

## Terms of reference for the appointment of short-term experts


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Activity:	SME Development Office establishment	Activity number:	C2, A2.8
Type:	Short-term expertise	Log frame reference:	Result 2.8
Job title:	Advisor SME Support Infrastructure Developr	Start date:	tbd
Category:	Senior Nat. NKE	End date:	20-03-19
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) Participation in creation of infrastructure support programmes:

- i) Participation in creating and improvement of institutional SME support network in Ukraine on national, regional and local level;
- ii) Permanent communication with local and regional authorities on improvement of institutional SME support network;
- iii) Participation in development of regional, local and sectors strategies, including support to PPD;
- iv) Organisation and delivery of TNA and trainings for employees of institutional SME support network;
- v) Establishment and expansion of cooperation with donors and international SME support institutions;
- vi) Organisation of joint events (promotion, conferences, trainings...) with regional and local SME support organisations.

#### 2) Monitoring SME infrastructure support programme development:

- i) Creation and implementation of Monitoring action plan and evaluation tools on BSO;
- ii) Institutional capacity assessment;
- iii) Identify all relevant sources of data necessary for annual and other periodic reports on SMEs; iv) Collection, processing and analysis and relevant statistic and other data related to BSO development;
- v) Conduct annual SME survey;
- vi) Preparation of statistic data, benchmarking and reports on MEDT demands.

### **3 Logistics**

#### **3.1 Travel costs**

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

#### **3.2 Facilities to be provided**

Office space and the necessary technical equipment is provided.

### **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: Excel, Word, Power Point, Outlook).

#### **General professional experience:**

- At least 5 years of proven professional experience as an expert in donor funded projects and/or government and/or international NGOs;
- At least 3 years of experience in private sector institutional infrastructure support development.

#### **Specific professional experience:**

- Sound experience in institutional cooperation with private and public sector on regional/local level;
- Experience in institutional capacity assessment, work/monitoring with local/regional development agencies, incubators, business centres, info centres, etc.

### **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.