaggregated by gender to allow for analysis of gender disparities between HEIs and study fields.
- iv. Unified Information System on competitive research funding of HEIs shall ensure transparent and effective distribution and efficient monitoring of public funding for research and development of HEIs. The system aims to ensure clarity on issuing the respective funds and their supervision, thus limiting corruption risks, and to allow for a practical audit of finances etc. It is expected to create and support digital services for

research needs of HEIs that provide for interoperability and act as a single-entry point for existing research digital services.

- v. Development of the full-fledged HEMIS. MOES plans to launch the 'Emergency response' modernization of EDEBO in 2023 and continue developing EDEBO towards the full-fledged HEMIS in 2024 - 2026, which will result in the comprehensive program of the digital development of the Higher education covering inter alia required resources, investment, resilience, data coverage, KPI / graduate tracking, and interconnectivity.

The above hereinafter collectively referred to as the Products.

MOES expects that the team of Product IT managers (hereinafter referred to as the Consultant(s)) will contribute and technically lead the development of one or several Products in close cooperation with MOES, the Bank and PIU.

The leading of the specific Product(s) implementation will be assigned to the Consultant during the performance of his/her services by the Project coordinator / Project manager and may be changed during the contract performances. Products managers may divide the tasks related to upgrading EDEBO and e-assessments or other Products, and afterwards, they would take on other assignments and substitute/complement each other.

MOES/PIU expects this assignment to be primarily connected with the Upgrade of the e-assessments system (Hereinafter referred to as Assigned products).

The Consultant will be contracted through competitive selection in line with Procurement Regulations for IPF Borrowers, Nov 2020. This Terms of References defines the purpose, Scope and duration of consulting services and qualification requirements for the Consultant.

## **II. OBJECTIVE**

The objective of this assignment is to proactively manage, supervise and contribute to the design, development, testing, acceptance, training, maintenance and assessment of the IT Products (*hereinafter referred to as Product(s) implementation*) envisaged under this Project.

## **III. SCOPE OF SERVICES**

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

- Collecting and analysis of the needs for improvement and implementation of the Products;
- Preparation and drafting of the Terms of reference, Specifications / Employer's requirements for the Products procurement;

- Assessment of the risks and defining the mitigation measures to ensure successful implementation of the Products;
- Developing comprehensive plans for Product implementation;
- Leading and contributing to developing the concepts and strategies for Products implementation;
- Advise on the resources needed and procurement strategies, including selecting the optimal types of suppliers/consultant engagement (contracting) for Product implementation purposes;
- Contribution to the benchmarking, market research and evaluation of the product implementation proposals;
- Monitoring and supervising the time and quality of services to be performed by the Suppliers/Consultants under the Product requirements on a day-to-day basis;
- Reviewing and initiating (if required) change procedures for the Product implementation contracts;
- Reviewing and commenting on the users' training programs, procedures and manuals;
- Ensuring quality control of procedures for the Product implementation.
- Coordinating and validating the test and acceptance procedures, validating the acceptance of Products/services as a whole or their parts according to legislation;
- Ensuring the completeness, formalization and compliance of the required deliverables of the Product contracts to the national legislation;
- Reviewing, validating, and providing 'sign-off' to the Client on acceptance of the deliverables as per the Product contract;
- Managing the group of technical experts (if required) involved in the Product implementation;
- Initiating and participating regular technical meetings on the Product implementation and preparing the minutes of meeting;
- Provide advisory support and assistance to the MOES on any technical matters related to, and that occurred during Project implementation.

#### **IV. REPORTING**

The IT Product manager will report to the Project Coordinator(s) and Project manager – Head of the group of consultants and act under the overall supervision of the Project Coordinator(s) / Project manager – Head of the group of consultants.

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**

### Minimum requirements (mandatory)

- Higher education degree relevant to the field of assignment;
- At least 5 years of professional experience in the implementation of IT projects;
- At least 2 years of professional experience in leading/managing similar enterprise-level IT project(s)/product(s)<sup>1</sup>;
- Strong knowledge and experience in building and maintaining of System development lifecycle process;
- Experience using the project management/tasks tracking tools;
- Experience in preparation of the specifications/terms of references;
- Working level of English;
- Fluency in Ukrainian;
- Advanced PC user, knowledge and practical skills using the tasks tracking/project management software.

### Desirable qualifications and competencies which may provide the advantage

- Experience collaborating with government entities;
- Experience in establishing interdepartmental integrations at the national level;
- Experience working with the legislative requirements, transforming them to the Terms of references/specifications for the contractors;
- Business analysis skills and experience with business process description tools (e.g. Unified modelling language, Business process modelling and notation)

When submitting CV and cover letter (expression of interest), Consultants are requested to 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.

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<sup>1</sup> The similarity of the past projects/products to the Assigned products will be assessed based on the scale, complexity and nature of the past products.

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/her services for 2 years (24 months) with 3 months probation period and a possibility to extend the contract for the Project implementation period, which lasts until December 31<sup>st</sup>, 2026 in case of successful performance. MOES will conduct annual performance reviews and adjust the contract subject to unsatisfactory performance or other conditions.

The Consultant shall provide his/her services on a full-time basis.

The services are planned to be rendered in Kyiv, Ukraine. The Consultant should be required and expected to take business trips to other regions of Ukraine to support the project implementation.

Particular contract and work mode modalities are subject to negotiations.

## **VIII. TERMS, CONDITIONS AND REMUNERATION**

Remuneration would be attractive based on market price, qualifications and experience.

## **IX. APPLICATION PACKAGE**

Interested persons should submit their CVs in Ukrainian and English at the following email address: [uiherp@mon.gov.ua](mailto:uiherp@mon.gov.ua) Cc: [serhiy.artemenko@uiherp.org](mailto:serhiy.artemenko@uiherp.org) indicating the email subject: «MOES-IC-10-ITM2: Selection of Product manager : [NAME]».

The deadline for submission of applications is noon Kyiv time on January 13<sup>th</sup> , 2023 .

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