Ministry for Communities, Territories and Infrastructure Development of Ukraine

Project “Ukraine Municipal Infrastructure Programme” (UMIP)

Programme Management Support Unit (PMSU)

**REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTANT SERVICES)**

**Head of PMSU**

**(UMIP-CS-15)**

**TERMS OF REFERENCE AND SCOPE OF CONSULTING SERVICES**

1. **BACKGROUND**

Ukraine has received financing from the European Investment Bank (EIB) in the amount of EUR 400 m to support the UMIP under Finance Contract FIN No. 81.425, Serapis No. 2011-0487.

The Ukraine Municipal Infrastructure Programme (UMIP, Programme) is a multi-sector investment Programme with the Borrower, Ukraine, acting through the Ministry of Finance (MoF) in conjunction with the Ministry-Promoter, the Ministry for Communities, Territories and Infrastructure Development of Ukraine (MIU), as the legal successor of the Ministry of Regional Development, Construction, Architecture and Communal Services of Ukraine (MRD).

UMIP targets projects in the following sectors: district heating; energy efficiency in public buildings; municipal lighting; water supply, wastewater; solid waste management; health care COVID19 specific.

The Programme Management and Support Unit (hereinafter – PMSU) has been established as per Finance Contract to assume responsibility for Allocation requests, monitoring and implementation and progress reporting on the Project requirements, for the day-to-day management and coordination of the programme, provision of assistance to Final Beneficiaries and establishment of the necessary PIU’s participating in the project selection and development, procurement, contract management and disbursement issues, financial management of the programme, monitoring, reporting and all other relevant Project-related activities.

The Implementation of the Programme shall be regulated by the Decree of the Cabinet of Ministers of Ukraine No. 70 dated January 27, 2016 On the Procedure for Preparation, Implementation, Monitoring and Completion of Economic and Social Development Projects of Ukraine Supported by International Financial Organizations, other legal acts of the Cabinet of Ministers of Ukraine, orders of MIU, the Finance Contract FIN No. 81.425, Serapis No. 2011-0487 and the Programme Procedures Manual approved by EIB and the UMIP Steering Committee.

The activities of the PMSU are directly regulated by the provisions of the Procedure for the Activities of the Management Groups for Economic and Social Development Projects of Ukraine Supported by International Financial Institutions, approved by the Order of the Ministry of Finance of Ukraine, the Ministry of Economy and European Integration of Ukraine, the Ministry of Labor and Social Policy of Ukraine, the Ministry of Justice of Ukraine dated October 29, 2002 No. 905/308/550/93/5, registered with the Ministry of Justice of Ukraine on October 29, 2002 No. 853/7141.

The purpose of engaging the Head of the PMSU (hereinafter referred to as the Consultant) is to ensure an efficient organization, management and function of the PMSU as such, the day-to-day operational activities related to UMIP[[1]](#footnote-1), including management and implementation of UMIP, procurement and financial management, coordination of all UMIP related affairs with EIB and interaction between the Ministry-Promoter and PMSU, coordination and guidance of the PIUs as per definition in art. (7), Preamble of the Finance Contract.

The Head of PMSU may be appointed/replaced/dismissed only after EIB approval.

The Consultant will coordinate the performance of the daily operational activities relating to UMIP to the satisfaction of the EIB, will represent the PMSU towards third parties in order to achieve the Programme objectives.

1. **OBJECTIVES**

The Consultant shall perform the functions and powers defined by the Finance Contract and the PPM, the EIBs’ Guide to Procurement and other EIB and EU Directives applicable, described in this Terms of Reference with the necessary diligence, quality, efficiency and economy in accordance with generally accepted professional standards and practices, and by adhering to high-quality management practices. The Consultant shall act with the Ministry-Promoter and support the interests of the Programme Coordinator in relation to third parties at any time.

1. **SCOPE OF SERVICES**

The PMSU is responsible for Programme management, coordination, monitoring and control. The PMSU can consist of Ministry-Promoter staff, staff working on behalf of the ministry and TA consultants.

