

**FOR THE PPP BUSINESS ANALYST/LAWYER
FOR THE PENITENTIARY SYSTEM REFORM**

ToR Date of Issuance:	Nov 10, 2016
Due Date for Applications:	Nov 23, 2016

1. Program Background

The Professionals for Reform Support Mechanism (PRSM) provides human resource support to critical reform initiatives undertaken by national governmental agencies. The multi-donor mechanism supports reforms initiatives. It does not support routine work of the Government of Ukraine (GoU) that is normally managed by the civil service. At the request of a GoU ministry, the PRSM recruits short to medium term local Ukrainian experts and specialists, from outside government, to undertake assignments critical to reform within the GoU.

Technically, PRSM is housed under the auspices of the Ukrainian non-government organization “Foundation for Support of Reforms in Ukraine” (the Foundation). The PRSM manages placements of experts via **contractual arrangements**. Experts are contracted via Service Contract to the Foundation, with a secondment assignment to the requesting ministry. Requesting ministries receive the experts through completion of a Partnership Agreement between themselves and the Foundation. The agreement also outlines the responsibilities of each party regarding the initiative.

2. Purpose of the Reform Initiative

The reform initiative’s objective is to establish new rules and regulations in the penitentiary facilities in order to improve living conditions of inmates and foster their re-socialization through establishing new models and procedures in relationship between prisoners and guards. For this new penitentiary facilities will be constructed in Kyiv and Lviv using public-private partnership, and new regulations and corporate governance mechanisms will be implemented in penitentiary state own enterprises (SOEs).

Ministry of Justice focuses on the main priorities of the penitentiary system reform such as:

1. **Resocialization:** demilitarization of the system and launching of new rules & regulations to work with prisoners will allow a larger focus on psychological work with convicts and on the acquisition of additional professional skills by them, which, in its turn, will make it possible to increase the number of people who will be able to return to society more easily,

2. **New people in the system:** after hiring new staff for new prisons, training of new prison staff according to EU rules, new people will be able to enter the historically most closed system and completely change relationship between prison staff and inmates.
3. **New penitentiary facility:** construction of new penitentiary facilities that meet the requirements of EU penitentiary rules and improve living conditions of inmates. Utilization of public-private partnership mechanism to run construction projects that gives resources for projects realization.
4. **Better working conditions:** additional reform input for resocialization of prisoners, the mechanism that allow inmates to work to earn some money, to train new professions.

The group of three consultants will assist the Ministry of Justice in improving living conditions of inmates and fostering their re-socialization via the following:

- Establishing new rules and regulations according to EU norms on penitentiary facilities procedures and living conditions in penitentiary facilities, as well as to establish new procedures in relationship between prisoners and guards.
- Implementing automation system in document workflow, modelling of rules, responsibilities and access rights to documents of inmates.
- Developing new programs of prison staff preparation and trainings.
- Optimizing business structure of penitentiary SOE, to increase transparency of such business units by implementing new corporate governance structure, to improve working conditions and increase remuneration of inmates for their work.

PPP Business analyst/lawyer will be responsible for the following:

- Project management follow-up,
- Evaluation of PPP pre-tender and tender bids and cost-efficiency analyses,
- Synchronization of document workflow in Ukrainian and English,
- Maintain project data and progress in IISS infrastructure support system by EBRD,
- Participation in meetings and negotiations with prospect investors.

3. Scope of Work

- project management follow up;
- analysis and evaluation of the PPP project bids from prospective investors, who submitted their bids under announcement of the Ministry of Justice on the collection of project bids;
- preparation of opinion on cost-efficiency analysis of PPP bids based on preliminary project bids from private investors;
- meeting with prospective investors, who submitted their bids under announcement of the Ministry of Justice on the collection of project bids ;
- synchronisation of provision and process of the information on both PPP projects (transfer of Kiev temporary detention institution and Lviv prison №19) in Ukrainian and English, including to and within:
- Working Group under the Decree of CMU (Ministry of Justice, Ministry of Finance, Ministry of Economic Development and Trade, Kyiv City State Administration, Lviv City Council, State Property Fund, EBRD, EIB, WB, IFC);

- Work as part of the NORLAU Project (intergovernmental agreement between the Government of Ukraine and the Government of Norway);
- IISS System (EBRD) sif-iiss.org;
- Organisation and conduct of meetings in the framework of activity of the said Working Group;
- maintenance of the project documentation in the IISS (International Infrastructure Support System) provided by EBRD sif-iiss.org;
- communication with prospective investors in the IISS system (ЄБПП), and implementation of the relevant road show project within the said system;
- collection and analysis of information on management of similar projects in the GVIP system (EBRD) www.gvip.io, development of proposals for better positioning of the project for a road show within IISS (EBRD);
- collection and analysis of information on the issues arising at the implementation stage of the project provided by the experts implementing similar projects and registered in the GVIP system (EBRD) www.gvip.io;
- Communication with prospective investors in the system GVIP (EBRD) www.gvip.io;
- communication with prospective investors in the GVIP system www.gvip.io;

4. Preferred Qualifications

Education: finance, law, business administration,.

Work experience:

- Real estate projects
- Standard requirements to the assistant position of project manager + perfect English
- Experience in management of small projects and drafting of project calculations
- Organisational skills
- Foreign languages: English fluent!

5. Duration, timing, and location

The total duration of the consultancy is expected to be 6 months. Start time is end-November.

All activities will be in Kyiv at the Ministry of Justice of Ukraine: Rylskogo lane, 10.

6. Submissions

The candidate should be registered as a private entrepreneur (or will be registered before signing the employment agreement). Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on November 23, 2016 to the following address: prsm@fsr.org.ua. All submissions must include:

- 1) A summary (max. 2 pages) of the applicant's expertise and experience (in English) that explains how the candidate meets the criteria listed above;
- 2) Applicant's CV (in English);
- 3) Three names of referees;
- 4) *Proof of previous experience – only for shortlisted candidates.*