

**TERMS OF REFERENCE****Expert in Inventory and Material Accounting Management  
(Category 2)**

**ToR Date of Issuance: 15 May, 2024**

**Due Date for Applications: 29 May, 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)<sup>1</sup> 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.

**2. Position and Reporting Lines**

The Expert in Inventory and Material Accounting Management within the Emergency Aid Hub (the Hub) will be a full-time consultant in the RST at the Ministry.

The Expert will be responsible for advising and supporting the Ministry, the Hub and other stakeholders concerning the receipt, identification, accounting, storage, distribution, manning and transfer for use of material resources to meet the recovery needs of Ukraine under martial law.

The Expert will be subordinated to and coordinated by the RST Director, the Project Manager for Urgent Recovery and the Head of the Hub.

The Expert will report to the RST Director.

**3. Duration and Proposed Timeframe**

This consultancy assignment is expected to start in June 2024. The estimated duration of the assignment is until 30 September, 2024 with possible extension till August 2025. The duration of the assignment will depend on the availability of funding, the needs of the URA programme and the performance of the selected consultant.

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<sup>1</sup> 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**

- providing guidance and support to executors on the receipt, storage, distribution, and transfer of material resources;
- ensuring proper documentation and compliance with procedures;
- planning and analyzing the receipt and distribution of material resources;
- preparing necessary documentation for acceptance and transfer of aid;
- collaborating with specialists for proper identification and handling of resources;
- overseeing the assembling and shipment process;
- ensuring accuracy and completeness of supporting documents;
- coordinating relevant specialists for technical assistance;
- planning and controlling transportation logistics;
- coordinating with logistics centers, transport organizations, and recipients;
- ensuring equitable and efficient allocation of resources;
- maintaining accurate records and preparing reports of receipt, storage, and distribution of material resources;
- preparing contracts, necessary documentation;
- providing timely updates to donors and recipients;
- supporting project management efforts, including risk assessment and mitigation;
- coordinating consultants and warehouse representatives;
- fostering effective communication among stakeholders;

Advising and supporting the RST with:

- preparing necessary analytical documents, reports and other materials on the above-mentioned topics upon request of stakeholders, RST or Ministry;
- providing legal support to ensure the accounting and management of material resources;
- providing explanations of certain provisions of normative legal acts and contracts;
- providing other assistance at the request of the Project Manager and the Head of the Hub.

#### **5. Qualifications, Skills and Experience**

##### **5.1 Qualifications and Skills**

- Master's or equivalent of a post graduate degree in Energy, Engineering, Finance, Economics, Logistics, Law, Ecology or other relevant field;
- strong organisational management, communication and presentation skills;
- proven ability to organise and lead teams and/or operational processes in business or public organisations;
- fluency in Ukrainian, English knowledge is an asset;
- PC literacy.

##### **5.2 Professional Experience**

- minimum 5 years of general professional experience;
- minimum 3 years of experience in one or more areas related to the energy sector, finance, logistics, accounting, management.

##### **5.3 Other competencies:**

- experience in cooperation with the government is an asset;
- experience in international companies, organizations or institutions is an asset;
- impeccable ethical standards.

#### **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, 29 May, 2024** (Kyiv Time) 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.