In order to achieve the objectives set out in these Terms of Reference, the Consultant shall ensure a clear coordination of the interaction with the EIB by the Ministry-Promoter, the Ministry of Finance, the PMSU and other Consultants involved or related to the Programme implementation, the responsible executor and/or beneficiaries with other organizations and institutions involved in the Programme, for the preparation and implementation of the Programme.

To reach the set objective, the Head of PMSU shall perform inter alia the following tasks:

1. Review, observe and adhere to all the Programme related documentation including the Programme Procedure Manual, and relevant legislation governing all processes under the Programme while providing general UMIP management (incl. reporting);
2. Provide initiative and strategic direction on the implementation of the Programme while being responsible for the day-by-day operation of the PMSU and UMIP as such;
3. Ensure that the Finance Contract (FC) and Programme Procedure Manual (PPM) are carefully followed by PMSU, TA Consultants, Final Beneficiaries (FB) and other relevant stakeholders;
4. Support and administer the signing of all programme relevant documents, incl. provision of proposals for necessary updates or corrections to PPM and its Annexes, Waiver letters to FC, Loan Fund Transfer Agreements (LFTA), TA Cooperation Agreements, Tender Documents, tender Evaluation Reports, Contracts for Works, Goods and Services, and Contract Amendments etc. pp.;
5. Identification and preparation of new projects as per approved procedure by supporting efficient budget policy to meet UMIP energy saving criteria on municipal level;
6. Compilation and follow up of the UMIP project and procurement pipeline, consolidation of the programme portfolio, identification of projects with slow progress and taking action to either provide solutions for continuation or exclusion of the sub-projects as per UMIP requirements to meet UMIP objectives;
7. Active support to the FBs in project implementation by provision of advice and clarification, timely processing of documents, approvals and payment documents as per UMIP procedures to the Ministry-Promoter, EIB , MoF etc.;
8. Review of the documents submitted by the FBs to confirm compliance with all applicable policies and guidelines of the EIB, including Environmental and Social Standards, the Bank’s Guide to Procurement and PPM prior to sending them to EIB for “No-comment” or “Non-objection”;
9. Regularly holding consultations with EIB in case of requests or unclear issues arising at ministerial and FB level; conducting bi-weekly Working group meetings with EIB, the Project Coordinator, regular technical meetings with Final Beneficiaries, Technical Assistance Service Providers and other relevant involved parties;
10. Monitoring of the Programme implementation including monitoring of the programme budget, deadlines, measures and activities, environmental and social standards etc.;
11. Development, implementation and timely update of the Action plan for the preparation and implementation of the Programme, contributing to reporting on its implementation;
12. Identification of bottlenecks and barriers on the way towards an efficient UMIP implementation; developing and presenting solutions to the Coordinator and EIB to ensure efficient elimination of those obstacles;
13. Prepare annual work programs, including the budgets, projections, operational plans; ensure their efficient implementation and reporting;
14. Establish internal operational policies and guidelines for PMSU staff, and monitor their implementation;
15. Ensure day-to-day efficient coordination and management of all project activities and the PMSU staff, consultants and contractors involved in the Project;
16. By working closely with financial management specialist(s) to ensure general financial management, including the distribution and management of funds, in accordance with the accounting, budgeting, internal control and audit procedures acceptable to the EIB and the Government, including the preparation and implementation of the UMIP budget disbursement planning and project payment plans, PMSU internal budget use;
17. Coordinate with the FBs to ensure timely procurement and delivery of goods, works and services in accordance with all applicable policies and guidelines of the EIB and UMIP PPM/Procurement manual as well as various legal and project documents;
18. Ensure accountability and transparency of the Programme operations, dissemination of project information and implementation of a communication policy for public relations;
19. Coordinate activities of the Final Beneficiaries participating in the Programme to ensure their performance indicators are delivered according to the agreed schedule of Programme implementation;
20. Promote and set-up a system for a timely communication with the Programme counterparts from MIU, as well as with the Ministry of Finance, the Ministry of Economy, the Ministry of Ecology, the Antimonopoly Committee, and any other relevant state agencies;
21. Coordinate the preparation of relevant periodic and thematic reports and submit them to the EIB in accordance with the agreed reporting periods and format. This includes semi-annual and annual progress reports (other periodic reports, as required) for the Loan and for eventual Grants applicable to UMIP and covering the achievements, challenges and results of the project;
22. Preparation of reports on the expenditure of Programme funds for the EIB and other authorities in accordance with the applicable law;
23. Participate in the European Investment Bank’s missions, prepare for and ensure continuous coordination and communication with all interested parties;
24. Perform other duties and activities resulting in improved daily operations and expected results of the Programme;
25. Verification of reporting financial documents, accounting for the Project, storage of financial and other reporting documents required for the Programme audit;
26. Monitoring and provision of deadlines control over the implementation of contracts by the Final Beneficiaries.
27. **IV. REPORTING**

