

TERMS OF REFERENCE**Expert on Needs Analysis
(Category 2)**

ToR Date of Issuance: 20 June, 2024

Due Date for Applications: 4 December, 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: an 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 on Needs Analysis within the Energy Aid Hub (the Hub) will be a full-time consultant in the RST at the Ministry.

The Expert will be subordinated to the Project Manager and Head of the Hub. The Expert on Needs Analysis will work in close cooperation with the relevant departments of the Ministry.

The Expert will report to the RST Director.

3. Duration and Proposed Timeframe

This consultancy assignment is expected to start in January, 2025 with an estimated duration 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

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.

- Engaging with potential and current aid recipients to validate, verify, and analyze their needs using the customised digital platform;
- developing and implementing the system of classification of material and technical resources within the Hub;
- maintaining registers of priority needs and eligible aid recipients on the customised digital platform;
- updating relevant information on availability, status of recipient needs, and outcomes of aid material resource utilization in the customized digital platform and Hub's databases.
- facilitating meetings with aid recipients to discuss their needs, identified deficiencies during validation, or changes in the mechanism of submitting needs;
- facilitating collaboration and communication between aid recipients, partners/donors, and relevant experts to address current critical needs in the fuel and energy sector, and initiating appeals to potential donors;
- analyzing donors' proposals to assess their potential in addressing the needs in the fuel and energy sector;

Advising and supporting the Recovery and Reform Support Team with:

- preparation of necessary analytical documents, presentations, reports, and other materials;
- providing assistance on other upon request from the Project Manager and the Head of the Hub.

5. Qualifications, Skills and Experience

5.1 Qualifications and Skills

- Master's or an equivalent of a post-graduate degree (Specialist) in Energy, Engineering, Finance, Economics, Logistics, Law or Ecology;
- strong teamwork and communication skills;
- strong analytical skills with the ability to interpret complex legal, commercial and financial information;
- fluency in Ukrainian and a strong command of English;
- competence in using productivity software like word processors (e.g., Microsoft Word, Google Docs), spreadsheets (e.g., Microsoft Excel, Google Sheets), presentation software (e.g., Microsoft PowerPoint, Google Slides).

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 (gas, green energy sectors, public policy, etc.);
- proven experience in analytical work and/or data management;
- proven experience in preparing presentation materials.

5.3 Other competencies:

- Familiarity with the reform agenda in Ukraine and understanding of the policy formulation process is an asset;
- experience in cooperation with the government institutions 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 **December 4, 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.