



POSITION: Project Manager (*Category 2, New Climate Policy*)

1. Objective(s) and linkages to Reforms

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Ministry's priorities and relevant donor support.

New Climate Policy is part of the Government short- and mid-term priorities for 2017-2019. Ministry has made New Climate Policy one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the EU acquis and international standards. The reform aims to achieve the following objectives:

- Finalisation of development and adoption of low-carbon development strategy
- Ensuring the development of Strategy of adaptation to climate change
- Ensuring reflection of climate policy in other sectoral strategies in energy, transport and other sectors
- Adoption of the Law on Ozone layer protection and other fluorinated gasses
- Preparation of the adoption of the amendment to the Montreal Protocol

A Project Manager on New Climate Policy is vitally needed to support the Ministry in the fulfilment of the New Climate Policy especially in implementation of the Government short- and mid-term priorities in compliance with the EU legislation, under the EU-Ukraine Association Agreement, and Paris obligations

A highly qualified professional is needed to prepare analyses, draft concepts and provide support to any other necessary products (documents) in compliance with the EU acquis, related to the New Climate Policy. Fulfilment of this function by the Ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

2. Duration and proposed timeframe:

This consultancy appointment is expected to start on January 2, 2018 and has an estimated overall duration of 12 months. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, this appointment may be extended.

The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

3. Main Duties and Responsibilities:

Support to Working Groups and RST Director:

- data and information search, integration and analysis;
- draft legal acts development;
- project management support;
- organizational support to Reform teams (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals);



- preparation of slides for presentations, infographics.
- *Coordination and facilitation of reform implementation process:*
 - development the sector's reform agenda and work planning;
 - engagement of relevant stakeholders (experts, government officials, donors, etc.) to Working Group activities;
 - resolution of problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/or Reform Council;
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- *Working Groups support:*
 - Project management support (development of project/reform implementation plan, risk management, change management, etc.);
 - Manage changes to laws and secondary legislation;
 - Preparation of timely and quality reports and status updates on reform implementation progress to the EU Affairs Deputy Minister and RST Director
 - organizational and information support to Reform teams (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals); preparation of slides for presentations, infographics.

The Project Manager will be subordinated to the RST Director.

4. Qualifications, Skills and Experience:

4.1. Qualifications and skills:

- Master's degree in Economics, International Relations, Law or Environmental science/ Environmental management / Environmental protection
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills)
- Fluency in Ukrainian and English

4.2. General professional experience:

- More than 10 years of general professional experience, including 2 years in the areas relevant to the climate change or environmental protection issues
- Prior experience of work in public services is a plus

4.3. Specific professional experience:

- Minimum 5 years of experience in environmental policy/governance
- Practice- based knowledge of international climate policy process, climate adaptation and mitigation instruments
- Proven knowledge and professional experience in data collection and analysis
- Experience with government entities and their mandate and processes is an asset

5. Assignment Value



The estimated monthly value of this consultancy position is in the region of 800 – 1400 EUR. The funding source of this assignment is the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account. Selection and contracting will be subject to the availability of funding.

6. Submissions

Submissions must be prepared in English and delivered electronically by November 26, 2017 23.59 (Kyiv time) to the following address: rst@menr.gov.ua.

All submissions must include:

- a completed Application Form
<https://drive.google.com/open?id=0BxGHsVN8dq3oel8wckxaVGZjVmc>,
- the candidate's Curriculum Vitae and Reference Letter from a recent supervisor (original in English, or Ukrainian with English translation) together with the contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate. Reference checks will be conducted at the discretion of the Recruitment Committee and Recruitment Panel and with prior approval of the candidate.

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

7. Selection Procedure

Following the evaluation of all applications received, selected candidates will be invited to a brief written test in the Ministry of Ecology and Natural Resources of Ukraine (35, Metropolita Vasylia Lypkivskoho Street, Kyiv, 03035) covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.