The Head of PMSU will report to the Project Coordinator at the Ministry-Promoter. The Head of PMSU will provide monthly reports to the Project Coordinator on the results of the implementation of these Terms of Reference during the period of the Services. The monthly reports shall include, inter alia, sufficiently detailed information on the Services provided by the Consultant during the reporting period.

The Project Coordinator may request submission of supporting draft documents, documents etc., which the Consultant prepares and works on during the assignment in collaboration with the PMSU team.

1. **PROVIDED RESOURCES**

The Client (Ministry-Promoter) shall provide access for the Consultant to the following:

* 1. A workplace equipped with a PC and a telephone;
  2. Access to Internet, photocopier, printer and scanner;
  3. Project-related documentation, including the relevant EIB documentation.

1. **REQUIRED EDUCATION AND QUALIFICATIONS**

Required:

1. University degree in Economics, Engineering or similar related courses with a Masters’s Degree;
2. At least 5 years of proven experience of working at a leading managerial position, managing complex infrastructure projects with budget responsibility within a ministry;
3. A strong experience of at least 5 years’ general experience in international procurement services with 5 years in public sector and at least 5 years working under the EIB or other MDBs financed projects with a demonstrated strong track record;
4. Fluency in Ukrainian and in English languages.

Desired:

1. At least 5 years of experience of working with international institutions, international financial and donor organizations on complex infrastructure programme management level;
2. Previous experience in processing high value contracts subject to international competition, and in working with multi-sectoral teams are added advantages;
3. Proven integrity in handling public resources and in executing duties;
4. Knowledge and experience in working with EIB, rules and procedures for general project management, financial management and procurement;
5. Experience in working in civil service or local government;
6. Working knowledge of the EIB Guide to Procurement;
7. A high level of interpersonal and management skills and ability to work with teams in the organization at all levels. Must be able to work under pressure and tight deadlines.
8. **PLACE, DURATION and PAYMENT FOR SERVICES**

The services shall be provided in the city of Kyiv until December 2026 with the possibility of extension. The services will be provided on a full-time basis. The probation period – 3 months. In case of no satisfactory performance of the functional duties defined by this ToR, the contract may get terminated upon completion of the probation period. The contract may be extended beyond 3 months based on mutual agreement, subject to satisfactory performance of the terms specified under this ToR.

Expressions of interest (in a format of CV) in English or Ukrainian language must be delivered to the following e-mailі: [v.humenna@mtu.gov.ua](mailto:v.humenna@mtu.gov.ua); [z.freishyn@mtu.gov.ua](mailto:z.freishyn@mtu.gov.ua); with the subject: “Individual consultant – Head of PMSU (UMIP-CS-15)” until September 25, 2024, 15:00 pm local time.

A consultant will be selected under Negotiated Procedure as per EIB Guide to Procurement, rev. March 2024.

1. Here and below except for the COVID19 Specific Sub-Projects [↑](#footnote-ref-1)