**Individual TOR for the Reform Support Team**

**at the State Tax Service**

**POSITION: *Director (Category 1)***

ToR Date of Issuance: 28 July, 2020

Due Date for Applications: 10 August, 2020

1. **Objective(s) and linkages to Reforms**

The Director of the Reform Support Team at the State Tax Service (STS) will be subordinated to the Head of the STS.

The Reform Support Team (RST) is a group of Ukrainian professionals (non-public servants) funded on a temporary basis by the donors that provides targeted technical support and assists the STS in the design and implementation of sectoral strategies and priority reforms.

Competencies of the RST include the following core capacities:

* Economic and legal analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.), and
* Reform program planning, implementation and coordination (inc. performance indicators, progress reports, program management, monitoring and coordination, project proposals preparation etc.).

The Director is responsible for (1) effective operational management of RST (2) overall coordination and monitoring of reforms implementation in the STS (3) Reform Teams (Working Groups) support (4) cooperation with donors and IFIs.

1. **Duration and proposed timeframe**

Duration of assignment is until April 30, 2021 (with the possibility of extension in subjected to availability of MDA procedures and donor funding) with starting date not later than July 2020, including a 2-month probation period.

1. **Main Duties and Responsibilities**
   1. Ensuring effective operational management of the RST
      1. overall resource planning, recruitment and management of RST staff;
      2. cooperation and coordination with various stakeholders (donors, experts, government officials, etc.).
      3. coordination of activity of RST team members with the beneficiary institution
   2. Overall coordination, supervision and monitoring of reforms implementation in the STS
      1. coordination and facilitation of all RST team members, ensuring active engagement of relevant stakeholders (incl. STS staff);
      2. development of work plans, scopes, budgets and other key documents in order to facilitate the reform projects;
      3. resolving problems and obstacles encountered during the implementation process;
      4. providing M&EL of RST work, development reports to the EBRD.
2. **Main anticipated deliverables**

* Recruitment of all RST staff;
* Development of Program/Plan of all STS reforms in the area of tax reform, PAR reform and Open Government reform;
* Regular progress reports on reform development and implementation to the Reform Council;
* Overall communication plan of STS reforms developed and implemented.

1. **Qualifications, Skills and Experience**
   1. ***Qualifications and skills:***

* Impeccable ethical standards, outstanding leadership skills;
* At least a Master degree in taxation, economics, finance, management, public administration or other relevant field.
* Proven ability to lead a team of experts in donor-funded, business or public organizations;
* High-level negotiations, strong communication and presentation skills;
* Strong analytical skills with the ability to interpret complex legal, commercial and financial information;
* PC literacy;
* Certifications in the sphere of taxation or public administration is an asset;
* Fluency in Ukrainian and English.
  1. ***General professional experience:***
* More than 10 years of general professional experience, working for international companies and donor-funded projects would be an asset;
* At least 5 years of proven high-level managerial experience in public or business administration, taxation and business consulting.
  1. ***Specific professional experience:***
* Proven knowledge and professional experience in project management and taxation;
* Experience with government entities and their mandate and processes is an asset;
* Familiarity with the reform agenda in Ukraine;
* Experience in leading multidisciplinary teams is an asset;
* Proven knowledge in M&EL
* Knowledge in the area of the EU policies in relation tax field and PAR Reform.

1. **Assignment Value**

The estimated monthly value of this consultancy position is in the range of EUR 1200 to EUR 1800.

The funding source of this assignment is the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). Contributors to the MDA are Denmark, Finland, France, Germany, Italy, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor.

Please note selection and contracting will be subject to the availability of funding.

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by 10 August, 2020 to the following address: rst@tax.gov.ua

All submissions must include a completed Application Form, the candidate’s Curriculum Vitae and Reference Letter from a recent supervisor.

Only applications which have been submitted using the correct template and are completed will be considered.

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.