

Individual TOR for Reform Support Team at the Ministry of Education and Science of Ukraine

POSITION: *RST Director (Category 1)*

ToR Date of Issuance: 3 June 2019 Due Date for Applications: 16 June 2019
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1. Objective(s) and linkages to Reforms

The RST Director (Category 1) will be a full-time consultant in the Reform Support Team at the Ministry of Education and Science.

The Reform Support Team (RST) is a group of Ukrainian professionals (not public servants) funded on a temporary basis by donors that provides targeted technical support and assists the Ministry in the design and implementation of sectoral strategies and priority reforms.

Competencies of the RST include the following core capacities:

- Expert analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.), and
- Reform program planning, implementation and coordination (including performance indicators, progress reports, program management, monitoring and coordination, preparation of project proposals and other).

The RST is operational as of June 2019. It helps the Ministry to implement two priority reforms: the general secondary education reform – the New Ukrainian School (NUS), and the reform of Technical Vocational Education and Training (TVET).

The RST Director will be subordinated to the Minister and report to the First deputy Minister and deputy Minister of Education.

The Director is responsible for (1) effective strategic and operational management of RST, (2) overall coordination and monitoring of reform implementation in the Ministry in the area of NUS and TVET (3) Reform Teams (Working Groups) support, and (4) cooperation with donors.

2. Duration and proposed timeframe

Duration of the assignment is until 31 December 2019, with starting date not later than 28 June 2019, including a 2-month probation period.

3. Main Duties and Responsibilities

- Ensuring effective strategic and operational management of RST
 - o overall resource planning, recruitment and management of RST staff;
 - o setting up of the general work plan of the RST;
 - o coordination of work with the management of the Ministry, specifically with the Directorate General (*DG – here and onwards*) on strategic planning and European integration, pre-school and school education, DG on vocational education, DG on higher education, Institute of Education Content Modernization;
 - o coordination of various stakeholders (donors, government officials, associations, employers and others);
 - o maintaining regular communications with international partner organisations and experts;
 - o facilitating the work of international and local project experts;
 - o making sure that the RST's work is fully integrated into the Ministry's agenda and is aligned with the short-term priorities and plans; enhancing the capacity of the newly established DGs in line with the public administration reform.
- Overall coordination and monitoring of reforms implementation in the Ministry of Education and Science in the area of NUS and TVET
 - o coordination and facilitation of reform teams, ensuring active engagement of relevant internal and external stakeholders;
 - o development of work plans, scopes, budgets and other key documents in order to facilitate the reform projects;
 - o resolving problems and obstacles encountered during implementation process;
 - o maintaining regular communication with relevant units of the Ministry of Education, other ministries and agencies and the regional authorities, ensuring appropriate coordination and coherence between various assistance interventions, programmes, projects and policies;
 - o facilitating monitoring progress and results various assistance interventions, programmes, projects and policies.
- Reform Teams (Working Groups) support
 - o project management change management, quality and risk management.

4. Main anticipated deliverables

- Recruitment of RST staff;
- Development of General projects / reform implementation plans;
- Relevant projects and policies are well coordinated;
- Monthly activity plans of the RST are developed on time
- Planned activities accomplished in timely and high quality manner

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Impeccable ethical standards; excellent communication and interpersonal skills; strong organizational management, communication and presentation skills; motivated team player with ability to work independently;
- Master degree is required; PhD degree is preferred;
- PC literacy (PowerPoint, Project, Excel, Word);

- Fluency in Ukrainian and English.

5.2 General professional experience:

- Not less than 10 years of general professional experience
- Not less than 5 years of general professional experience in education sphere

5.3 Specific professional experience:

- Strong project and team management experience;
- Knowledge in the area of education management and policy is preferable;
- Solid knowledge of TVET and school education policies in Ukraine is preferable;
- Knowledge in the area of the EU policies in relation to education and labour market, as well as the European integration/ association issues is preferable;
- Experience in working with local and international education experts.

6. Assignment Value

The estimated monthly value of this consultancy position is in the region of EUR 1200 to EUR 1800. The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America. Please note selection and contracting will be subject to the availability of funding.

7. Submissions

Submissions must be prepared in English only and be delivered electronically by 16 June 2019 to the following address: rst@mon.gov.ua

All submissions must include a completed [Application Form](https://mon.gov.ua/ua/news/mon-pochinaye-konkurs-v-komandu-pidtrimki-reform-pri-ministerstvi) <https://mon.gov.ua/ua/news/mon-pochinaye-konkurs-v-komandu-pidtrimki-reform-pri-ministerstvi>, the candidate's Curriculum Vitae and Reference Letter from a recent supervisor.

Only applications which have been submitted using the correct template and are completed will be considered.

8. Selection Procedure

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.