**Individual TOR for the Reform Support Team**

**at the State Tax Service**

**Tax Reform**

**POSITION: *Senior Project Manager (Category 1, Tax Reform)***

ToR Date of Issuance: 07/28/2020

Due Date for Applications: 08/10/2020

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

The Senior Project Manager (Category 1, Tax Reform) will be a full-time consultant in the Reform Support Team at the State Tax Service (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 Senior Project Manager will ensure the coordinated actions of Reform Teams (Working Groups) and focus on the development and improvement of the STS core functions: improvement of administration of taxes; improvement of the quality of individual tax advisory services; risk management, tax control and audit; counteraction the erosion of the tax base and enhancing the transfer pricing analysis function; improvement of the administrative appeal procedure.

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 August 2020, including a 2-month probation period.

1. **Main Duties and Responsibilities**
   1. *Coordination and facilitation of the reform implementation process*
      1. data and information search, integration and analysis;
      2. drafting of evidence-based policy and legal reform proposals;
      3. support for training and capacity building of Reform teams.
   2. *Reform Teams (Working Groups) support*
      1. project management support (development of project/reform implementation plan, risk management, change management, etc.);
      2. organization of events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals;
      3. preparation of timely and quality reports and status updates on reform implementation progress to the Head of STS, RST Director and Reform Coordinator, as well as for publication.
2. **Main anticipated deliverables**

* Support to the STS with the development of proposals related to improvement of the administration of taxes, fees, single contribution to compulsory state social insurance and tax debt collection, drafting respective policies and methodologies for implementation of new legislative requirements upon their adoption;
* Support to the STS with the development and implementation of actions to encourage voluntary compliance with tax discipline (voluntary tax payment) taking into account the specifics of groups and categories of taxpayers;
* Drafting of policy proposals, internal regulations and/or methodologies aimed at the improvement of the quality of individual tax advisory services;
* Assistance with the introduction of advanced approaches and best international practices to risk management, tax control and audit functions of the STS;
* Promoting development and implementation of policies and methodologies aimed at counteraction the erosion of the tax base according to the BEPS Action Plan; fulfilment of obligations for the establishment and execution of automatic exchange of financial information and enhancing the transfer pricing analysis function of the STS;
* Drafting proposals, methodologies for the improvement of the mechanism of the taxpayers administrative appeals;
* Regular progress reports on reform development and implementation to the Reform Coordinator;
* Contributing to the development and implementation of the communication plan of the particular reform.

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

* Master’s degree, preferably in taxation, finance, economics, business administration, law;
* Strong organizational management, communication and presentation skills;
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
* Fluency in Ukrainian and English.
  1. ***General professional experience:***
* Preferably more than 8 years of general professional experience;
* Minimum 5 years of experience in audit, taxation, financial economics, research and analysis.
  1. ***Specific professional experience:***
* Proven professional experience in taxation or audit procedures and knowledge of respective regulations;
* Good understanding of Ukraine’s tax system and major principles of international taxation is required;
* Experience with government entities and their mandate and processes is an asset;
* Understanding of the international trends and recent developments in tax administration is an asset;
* Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset;
* Experience in the harmonization of Ukraine legislation with the EU legislation and standards is an asset;
* Experience in leading teams is an asset.

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 August 10, 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.