

**FOR THE GROUP OF EXPERTS FOR
FOR PROVIDING DIGITAL SUPPORT OF GOU AND IMPLEMENTATION OF
SYSTEM OF ELECTRONIC DOCUMENTATION**

- Team leader
- Technical experts (2 positions)

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| ToR Date of Issuance: | Oct 26, 2016 |
| Due Date for Applications: | Nov 9, 2016 |

1. Purpose of the Reform Initiative

Reform of digital support of government include implementation of electronic system documentation in government institutions and developing and deploying Cloud and Hybrid architectures and infrastructure for software applications.

System of electronic documentation (SED) was created by initiative employers of PAU in 2014. The goal was to develop an electronic system that would combine essential in daily operation work of each government employer. Basic principals: transparency and speed in the process, usage of electronic signature, controlling of all status of documentation and analyze of work of government employer. SED was launched in February 2015. Due to the increase of request about SED from government institutions, in march 2016 PAU presented SED for all government institutions and from June 2016 closed legal issues about SED delivery to other government institutions.

On August 15 2016 the Cabinet of Ministers completely switched to electronic documents, that again demonstrates the readiness of government to create digital communication platform for all government institutions. SED implementation is the one of reform that is transformed into projects, that is critically depends on staff skills and effectiveness.

The goal of the reform initiative is to provide digital support to the GOU and implement system of electronic documentation (SED) by building GOU action plans monitoring platforms and extending SED to more governmental institutions. It will facilitate the sustainability of several government institution reform e.g. anticorruption and public administration through the modern management approach, as well as foster better management and monitoring of the governmental actions plans implementation e.x. 2016 GoU Action Plan, Eurintegration and others.

The team will introduce modern approach for complex projects management and conduct intensive training, supporting, guidelines and consultancy session for government employers in Ministries, regional and other government institutions, building automatic systems will introduce modern approach for creating electronic system and consultancy sessions for employees from ministries of the GOU.

Scope of Work

1. Team Leader:

- Communication with all government institutions interested for SED implementation
- Coordination between all involved parties (clients, developers, partners, donors)
- Presentation, preparation of materials, preparation of interview, press-releases.
- Consultancy session for SED implementation
- Weekly meeting with partners, clients, developers, project team
- Controlling of tenders, official information about SED, legislation
- Reporting on behalf of the team

2. Technical Experts:

- Conduct consulting sessions and trainings for public servants
- Support Team lead in implementing SED in 2 Ministries and 8 Governmental Institutions
- Build electronic system to fill out and managing tasks
- Facilitate retrospective meetings for project team weekly
- Create analytic reports tool
- Build public site for everyone to show tasks progress of implementation activity plan from the Cabinet of Ministers of Ukraine
- Create support and user documentations
- Implementation of program for monitoring of action plan of reforms.

3. Qualifications and Experience

The incumbent is expected to have the following qualifications:

1) Team Leader:

- knowledge and skills with project management (an ability to manage multiple projects with multiple directions)
- leadership skills and organizational time management skills,
- communication skills
- experience of work with government institutions as a consultant in project management (not less than 6 months)
- experience in training activity

2) Technical Experts:

- Comprehensive experience of designing, developing and deploying Cloud and Hybrid architectures and infrastructure for software applications.
- Over 5 years of IT experience Azure and SharePoint infrastructures.
- Proven ability to lead project teams to successfully deliver agreed upon solutions of the highest quality, often in complex and challenging customer environments.
- Experience in providing technical advice and consultancy to clients and management on matters of technical architecture infrastructure developments, including their feasibility, developing SharePoint Solutions, meeting customers face to face.
- Skills in technical document preparation by using MSF, solution deployment and implementation, working closely with customers, Q&A, Hybrid and cloud solution deployment, office 365 solutions development, etc.
- Knowledge and skills with consulting, building electronic control systems for Government.
- Experience of developing cloud solutions (not less than 6 months)
- Experience of training activities (not less than 6 months)

4. Duration, timing, and location

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

All activities will be in Kyiv at the office of President Administration of Ukraine with frequent visits to the Cabiner of Minsiter fo Ukraine and other government institutions.

5. 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 9, 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.*