

## **TERMS OF REFERENCE**

### **Expert, Inventory and Accounting (Khmelnyskyi Hub) (Category 2)**

#### **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**

Expert, Inventory and Accounting within the AidEnergy Emergency Hub in Khmelnytskyi (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.

#### **3. Duration and Proposed Timeframe**

This consultancy assignment is expected to start in July 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 and Deliverables**

- providing advisory services and necessary support to the executors on the receipt, identification, accounting, storage, warehousing, distribution, completion and transfer

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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.

- for the use of material resources at all warehouses of the Hub for the needs of the fuel and energy sector of Ukraine;
- planning, control and analysis of unloading and identification of the received material resources of Energy Aid at all warehouses of the Hub with the preparation of acts of commission acceptance of goods; identification of the received material resources of Energy Aid with the involvement of specialized specialists;
  - planning, controlling and analyzing the acquisition and shipment of Energy Aid material resources from all warehouses of the Hub with the preparation of relevant supporting documents; carrying out the acquisition of received Energy Aid material resources with the involvement of relevant specialists;
  - optimal planning and control of the transportation of material resources of Energy Aid within Ukraine from all warehouses of the Hub to the final recipients, preparation of applications, coordination of shipment schedules from the warehouses of the Hub with carriers and recipients, documentary support of transportation;
  - coordination of processes related to the development of a plan for the distribution of material resources of Energy Aid stored at all warehouses of the Hub in cooperation with authorized representatives of the Ministry and the Hub; preparation of cover letters for submission of the distribution plan to the meeting of the working group of the Ministry;
  - communication and coordination of interaction between participants in the processes of receiving and transferring material resources of Energy Aid to recipients (logistics centers, transport and charitable organizations, subdivisions of JSC Khmelnytskoblenenergo, the Ministry, recipients) - for all warehouses of the Hub;
  - management and maintenance of document flow and warehouse accounting in the process of receiving, identifying, storing, stocking and shipping of Energy Aid material resources for fuel and energy enterprises using the Business Automation Framework (BAF) software package and AidEnergy information system - for all warehouses of the Hub;
  - support to the Electricity and Gas Distribution System Operators of Ukraine (DSOs), the Gas Transmission System Operator of Ukraine (GTSO), the Electricity Transmission System Operator (TSO) and other Recipients of Energy Aid in resolving issues related to the receipt of technical energy equipment;
  - providing the necessary support and consulting services for legal support of the processes of receiving and issuing material resources of Energy Aid to the final recipients;
  - drafting agreements and contracts on the provision of Energy Aid and cooperation with final recipients of Energy Aid and partners;
  - preparation of reporting information on the receipt, storage and shipment of material resources of Energy Aid for the Ministry, and upon request - for donors and recipients;
  - providing support on project management and risk management in the implementation of the processes of receiving, identifying, accounting, warehousing, distribution, manning and transferring for the use of material resources of Energy Aid for energy needs - for all warehouses of the Hub;
  - providing the necessary support and advisory services to the Ministry on risk analysis and developing proposals for their solution in the field of inventory management and accounting of Energy Aid material resources;
  - coordinating the processes of accounting and management of material resources of Energy Aid at the central and peripheral warehouses of the Hub in cooperation with other consultants and employees of the owners of regional warehouses;

**Advising and supporting the RST with:**

- preparing necessary analytical documents, reports and other materials on the mentioned topics upon request of stakeholders;
- preparing necessary presentations and other materials on the above-mentioned topics and in cooperation with stakeholders;
- providing legal support in terms of efforts aimed at ensuring the accounting and management of material reserves in the energy sector;
- providing clarifications of certain provisions of regulations and contracts;
- at the request of the Project Manager/Director, support in other matters related to meeting the needs of Ukrainian fuel and energy companies.

#### **Expected Deliverables:**

Consulting services and assistance provided, including recommendations and developed documents in line with above mentioned scope of services and for the defined areas/sectors, including, but not limited to:

- analytical reports on the needs and requests of humanitarian aid recipients of enterprises of the fuel and energy complex;
- analytical documents regarding the status of enterprises of the fuel and energy complex, in particular regarding potential risks, consequences and proposals for their prevention and resolution;
- analytical documents regarding the requests of humanitarian aid recipients and on the regulation and provision of humanitarian aid in the field of energy;
- reports and/or protocols regarding consultations with stakeholders and other coordination meetings;

The specified lists of scope and specification of the services, as well as expected deliverables are not exhaustive and can be modified and supplemented on request and agreement with stakeholders or on request from the RST Director.

## **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, July 9, 2025** (Kyiv Time) to the following address: **[rst.mev@gmail.com](mailto: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.