

TERMS OF REFERENCE

Recovery and Reform Support Team (RST) at the Ministry of Energy of Ukraine

Deputy Director (Category 1+)

1. Objective(s) and Linkages to Reforms

The Recovery and Reform Support Team (the RST) at the Ministry of Energy of Ukraine (the Ministry) is a group of Ukrainian professionals (non-civil servants) funded temporarily 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 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

Deputy will be a full-time consultant in the RST at the Ministry and work closely with the relevant departments of the Ministry. Deputy will be subordinated to and coordinated by the RST Director.

The consultant will be responsible for:

- ensuring effective strategic and operational management of the RST;
- providing consulting and expert support in developing policies, strategies, analytical materials, and implementation roadmaps to support reforms and recovery efforts;
- facilitating cooperation with relevant departments of the Ministry and other stakeholders;
- providing policy management support;
- providing support to capacity building in the Ministry.

The consultant is expected to be based in Kyiv.

3. Duration and Proposed Timeframe

This consultancy assignment is expected to start in May, 2025. Duration of the assignment is subject to the availability of project funding, the consultant's performance, and the specific requirements of the RST.

4. Main Duties, Responsibilities

The consultant is expected to support the RST and Ministry with:

- effective strategic and operational management of the RST:
 - o planning and managing resources, including recruitment and onboarding of RST

¹ The Ukraine Recovery and Reform Architecture 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 recovery and reform processes in Ukraine.

- overseeing day-to-day operational management of RST consultants to ensure smooth workflow;
- coordinating the development and implementation of teamwork plans and agendas;
- ensuring alignment of team activities with MinEnergy's short-term priorities and reform goals;
- managing quality control, change management, and risk assessments for ongoing projects;
- coordinating preparation of progress reports, ensuring timely submission of weekly, monthly, quarterly, and yearly updates;
- tracking team activities, monitor progress against objectives, and maintain result chains;
- developing and consolidating policies, budgets, and strategies to support reforms and recovery efforts;
- overseeing the organization and documentation of Steering Committee meetings and other key engagements;
- ensuring proper maintenance of team tracking systems for activities, outputs, and outcomes.
- implementation of reforms, emergency and recovery initiatives:
 - addressing challenges encountered during reform and recovery processes;
 - supporting the Director in the processes related to the implementation of reforms;
 - assisting with stakeholder coordination to ensure alignment and coherence across programs and policies;
 - assisting with monitoring the implementation of reforms.
- other tasks and responsibilities as assigned by the RST Director.

5. Qualifications, Skills and Experience

5.1 Qualifications and Skills:

- Master's degree in Energy, Economics, Law, Public administration or Business Administration;
- strong teamwork and communication skills;
- strong analytical, presentation, organizational, and project management skills;
- excellent communication and interpersonal skills;
- strong negotiation skills to conduct high level discussions with various stakeholders;
- fluency in Ukrainian and English;
- PC literacy.

5.2 Professional Experience:

Minimum of 10 years of general professional experience (working for international organisations and/or international technical assistance projects would be an advantage), of which:

- at least 5 years of proven experience in one or more areas related to energy sector, business administration, public administration/public policy, organizational development and personnel management; project management and consulting on the institutional capacity development of public authorities, including for donor projects, etc.;
- at least 3 years of proven managerial experience (minimum 5 subordinates) in an organisation of comparable size.

5.3 Other Competencies:

- significant knowledge of the best Ukrainian and world practices of organizational development and personnel management;
- knowledge of the Ukrainian energy sector, policies, and regulatory frameworks is an asset;

- awareness of Ukraine's European integration agenda;
- familiarity with European energy policies and regulatory frameworks is an asset;
- familiarity with European financial support programs and funds relevant to the energy sector is an asset;
- experience in investment projects, preferably related to energy infrastructure, is an asset;
- 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 (Kyiv time), April 20, 2025** to the following address: **rst.mev@gmail.com**

All submissions must include a completed Application Form, NDA Form, the candidate's Curriculum Vitae, reference letter from a recent supervisor/manager (in English, or Ukrainian with English translation) and 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.