

TERMS OF REFERENCE
LEAD BUSINESS RELATIONSHIP MANAGER
FOR THE UKRAINE INVESTMENT PROMOTION OFFICE

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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.

Reform Initiative

Economic stability and growth is a cornerstone for the stability in a democracy. For many years, the national governments of Ukraine put the importance of economic development on the bottom of their lists of goals. However, the current government recognizes the importance of economic development, and the role that foreign direct investments (FDI) can and does play.

After several tumultuous years, Ukraine is emerging as an increasingly attractive place for foreign investors. However, there are hurdles to be faced – in addition to communicating the opportunities and advantages of Ukraine as an investment destination, Ukraine is still a complicated place to do business, and there is a need for hands-on support for investors interested in exploring the potential Ukraine has to offer.

In October of 2016, the Government of Ukraine established UkraineInvest – an Investment Promotion Office tasked with raising Ukraine’s investment profile and increasing FDI into the country.

Soon after it was established, it became apparent that the Regions of Ukraine were in particular need of support and development when it comes to attracting and supporting potential foreign investors. The establishment of this office will help address this issue.

Objective of the Reform Initiative

This reform initiative involves the creation of a separate structural unit of UkraineInvest, Ukraine's official Investment Promotion Office, in the Western Region of Ukraine. This new office will work to attract and develop new foreign businesses and investment, communicate with local and regional authorities, prepare information about the region and potential areas and projects for investment.

Position Summary:

Lead Business Relationship Manager will manage the team focused on supporting launch of the office, identify projects, support investors, and increase FDI in the Western Region of Ukraine.

Preferred Qualifications and Skills:

- Master degree in economy, finance or business administration;
- 5 years of work experience in a related field;
- Knowledge of the region and general business development practices;
- Experienced in working with foreign businesses;
- Fluent German or English;
- Reform initiative management skills;
- Strong client service skills;
- Organizational and prioritization skills;
- Time-management skills;
- Strong verbal, personal communication and negotiation skills;
- Decision making, problem analysis, critical thinking.

Indicative duties and responsibilities:

Create regional instruments for investment promotion:

- a) Develop a clear algorithm attracting foreign investors to the region (including automotive industry companies)
- b) Prepare thematic information and presentations at the request of investors;
- c) Organize support for investors in addressing administrative issues;
- d) Organize special thematic meetings for potential investors in promoting the region.

Develop regional institutional mechanisms to attract investors and promote infrastructure development:

- a) Establish positive communication with representatives of state authorities;
- b) Prepare investment projects in the region together with representatives of state authorities;
- c) Consult with existing investors in the region on a regular basis;
- d) Consult with representatives of state authorities on creating specific infrastructure for potential investors (roads and utilities)

Create regional / cluster / sector map of investment opportunities:

- a) Consult with regional and local authorities on the preparation of additional Greenfield and Brownfield areas;
- b) Collect and collate available statistics on select investment regions;
- c) Organize relevant existing information on select regions for prospective investors.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 6 months, with possible extension for another 6 months, based in Ivano-Frankivsk.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on March 24, 2017 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 **Lead Business Relationship Manager** 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 March 27, 2017.