

Terms of reference for the appointment of short-term experts

ToRs Nr.:	C2-024	Date of filing:	15-04-18
Activity:	SME Development Office establishment	Activity number:	C2, A2.8
Type:	Short-term expertise	Log frame reference:	Result 2.8
Job title:	Advisor International Cooperation		
Category:	Junior Nat. NKE	Start date:	tbd
Man-days (total):	190	Location:	Kyiv / Ukraine

1 Background

The SME Development Office (SMEDO) is an advisory body within the Ministry of Economic Development and Trade of Ukraine (MEDT) that provides technical assistance to the ministry and its 'Department for Entrepreneurship Development and Regulatory Policy' in implementation of Ukraine's SME Development Strategy 2020 and the associated SME Support Action Plan. The Action Plan's activities will focus on:

- Creating favourable environment for SME development;
- Improving SME access to finance;
- Simplify SME tax administration;
- Promoting entrepreneurial culture and develop entrepreneurial skills;
- Improving competitiveness and SME innovation potential.

During its initial phase, SMEDO will have 10 staff members in total, allocated to two units: one for 'SME and Entrepreneurship Promotion' and another for 'SME Policy Implementation'.

The SMEDO establishment is funded by the EU until March 2019 through its EU4Business project FORBIZ that supports the ministry with conceptual contributions, staffing and coaching.

2 Scope of Work

1) Communication with international donors:

- i) Establishment and expansion of cooperation with donors and international SME support institutions;
- ii) Support to the institutional and BSO cooperation development and participation in international consortia;
- iii) Creation of national, regional and local level projects, eligible to donor financing to SMEs or Business support organisations;
- iv) Creation and implementation of programmes and projects, focused on development of conditions for accessing European funds, bilateral funds and other forms of international support for SMEs;
- v) Provision of information about open calls for European programmes, bilateral and multilateral programmes; Info point for EU programmes such as COSME, HORIZON2020, EEN, etc.

2) SME ITA programmes:

- i) Cooperation on implementation of donor funded projects focused on start-up and SME sector in Ukraine;
- ii) Cooperation on implementation of programmes and project for SMEs and business support organisation financed by international donors;
- iii) Creation of data base on SME donor funded support programmes from national and regional/local levels.

3 Logistics

3.1 Travel costs

Travel costs outside base of operations ('location') are covered by the project and are subject of separate arrangements

3.2 Facilities to be provided

Travel costs outside base of operations ('location') are subject of separate arrangements.

4 Expert profile

Qualifications and skills:

- University degree (Master degree in public administration, economics, business management or a related field) or equivalent;
- Excellent command of Ukrainian and good command of English and Russian; Excellent computer skills (MS Office), HTML and experience in content management and web programming.

General professional experience:

- At least 3 years of proven professional experience as an expert in donor projects and/or government and/or international NGOs;
- At least 1 year of experience in cooperation with donors on implementation of private sector development projects.

Specific professional experience:

- Experience in donor SME support programmes and projects developed in cooperation with national or regional or local authorities;
- Experience in monitoring of donor/international NGO projects, familiar with EU SME support instruments/programmes.

5 Expert selection procedure

The selection of experts is performed following professional and transparent standards. An evaluation committee established by FORBIZ evaluates all applications against the required profile and performs interviews with pre-selected candidates under the supervision of the Delegation of the EU to Ukraine.