

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

ToRs Nr.:	C2-026	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:	Head of SME Policy Implementation Unit		
Category:	Senior 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) SME policy coordination:

- i) Management of unit operations;
- ii) Assistance to the MEDT in SME policy implementation and coordination with all stakeholders;
- iii) Assistance to MEDT on establishment and operation of SME policy coordination body;
- iv) development of communication with key actors from public, private and civic sectors and creation of an effective PPD;
- v) Cooperation with international organisations and institutions on SME policy implementation and assessment.

#### 2) Monitoring:

- i) Assistance to MEDT in monitoring and evaluation of implementation of SME strategy and Action plan;
- ii) Monitoring and evaluation of other policies related to SME development;
- iii) Monitoring of the SME policy implementation on national and regional/ local level.

**3) BSO, BMO, and SME support infrastructure development:**

- i) Identification of private sector BSO and BMO relevant for SME institutional infrastructure network development;
- ii) Communication and cooperation with public sector institutions relevant for SME support delivery;
- iii) development of Business Support Service links (15 business support centres, regional development agencies, business centres, Centres of Administrative Services etc.);
- iv) communication and cooperation with already established support institutions (e.g. Business centres, agencies, incubators etc.);
- v) communication with regional and local authorities on institutional infrastructure establishment and improvement.

**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 in a private company and/or government, and/or bank, and/or international NGOs;
- At least 5 years of experience in private sector policy development and cooperation with public sector, leading tasks and project/expert teams.

**Specific professional experience:**

- Experienced in private sector policy implementation/coordination and/or monitoring, and creation of framework for PPD and SME sector advocacy;
- Experienced in SME institutional capacity development and SME support delivery.

**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.