

TERMS OF REFERENCE**Project Manager (IT solutions)
(Category 2)**

ToR Date of Issuance: April 24th, 2024

Due Date for Applications: May 8th, 2024

1. Objective(s) and Linkages to Reforms

The Recovery and Reform Support Team (RST) at the Ministry of Energy of Ukraine (the Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA)¹ programme that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST at the Ministry was launched in 2021 to assist the Ministry with the implementation of priority reforms in the following areas: integrated approach to the formulation of energy policy, ensuring efficient operation of energy markets, coal industry reform, improving energy efficiency, implementation of the National Emission Reduction Plan, public administration reform and capacity building.

Since February 2022, the RST has also assisted the Ministry in ensuring the stability of the energy system in the context of heavy damages inflicted on its critical infrastructure by the ongoing war in Ukraine. The team provides coordination, analytical and expert support to the Ministry in areas such as evaluation of damages, repair of critical infrastructure, formulation of energy sector related recovery plans and cooperation with international partners.

The Energy Aid Hub (the Hub) is part of the RST and serves as an integral component of the mechanism for providing aid for the Ukrainian energy sector.

2. Position and Reporting Lines

The Project Manager for IT solutions at the Hub will be a full-time consultant in the RST at the Ministry.

The Project Manager for IT solutions at the Hub will be responsible for advising and supporting the Ministry, the Hub, and other stakeholders with the regards to the organising and maintaining the information and software of the Hub, optimising business and data processing procedures to ensure that energy needs are met and that the energy supply systems for Ukraine's critical infrastructure are maintained under martial law.

The Project Manager for IT solutions will be subordinated to and coordinated by the Senior Project Manager and the Head of the Hub.

The Project Manager for IT solutions at the Hub will report to the RST Director.

3. Duration and Proposed Timeframe

This consultancy assignment is expected to start in May, 2024 with an estimated duration until 30 September, 2024. The extension of the assignment will depend on the availability of funding, the needs of the URA programme and the performance of the selected consultant.

¹ Ukraine Recovery and Reform Architecture (URA) is a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union, to support critical reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD.

4. Main Duties, Responsibilities

The consultant will be responsible for:

- analysing disparate data in the databases of energy aid material resources to meet the needs of fuel and energy sector enterprises in the course of receiving, processing, storage, and shipment;
- development and implementation of automation procedures for monitoring the use of energy aid;
- supporting integration, processing and synchronization of disparate material accounting data in MS Excel spreadsheets, BAF warehouse accounting software and online tools;
- consulting on the preparation of description of regulations for the implementation of business processes of the Hub, including the maintenance of warehouse accounting databases, in cooperation with the technical team and developers;
- ensuring coordination with software developers of platforms operating in the energy aid sphere, finding integration solutions to optimize processes, and providing the Ministry team with updates on existing issues along with proposals for resolution;
- developing and monitoring of technical tasks for the development and/or modernization of databases and system and application software;
- organizing and conducting tests, as well as implementation of software products needed to ensure the functioning of the Hub;
- providing technical support in the operation of programs and software systems needed to ensure the functioning of the Hub;
- providing day-to-day operational assistance at the request of stakeholders and RST Director preparing necessary reports on request, etc.;
- providing support in integrating and optimizing disparate data generated in the course of implementing business processes of energy aid assistance;
- consulting the Ministry and the Hub on the development, implementation and operation of information systems and software tools related to the implementation and monitoring of all processes of registering the needs of recipients, receiving, distributing and transferring material resources to final recipients;
- preparation of materials and information for regular reporting to the Director, Head of the Hub, and representatives of the Ministry;
- preparation of necessary presentations and other materials on the mentioned topics upon request;
- at the request of the Senior Project Manager and the Head of the Hub, support in other matters related to meeting the needs of the energy sector as well as maintain the functioning of the energy supply systems for Ukraine's critical infrastructure.

5. Qualifications, Skills and Experience

5.1 Qualifications and Skills

- Bachelor's degree in Computer science, Information technology, Software engineering, or a related field, Business analytics, Finance, Economics, Energy or other relevant field. Master's degree in an advantage.
- Strong planning, stakeholder coordination and team management skills.
- Strong organisational management, communication and presentation skills.
- Fluency in Ukrainian, English – at least B1 level (Intermediate).
- PC proficiency.

5.2 Professional Experience

- Minimum 5 years of general professional experience;
- Minimum 3 years of professional experience in information management, software administration, and business process optimization.
- Demonstrated experience with software development and database management.
- Experience in the energy sector is an asset.

6. Funding Source

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). Contributors to the MDA are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union.

Please note, selection and contracting will be subject to the availability of funding.

7. Submissions

Submissions must be prepared in English only and delivered electronically by **23:59 (Kyiv time) May 8th, 2024** to the following address: **rst.mev@gmail.com**

All submissions must include a completed Application Form, NDA Form, the candidate's Curriculum Vitae and Reference Letter (original in English, or Ukrainian with English translation) together with the contact details of two further referees who, if contacted, can attest to the professional background of the candidate.

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

The Application Form and NDA Form can be found on the publication resource.

Important notice: only Ukrainian nationals are eligible to apply; civil servants are not eligible to apply unless 6 months have elapsed since they left such employment.

8. Selection Procedure

Following the evaluation of all applications received, selected candidates may be invited to a written test. Only shortlisted candidates will be invited to the interview.