

TERMS OF REFERENCE**Assistant
(Category 3)**

ToR Date of Issuance: 20 June, 2024

Due Date for Applications: 20 August, 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 Reforms 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.

2. Position and Reporting Lines

The Assistant within the Energy Aid Hub (the Hub) will be a full-time consultant in the RST at the Ministry.

The Assistant at the Hub will be responsible for advising and supporting the Ministry, the Head and the team of the Hub, and other stakeholders with regards to all matters related to the organisational support of the Hub.

The Assistant will be subordinated to and coordinated by the Project Manager and the Head of the Hub. The Assistant will report to the RST Director.

3. Duration and Proposed Timeframe

This consultancy assignment is expected to start in **September, 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.

4. Main Duties, Responsibilities

The consultant is expected to provide support and consulting services to the Head of the Hub of the Ministry and other Hub team members in:

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.

- supporting coordination of meetings with donors and partners, other government and local self-government bodies, representatives of relevant embassies, etc.;
- planning and monitoring partner programs, ensuring tasks and timelines are met by all Hub participants and addressing any issues to maintain program alignment;
- assisting in communicating with energy aid recipients and analyzing their requests and needs;
- providing assistance in communicating with government and local self-government bodies to clarify requests and needs, and to coordinate the process of receiving, storing, and providing aid;
- preparing analytics and reports on the receipt, storage, distribution, use, and accounting of the aid;
- providing assistance with processing incoming and outgoing correspondence with all stakeholders and departments of the Ministry.

Advising and supporting the RST with:

- preparation of necessary documentation, presentations and other materials;
- providing support with organization and holding of coordination meetings with RSTs in ministries, state authorities and local self-government bodies, and other stakeholders;
- other matters upon request of the Project Manager and the Head of the Hub.

5. Qualifications, Skills and Experience

5.1 Qualifications and Skills

- Bachelor's, Specialist's or Master's degree in Energy, Business Administration, Management, Engineering, Finance, Economics, Law or Ecology;
- strong organisational management, communication and presentation skills;
- fluency in Ukrainian and strong command of English, both verbal and written;
- PC proficiency.

5.2 Professional Experience:

- at least 5 years of general professional experience;
- at least 1 year of experience in one or more areas related to the energy sector and/or project management, administrative support.

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 **20 August, 2024 by 23:59 (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 contact details of three 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.