

TERMS OF REFERENCES

PROFESSIONALS FOR REFORM SUPPORT MECHANISM MONITORING AND EVALUATION SPECIALIST

Date of Issuance:	November 10, 2016
Deadline for Applications:	17:00, November 25, 2016

PRSM is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or status as a veteran with respect to policies, programs, and activities.

Background

The Professionals for Reform Support Mechanism (PRSM) provides human resource support – from managers to technical experts - to critical reform initiatives undertaken by national governmental agencies. PRSM is a multi-donor platform, which improves coordination of donor efforts for greater impact and avoids overlap of donor funding. It does not support routine work of the Government of Ukraine that is normally managed by the civil service. To do this, PRSM: **Selects initiatives** based on clearly defined links to reform initiatives

- Ensures transparent **recruitment** of human resources
- Manages the **contracting** and payment of human resources
- Provides financial **reports** for donors
- **Monitors** initiatives for results.

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. The PRSM will also pay for limited-term salaries of key positions from within the army of volunteers that currently work without pay on reforms across government ministries.

PRSM is a program of the Ukrainian non-government organization “Foundation for Support of Reforms in Ukraine” (the Foundation).

Position Summary: PRSM M&E specialist will be responsible for development of the monitoring system and implementation of the RBM principles in newly developed evaluating and monitoring systems. The M&E specialist works under the supervision of the Project Manager and Operations Manager.

Preferred Qualifications and Skills:

- University degree.
- Excellent analytical skills.
- Ability to communicate clearly and concisely orally and in writing with different audiences.
- Good at planning and time management.
- Excellent knowledge of MS Office programs, spreadsheets and data management programs.
- At least 5 years of experience at similar position preferably in a donor-funded project.
- Substantial proven experience in the field of monitoring and evaluation.
- Working experience with technical assistance projects in the field of democratic governance, economic growth and combating corruption is an advantage.
- Ability to handle multiple tasks, to work under pressure and to meet tight deadlines.
- Ability to work as a team.
- Oral and written fluency in English and Ukrainian.

Indicative duties and responsibilities:

- Design data collection system.
- Develop tools.
- Analyze and report on reform initiative programs implementation and progress towards ToRs and goals.
- Contribute to different PRSM reports.
- Interact with the representatives of the Ministries, SOEs or reform initiatives' experts/managers on project implementation level of satisfaction etc.
- Prepare tables with PRSM progress analysis.
- Contribute to the capacity building program development.
- Collect different data.
- Assist Operations Manager and Sector Lead on experts monthly report monitoring.
- Other related duties.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on November 25th, 2016 to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements.

Please ensure to state **PRSM Monitoring and Evaluation specialist** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

Shortlisted candidates will be contacted after November 28th, 2016.